



September 25, 2007

Mr. John Dormin  
Director of Labor Special Investigations  
New York State Department of Labor  
Building 12, State Office Campus  
Albany, NY 12240

Dear Mr. Dormin,

CSEA and PEF jointly propose the attached **preliminary** agenda for the October 2, 2007, DOL Statewide Safety and Health Committee meeting. Not everyone has had a chance to review it. **It therefore is subject to change through Friday September 28.** If management has any proposed agenda items, we can talk about how to include them just before the meeting begins.

Please invite Steve Olender to discuss agenda item 4. Please invite Joseph Fuller and representatives from Information Technology and Communications to address agenda item 7. Please also invite Andrew Niven and/or Cynthia St. Hill to discuss agenda items 8 and 9. We hope that Andrew Adams, Maureen Cox, Paul Danaher and Jose Lopez will attend the meeting.

Sincerely,

RJG:st

cc: Frank Besser

Doris Cota

Mario Musolino

Pico Ben-Amotz

Andrew Adams

Edward Gardner

Maureen Cox

Jonathan Rosen

Bob Clark

Paul Danaher

Joseph Fuller

Steve Olender

Bob Beckwith

Geraldine Stella

John Bieger

Andrew Niven

CSEA and PEF Committee Members

Attachment

Ronald Goldstein

Executive Board Member

PEF Statewide Safety & Health Chair

**CSEA-PEF Joint Proposed Agenda Items  
for the October 2, 2007 DOL  
Statewide Safety and Health Meeting**

1. Set agenda.
2. Introductions.
3. Minutes of the June 5, 2007 meeting.
4. Workplace Violence Prevention:
  - a. DOL's Workplace Violence Prevention and Response Policy:
    - i) Update on the progress in developing DOL's Policy.
    - ii) Each DOL local Safety and Health Committee will be asked to make security assessments of every DOL location following guidelines established by the DOL Workplace Violence Prevention and Response Subcommittee.
    - iii) Every DOL staff member will be required to complete annual Workplace Violence training.
  - b. When will GA 0504 be revised to include threats and assaults against DOL field staff?
  - c. Please provide information on the number of Security Officers in various areas of the State including whether there have been any recent changes.
  - d. Detailed review of all recent Unusual Incident Reports:
    - i) Follow up on the recent security assessments of the 450 South Salina Street, Syracuse **and** 109 South Union Street, Rochester offices.
    - ii) Follow up on possible measures to reduce the number of Unusual Incidents in One-Stop Resource Rooms including the possibility of blocking customers from viewing inappropriate websites.
    - iii) Discussion on the recent theft of an AED at the Endicott TCC. **What is DOL doing to make sure that there are no additional AED stolen at other locations?**
  - e. Wal-Mart has a multi-page, tabbed flip chart on the walls of their stores detailing what staff should do in various types of emergencies. Topics covered include sick or injured customers and employees, power failures and earthquakes. Perhaps, DOL should consider creating a similar flip chart utilizing the material from the Red Book and the one page desk reference.
5. Updated information from the Office of Special Investigations on the names of all local Safety and Health Committee members, when did each local committee last meet and when the next meeting is scheduled.

6. How will the two recent Safety and Health appointees, interface with local Safety and Health Committees as well as the Statewide Safety and Health Committee?
7. Automated External Defibrillators (AEDs):
  - a. Please provide information on the status of DOL's AED Plan including planned installation timetables.
  - b. Update on implementing an AED Automated Response System at DOL similar to the one in use at OTDA.
8. Emergency Action Plans:
  - a. How many 2007 plans have been received to date?
  - b. What process is being used to review the plans and how many of them have been reviewed to date?
  - c. Has the tracking problem regarding deficient plans been resolved?
  - d. Information on AEDs and Workplace Violence Prevention should be added to next year's Emergency Action Plans.
9. Hazard Communication/Right-to Know Training, Unusual Incident Reporting Review, and Emergency Action Plan Annual Training:
  - a. At the last committee meeting, OSOD said that they had requested a new Learning Management System (LMS) that would be able to cross reference the Personnel System. This would permit more accurate information on which employees have not completed Haz/Com training. Please provide an update on the development of this system.
  - b. How can we ensure that each office is doing the mandatory live location specific portion of the training?
  - c. Possibility of adding Workplace Violence Prevention to the annual training.
10. Workplace Injuries and Illnesses:
  - a. Detailed review of the 2007 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.
  - b. Follow up on sending an e-mail to all staff who report a work related musculoskeletal disorder containing information on how to properly set up their work station and how to obtain ergonomic equipment in order to prevent any further damage.
  - c. There is a tentative agreement that PEF and CSEA Health and Safety trainers will work with staff from DEOD, DOSH and OSOD to make sure that each of the approximately 275 DOL employees at 75 Varick Street has a properly adjusted workstation and chair.
11. Update on DOL's plans in case of a pandemic influenza outbreak.
12. Set next meeting date.