



May 29, 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 June 5, 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 June 1.** If management has any proposed agenda items, we can talk about how to include them just before the meeting begins.

Please invite Joseph Fuller, Janine Nameny and Bob Clark, or their designees, 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 David Bolles 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

Bob Beckwith

Geraldine Stella

John Bieger

Janine Nameny

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 June 5, 2007 DOL
Statewide Safety and Health Meeting**

1. Set agenda.
2. Introductions.
3. Minutes of the February 28, 2007 meeting.
4. Property issues:
 - a.
5. Workplace Violence Prevention:
 - a. Update on the DOL Workplace Violence Prevention and Response Policy.
 - b. When will the GA Manual be revised to include threats and assaults against DOL field staff?
 - c. ??Update 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.
 - d. Information on the number of Security Officers in various areas of the State including whether there have been any recent changes.
 - e. Detailed review of all recent Unusual Incident Reports:
 - i) Results of the recent security assessments of the 450 South Salina Street, Syracuse **and** 276 Waring Road, Rochester offices.
 - ii) Measures to reduce the number of Unusual Incidents in One-Stop Resource Rooms including the possibility of remotely disconnecting customers who attempt to view inappropriate websites.
6. Information from the Office of Special Investigations on the names of local Safety and Health Committee members, when did each committee last meet and when the next meeting is scheduled.
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.
 - c. Follow up on making the AEDs in the Building 12 and 345 Hudson Street Nursing Stations available to other staff, such as Security Officers, when the nurse is not available.
8. Emergency Action Plans:

- a. What process is being used to review the 2006 plans and **how many of them have been reviewed to date?**
 - b. When is the 2007 Series L memo scheduled to be issued?
9. Hazard Communication/Right-to Know Training, Unusual Incident Reporting Review, and Emergency Action Plan Annual Training:
- a. Please provide a statistical update on the status of the 2006 training.
 - b. Beginning this fall, possibly requiring each employee to certify that they have received the mandatory live location specific portion of the training.
 - c. Possibility of adding Workplace Violence Prevention to the 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 repetitive motion injury/illness with information on how to properly set up their work station and how to obtain ergonomic equipment in order to prevent any further damage.
11. Update on DOL's plans in case of a pandemic influenza outbreak.
12. Set next meeting date.