

Health & Safety Action Items
June 5, 2007

4. Workplace Violence Prevention:
 - a. **Steve Olender** will keep the Health & Safety Committee briefed on the progress of the Workplace Violence + Prevention Policy.
 - b. **Dave Bolles** will refer information regarding threats, assaults and property damage to the Workplace Violence Sub Committee
Ron Goldstein will consult with CSEA and get the list of sub-committee appointees from PEF and CSEA to **Ed Gardner**.
 - c. One page Desk Reference to Emergency Redbook and Workplace Violence to be cut down and laminated by **Special Investigations**. OSOD announced that "Difficult Caller Training" is progressing through the TCCs and will continue.
 - e.ii **Labor Special Investigations** will talk to **DOES** regarding informing manager about the possible use of Resource Room server controls to minimize customer confrontations.
6. Automated External Defibrillators:
 - b. **Frank Besser** will send a letter to OGS requesting a reassessment of the planned number of AEDs for Bldg. 12.
7. Emergency Action Plans:
 - a. **OSOD** will receive the Emergency Action Plans, record their arrival and forward them for review to **the Division of Safety & Health**. **DOSH** will review the plans, identify deficiencies and communicate the need to revise the plan to the deficient unit.
OSOD will report the number of acceptable plans and the number deficient.
 - b. **OSOD** will issue a Series L-Memo containing language on the proper use of fire extinguishers.
8. Hazard Communication/Right To Know Training:
 - b. **OSOD** will report on their progress in obtaining a new system for tracking each employee's Training History and report progress at the next meeting.
9. Workplace Injury and Illnesses:
 - c. **Margaret Sheehan-Nolan** will work with **Personnel** regarding sending an e-mail to each staff member who reports a repetitive stress injury outlining assistance the DOL can give.
10. Update on DOL's Plans in case of a Pandemic Influenza Outbreak:
Dave Bolles will continue to update the H&S committee at the next meeting.