



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

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

Date: 07/23/2010

**Re: Register for “Proactive Resolutions for Building & Indoor Environmental Quality Issues” Training Program, Scheduled for: October 14, 2010 in Rochester, NY
November 18, 2010 in New York City December 15, 2010 in Albany, NY**

The State of New York/ Public Employees Federation (PEF) Statewide Health & Safety Committee is offering three one-day training programs entitled “Proactive Resolutions for Building & Indoor Environmental Quality Issues”. The programs will be held on October 14, 2010 in Rochester, NY; November 18, 2010 in NYC; December 15, 2010 in Albany, NY. Union leaders and agency managers are routinely contacted by state employees regarding concerns caused when building renovations or nearby construction impact indoor air quality (IAQ). The statewide Health & Safety Committee recognizes the importance of providing training to management officials, union representatives, and building personnel. Understanding strategies for preventing and responding to IAQ problems caused during building renovations and construction will help preserve workplace safety and health and avoid disruptions to operations.

The program is open to all Labor and Management Chairs of the Agency and Local Level Health and Safety Committees (or their designees) as well as building managers, supervisors and other personnel who routinely deal with facility management issues. Each Agency and Local health and safety committee is invited to send up to three (3) additional representatives to the program. Selection of these additional participants shall be done by joint consultation between the labor and management chairs of the agency health and safety committees.

The program will be conducted by John Van Raalte, an Industrial Hygienist and Director of Industrial Hygiene Services for the Occupational and Environmental Health Center of Eastern NY. He has done extensive work in evaluating and responding to IAQ issues for state agencies and unions.

Participants will learn the following:

- The essentials of preventative measures, remediation practices, and building operations necessary to eliminate or reduce the possibility for exposure to indoor environmental contaminants;
- Using a labor/management approach to resolve indoor air quality issues;
- Sources of common building contaminants and their acute and long term health effects;
- Identifying the presence, health effects and remediation practices for asbestos;
- How to conduct an indoor environmental quality inspection;

- When and how to use Material Safety Data Sheets;
- Remediation practices and control methods;
- Using additional resources to resolve issues (DOH, Occupational Health Clinics, etc.);
- How to design an action plan for an indoor air quality project

Subject to operating needs, agencies may provide one [1] day of release time for the selected training day without charge to leave credits for designated employees to attend the program.

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

The program is partially funded by PEF's NYS Department of Labor Occupational Safety & Health Training Grant and the State of New York.

There are a limited number of spaces available for this valuable program. We expect the limited seats to fill up very quickly and encourage Co-Chairs of the agency and local level committees to identify and register participants as soon as possible. A registration form for the program is enclosed.

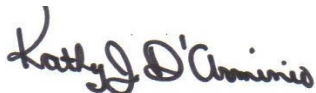
Fax your registration form to: Crystal Bruno or Jenna Laboda at (518) 785-1814, or mail to:

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

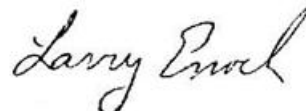
All registrants will receive a confirmation letter that will include directions for the program locations.

If you have any questions regarding this program, please contact Kathy D'Arminio at (518) 257-6983 or kdarminio@pef.org, Larry Enoch of the Governor's Office of employee Relations (GOER) at (518) 474-0568 or lenoch@goer.state.ny.us.

Sincerely,



Kathy D'Arminio
PEF Health and Safety Chair



Larry Enoch
Assistant Director for Occupational
Safety & Health