

**NYS Division of Parole/Public Employees Federation L/M Health and Safety
Committee
Minutes of Meeting 3/9/06**

Attending for Parole: Jackie Carter, Sr. Personnel Administrator; Heidi Lynn Wagner, Employee Relations Officer

Attending for PEF Div. 236: Wayne Spence, Darryl Stevenson, Rich Trzyna, Ross Aronson (PEF Staff), Jonathan Rosen (PEF Director of Occupational Health and Safety)

- 1. Division of Parole Health and Safety Manual-** PR department of PEF submitted three drafts for the cover of the manual. The committee felt that they did not accurately reflect the nature of the DOP. Ross will meet with the PR department to develop a different cover. Once a final cover is selected the committee will apply for a SHIP grant to cover the cost of producing the manual.
- 2. Bloodborne Pathogens Exposure Control Plan-** The revisions have been completed. It has to be determined when the annual review of the BBP plan should be conducted. Plans for annual review will be discussed at the next committee meeting.
- 3. Emergency Response Packet re: Bloodborne Pathogens Exposure-** The cover memo has to be completed by DOP prior to distribution. Mr. Rosen noted that the memo must contain information for appropriate managers (Regional Directors) so that staff can be directed as to where to go for appropriate treatment. Officers are to be instructed to go to an emergency room with the packet and to advise that it is workers' compensation. The final version will be reviewed by PEF prior to distribution and the DOP hopes to have it out to staff by the end of 3/06.

PEF raised a concern that an undetermined number of members from recent recruit classes may have not received the final HBV shot. Ms. Carter indicated that DOP will check the status of all possible affected people and arrange for them to be given the appropriate shot as medically determined. PEF will be notified accordingly. It was raised that there may be a need to start the 3 shot series over. This issue will be researched by both parties. The union also requested that the Division consider providing a "titer" to determine whether Officers have developed immunity to Hepatitis B Virus.

Mr. Spence raised the issue of the length and quality of the Bloodborne Pathogens training. The three members of the PEF committee indicated that BBP is given very little time in Officer Safety Training and is not adequately covered. PEF has requested a review and asked to be provided with the agency standard for the training.

4. **SHIP Grants-** The application for grants was briefly reviewed by Mr. Rosen. It was explained that they can be jointly applied for by an agency and PEF Division for mutually beneficial safety and health training. Ms Carter indicated that this will be discussed in a meeting with the DOP Staff Development Unit.
5. **Ergo/Computer Work Stations-** Mr. Spence raised the issue of potential injuries due to improper computer work station ergonomics. Mr. Rosen explained that now that the DOP is increasing its use of computers, there is a significant risk of Carpal Tunnel and other musculo-skeletal injuries. There is a concern that such injury could prevent a PO from properly handling a weapon, which could lead to an increase of compensation claims or even job loss. PEF has offered to do a train-the-trainer or a direct training program on Ergonomics. Ms Carter indicated that all new offices will be ergonomically correct. Other issues will be handled on a case by case basis. Mr. Rosen suggested a meeting with the Staff Development Director to discuss options. Ms. Carter will discuss with Mr. Burgos and get back to Mr. Rosen with possible dates. If it can be worked out either Ms. Stella or Mr. Bobb will be the lead project coordinator for PEF
6. **Critical Incident Response Team (CIRT)-** PEF indicated that efforts should be put into re-establishing and training a new team. Mr. Aronson indicated that when the original team of approximately 20 members **was** formed in 1996 it was a joint Labor/Management effort and that PEF was allowed to play a major role in selecting team members. It was agreed that the policy and team needs review and a meeting will be scheduled with Mr. Burgos for further discussion. The item will be kept on the agenda.
7. **Bullet Resistant Vests-** This item was placed on agenda only to determine if the vests currently contain the material Zylon. The National Institute of Justice published a report questioning the effectiveness of that material. Management reported that the vests used by the Division do not contain Zylon.
8. **Light Duty-** It is agreed that the contract between NYS and PEF only requires light duty (Mandatory Alternate Duty) in cases involving workers compensation. PEF has requested that DOP consider it for personal injury, even on an individual basis.

PEF raised the need for a policy on alternate duty for pregnant Parole Officers. PEF will attempt to get policies from other law enforcement agencies. Mr. Rosen recommended establishing a list of possible injuries/tasks to help determine what productive work can be done by an individual not able to be on full duty due to injury/illness as a key to managing such a program.

9. **Buffalo Office Relocation-** Mr. Trzyna noted that a building is being renovated for the new Buffalo area office. He requested that PEF be allowed to conduct an air quality and asbestos inspection as well as check for mold and lead. Ms. Carter reported that Mr. Hemstead had mold remediated when the building was gutted. Mr. Rosen noted that OGS will have documentation as to how various problems were resolved. PEF wants to inspect after lease is signed.
10. **AEDs-** Ms. Carter noted that all regions have submitted list of names to be trained on operating the devices. The agency plan has been written and submitted to EHS. PEF requested a copy to review and comment upon.
11. **Radios in Hempstead Office-** The DOP is working on arranging for a “talk group” with the Nextel phones. They will be field tested. There are about 15 Parole Officers who still need radios. Mr. Spence will notify Regional Director Burdi if the “talk group” doesn’t work properly. He recommended that DOP look into a system to contact NYS Police Troop L who can then dispatch the appropriate police agency, if needed. It will be looked at by Mr. Burdi.
12. **NYC Water Testing-** Water has been tested in all of the buildings where necessary. Letters have been sent to appropriate landlords advising what needs to be done to correct any possible problems. PEF has requested copies of the reports. Water coolers remain at all locations in question.

NEXT Meeting: