



State of New York/ Public Employees Federation  
**Joint Labor–Management Committees**  
**Statewide Health & Safety Committee**

**To:** Agency Health & Safety Chairs and Management Health & Safety Reps

**Date:** August 18, 2010

**Re:** **Register for a one-day Agency Health & Safety Chair’s Conference “Step Out and Speak Up for Health & Safety” Scheduled for:**

**November 16, 2010**  
**NYSUT, 800 Troy-Schenectady Road, Latham NY**  
**9:00 AM – 3:00 PM**

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The State of New York/ Public Employees Federation (PEF) Statewide Health & Safety Committee has scheduled a one-day Health and Safety Committee training program. The program is open to all labor and management co-chairs of the agency health and safety committees (or their designees). The training will be held on November 16, 2010 at the NYSUT, 800 Troy-Schenectady Road, Latham, NY.

The goal of the program is to strengthen committee effectiveness in solving health and safety problems. The program will be conducted by Jay Kimple, an expert in labor/management relations and organizational leadership and improvement. Outcomes will include:

- Thorough understanding of Article 18
- Understanding of why H & S has to be a joint process
- Understanding what it means to create an H & S culture
- Assessment of current functioning as a H & S committee
- Plan for moving H & S committees to next level
- Development of a planning and review process for committees for communication, guiding activities, and creating a learning organization

This will also be an excellent opportunity to network with fellow labor and management health and safety leaders.

We are requesting that you complete an online survey that will assess the status of your agency health and safety committee. This survey will assist Jay Kimple in focusing on the real needs of our agency committees as well as provide the Statewide Committee with an outlook on the development of our agency level committees. Please complete this short survey by November 2, 2010 at:

<http://www.surveymonkey.com/s/CXV3GXT>

Subject to operating needs, agencies may provide one [1] day of release time on October 28, 2010 without charge to leave credits for designated employees to attend the program. In addition, release time for travel related to the training will be limited to a maximum of three hours on the day preceding the training for employees traveling 125 miles or more

Please note that payment of mileage reimbursement and other related travel costs for conference attendees is subject to state and agency policies regarding travel expenditures. Any policies requiring pre-approval for such expenses must be followed.

A registration form for the program is enclosed.

**Your registration form must be received by the close of business day on October 28, 2010.**

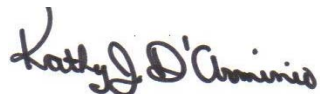
Fax your registration form to: Crystal Bruno at (518) 785-1814, or mail to:

**Crystal Bruno  
NYS Public Employees Federation  
Health and Safety Department  
1168-70 Troy-Schenectady Road  
P.O. Box 12414  
Albany, NY 12212-2414**

All registrants will receive a confirmation that will include directions for the program location.

If you have any questions regarding this program, please contact Kathy D'Arminio at (518) 257-6983 or [kdarminio@pef.org](mailto:kdarminio@pef.org), Larry Enoch of the Governor's Office of Employee Relations (GOER) at (518) 474-0568.

Sincerely,



Kathy D'Arminio  
PEF Health and Safety Chair



Larry Enoch  
Assistant Director for Occupational  
Safety & Health