

**MINUTES**  
**DEPARTMENT OF LABOR**  
**STATEWIDE SAFETY & HEALTH COMMITTEE MEETING**  
**ALBANY**  
**June 7, 2006**

<b>Present:</b>	<b><u>CSEA</u></b> Vennie Turpin Maryann Wetra	<b><u>PEF</u></b> Ronald Goldstein, Chair Frank Besser Patricia Jabonaski James Malloy Bob Varano Jacqueline Vogel	<b><u>MANAGEMENT</u></b> Michael Durant Anthony Germano
<b>Absent:</b>	Doris Cota	Anthony Ptak Scott Ray	Brian Sanvidge, Chair Edward Gardner
<b>Guests:</b>	Andrew Adams, DEOD Carole Brunner, Personnel Paul Danaher, Property Stacy Hopkins, Employee Relations Deborah Hughes, Personnel Jose Lopez, IG's Office Robert Perez, DOSH Joseph Robilotto, IG's Office Geraldine Stella, PEF S&H staff		

Michael Durant chaired the meeting for management due to the absence of Brian Sanvidge. Patricia Jabonaski sat in for Anthony Ptak.

**Handouts:**

- Joint CSEA-PEF Proposed Agenda
- Unusual Incident Report Summary for the period February 1, 2006 – present
- 2006 SH-900 logs and SH-900.2 Incident Reports for 2001 Perimeter Road, Glendale; 130 W. Main St., Rochester; Bldg. #12, Albany; 345 Hudson Street, NYC; Troy Atrium; 54<sup>th</sup> Street, NYC

**Issue:** Set agenda: The CSEA-PEF Joint Proposed Agenda was accepted as presented.

**Issue:** The minutes for February 7, 2006 were accepted and signed off by Ron Goldstein and Brian Sanvidge.

**Issue:** **2005 Hazard Communication/Right-to-Know Training, Unusual Incident Reporting Review, and Emergency Action Plan Annual Training:**  
Update on the number of employees who have completed the training.

**Discussion:** Andrew Niven was not present to address this agenda item. Michael Durant said he would get back to Ron Goldstein by the end of the week.

**Action:** **Follow up at the next committee meeting.**

**Issue:** Follow up report by management on the feasibility of putting all Material Safety Data Sheets (MSDS) online so that they would be readily accessible.

**Discussion:** Paul Danaher stated that the Purchase looked into buying an online software package that would track Material Safety Data Sheets (MSDS). The cost of the software would be between \$25,000 and \$30,000 along with a \$3,500 annual maintenance fee. Paul added that he considered the possibility of doing something in-house such as scanning the documents but Purchase presently does not have sufficient staff to complete the project.

**Issue:** Should we apply for a GOER/PEF Safety and Health Initiatives Program (SHIP) grant to offset the cost of putting the MSDS online?

**Discussion:** Geraldine Stella reported that the grant is limited to \$15,000 thereby making it impossible to purchase the MSDS software program.

**Issue:** **Emergency Action Plans:**  
Information on how many of the plans have been reviewed.

**Discussion:** Once again, Andrew Niven was not present to respond.

**Action:** **Follow up at the next committee meeting.**

**Issue:** Follow up on whether plans have been received of all One Stop locations where DOL is not the primary tenant.

**Discussion:** Michael Durant stated that he will follow up with Andrew Niven regarding getting a representative sample of plans submitted by One Stop locations where DOL is not the lease holder.

**Action:** **Follow up at the next committee meeting.**

**Issue:** Information from the Inspector General's Office on when each local Safety and Health Committee last met and when the next meeting is scheduled.

**Discussion:** Joe Robilotto said that the Southern Tier committee postponed their meeting on April 27, 2006 and is scheduled to meet on July 27, 2006. Central Region met on March 16, 2006 and is scheduled to meet again on June 15, 2006. NYC met on April 11, 2006 and will meet again on July 18, 2006. Long Island met on February 24, 2006. The date of the next meeting has not been set. Jackie Vogel attempted to arrange a Capital District meeting in April 2006 but there were no agenda items. The Hudson Valley, Western and Finger Lakes Region Committees have not met at all this year.

**Issue:** **Workplace Injuries and Illnesses:**  
Review of the 2006 year to date SH-900 logs and SH-900.2 Incident Reports for DOL's five largest locations as well as 130 West Main Street, Rochester.

**Discussion:** PEF passed out copies of 2005 SH-900 logs and SH-900.2 for the above locations. Jim Malloy asked why two incidents in Troy were included in the Unusual Incident Report summary but not on the SH-900 log? Carole Brunner responded that under OSHA/PESH regulations an injury is only reportable if it meets one of the following criteria: (1), the employee lost a full day of work; or (2), the employee had two or more doctor's visits for that injury; or (3), the employee received any medical treatment, for example, a prescription or therapy.

**Issue:** Comparison of this year's numbers with the 2005 SH-900.1 Annual Summaries for the same locations.

**Discussion:** Ron Goldstein noted that the number of incidents in Building 12 in 2006 is significantly lower than the same period in 2005. Deborah Hughes stated that her office attributed this to a mild winter. This led to fewer slip and falls in the parking lots as well as in the lobby and corridors.

**Issue:** Reissuing the previous poster regarding file cabinet safety.

**Discussion:** Michael Durant stated he will contact Communications regarding the whereabouts of the poster.

**Action:** Follow up at the next committee meeting.

**Issue:** Ergonomic Issues:

Report from management on who is following up on repetitive motion illness reports as promised at the last meeting.

**Discussion:** Ed Gardner, who had committed to providing the committee with an outline of the process, was not in attendance. Michael Durant said that he would look into getting a draft outline for the next committee meeting.

**Action:** Follow up at the next committee meeting.

**Issue:** Follow up on posting the link to the OSHA ergonomic training in the "Latest Update" section of the DOL Intranet once a year.

**Discussion:** The link was posted on the DOL Intranet on May, 19, 2006.

**Issue:** Update on ergonomic training for DOL staff and supervisors.

**Discussion:** This information was included in Series L Memo 18, 2006 which was also posted on May, 19, 2006.

**Issue:** Update on the Department's plans to comply with the new law regarding automated external defibrillators (AEDs) in public buildings. Did DOL submit its plan to OGS by the April 1, 2006 deadline?

**Discussion:** Tony Germano said that the plan has not been submitted to OGS because his office found some deficiencies which need to be corrected. Tony added that he wants to make sure that every expenditure that will be required to

put the AEDs in place is included in the plan. Tony expects his review will be completed by mid July 2006. Michael Durant and Tony will discuss the possibility of giving the DOL Security Officers access to the AEDs currently in the nurse's offices in Building 12 and 345 Hudson Street when the nurse is not present.

**Action:** Follow up at the next committee meeting.

**Issue:** **Security Issues:**  
Detailed review of all recent Unusual Incident Reports.

**Discussion:** The committee reviewed the Summary of recent Unusual Incident Reports for all areas of the State.

**Action:** Joe Robilotto will follow up with Bob Varano regarding an incident that occurred in Syracuse and with Ron Goldstein regarding an incident involving a slip and fall at 54<sup>th</sup> St. in NYC.

**Issue:** When will the GA Manual revisions regarding threats and assaults against DOL field staff be issued?

**Discussion:** Brian Sanvidge was not present to address this agenda item.

**Action:** Follow up at the next committee meeting.

**Issue:** Follow up on adding a one-page desk reference to the Emergency Red Book and the Workplace Safety Intranet home page listing what actions to take during such common emergencies as bomb threats, suspicious mail and sick or injured employees and/or customers.

**Discussion:** Jose Lopez provided the committee with a draft of the one-page desk reference. Michael Durant stated he will look into posting the desk reference on the Workplace Safety home page and also putting the desk reference on heavy card stock to be issued to all employees.

**Action:** Follow up at the next committee meeting.

**Issue:** Follow up on the possible use of pseudonyms, (i.e. Ronald 51) or other methods to sign UI decisions, other determinations and similar documents.

**Discussion:** Michael Durant stated he will contact the UI Division regarding the possible use of alternate methods to sign official documents.

**Action:** Follow up at the next committee meeting.

**Issue:** Information on the number of Security Officers in various areas of the State including whether there have been any recent changes.

**Discussion:** Joe Robilotto reported that the only change since the last meeting is that a Senior Security Officer in NYC retired and at present there are no plans to fill that item.

**Issue: Property Issues:**

Planned asbestos removal at 250 Schermerhorn Street, Brooklyn (referred from the NYC Safety and Health Committee).

**Discussion:** Tony Germano stated that before the work is started, his office will meet with the staff at 250 Schermerhorn Street and their union representatives to discuss any questions that they might have regarding the asbestos removal. Paul Danaher added that samples from the walls in various areas of the building are scheduled to be collected during the weekend of June 9, 2006. Once all the samples are analyzed an abatement plan can be developed. All of the asbestos is presently safely contained. There is no asbestos in the air.

**Action:** Follow up at the next committee meeting.

**Issue:** Training for both DOL and OFT mailroom staff in Building 12 on the proper operation of forklifts.

**Discussion:** Paul Danaher said that PESH staff provided the training in February 2006.

**Issue:** We ask management to request a PESH consultation for 171 Front Street, Binghamton.

**Discussion:** Paul Danaher reported that with the concurrence of Tony Germano; DOL has requested a PESH consultation regarding air quality. The Property Office is working with the landlord to determine why the circuit breakers are frequently tripping.

**Action:** Ron Goldstein will follow up with the Council Leader to see if he wants to file a PESH complaint regarding other problems in the office.

**Issue:** What are DOL's plans in case of a pandemic influenza (such as bird flu) outbreak in New York State?

**Discussion:** Tony Germano stated that DOL follows NYS Department of Health and State Emergency Management Office guidelines. According to Tony, DOSH will be putting out an informational document in a couple of months that will be shared with staff. Key points covered include resources, training, contact list, what ifs and communication.

**Action:** Follow up at the next committee meeting.

**Next meeting:** August 15, 2006 at 10:00 a.m. in Building 12, Training Room E.