

**Action Items from for the August 15, 2006 DOL
Statewide Safety and Health Meeting**

1. On June 7, 2006, Governor Pataki signed the **Workplace Violence Prevention** bill into law. How does DOL plan to implement the requirements of this law?
Anthony Germano said that DOL will develop a risk assessment and alternate places to go to report for work policy including a “Red Book” for public employers containing sections on planning and enforcement.
2. We recently sent all committee members a copy of the Workplace Violence Prevention and Response Policy that was recently issued by the NYS Department of Health. We strongly urge DOL to adopt a similar policy as soon as possible.
Brian Sanvidge will develop and present a policy on workplace Violence Prevention and Response. **Follow up at the next meeting.**
3. How does the DOL Inspector General’s Office handle threats against DOL employees?
Brian Sanvidge will have his staff amend policy to inform the employee of the results [actions taken] on the reported threat. **Follow up at the next meeting.**
4. When will the GA Manual revisions regarding threats and assaults against DOL field staff be issued?
Brian Sanvidge said that the GA Manual revisions regarding threats and assaults will be on line by 10-1-06.
5. 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.
At Brian Sanvidge’s direction **Jose Lopez** will continue to develop the desk reference. A draft has been completed but it needs to be condensed. **Brian Sanvidge will report back at the next meeting.**
6. We sent all committee members information on an AED Automated Response System recently implemented by OTDA. We strongly urge DOL to implement a similar system as soon as possible.
IT said that an “ICON” may be doable at least on the Intranet screen and possibly on the desktop.
Note: This issue was raised the day after the meeting at DOL/PEF Statewide Labor Management and **Celia Hamblin** agreed to implement a similar system to the one used in OTDA. **Follow up at the next meeting.**

7. Please provide an update on the status of DOL's AED Plan.
OGS is planning to do a walk-thru of Building 12 in the near future to determine how many AED's will be needed there.
The Nurse's Stations in Building 12 and 345 Hudson Street presently are equipped with AEDs which are only available for use when the nurse is present. The Security Officers in these locations have already completed AED training. **Brian Sanvidge and Anthony Germano** will work on making the Nursing Stations' AEDs accessible to the Security Officers when the nurse is not available.
The AED Subcommittee will report back to the full Safety and Health Committee at its next meeting.
8. 2006 Emergency Action Plans:
Please provide an update on how many plans have been received to date.
OSOD will send e-mail on Monday 8/21/06 to offices that have not yet submitted a 2006 Emergency Action Plan. **They will also provide Ron Goldstein with an update as of 9/1/06.**
9. Please take another look at the feasibility of putting Material Safety Data Sheets (MSDS) online so that they would be readily accessible.
Ron Goldstein has sent this issue to the PEF Article 18 (S&H) Committee for possible inclusion on their Executive Level committee agenda.
10. Follow up on reissuing the previous poster regarding file cabinet safety.
Ed Gardner is looking for the poster and will reissue if found. **Follow up at next meeting.**
11. DOL should send an e-mail to all employees who report a repetitive motion injury/illness giving them information regarding how to properly set up their work station and how to obtain ergonomic equipment. It should include hyperlinks to relevant sections of the GA Manual, L Memos, GA 142 Request for Reasonable Accommodation and OSHA ergonomic training.
PEF will send **Andrew Adams** recommendations on what should be included in the e-mail. **Ed Gardner** will prepare a summary of the process that is presently followed after a repetitive injury/illness is reported.
12. What are DOL's plans in case of a pandemic influenza (such as bird flu) outbreak in New York State?
A NYS Department of Health Pandemic Plan was due in 2-4 weeks. **Brian Sanvidge** will report back **no later than the next meeting.**
13. Employee concerns regarding the recent reduction of air conditioning, lighting and escalators in Building 12 due to the recent "power emergency".

Ed Gardner will review the announcement regarding the ‘power emergency’ and redo as needed.

14. Update on the time frame for the planned asbestos removal at 250 Schmerhorn Street, Brooklyn.

Property will provide a timeline for the planned removal of asbestos at 250 Schmerhorn Street **at the next meeting.**

15. How can we address health and safety concerns at One-Stops where DOL is not the lease holder?

Property will get back to **Ron** within two weeks [last week in August] regarding how DOL will address the concerns at the Binghamton One-Stop. **PESH do an air quality consultation.**

16. Set next meeting date.

At the DOL/PEF Statewide Labor Management meeting that was held the next day, the next Statewide S & H meeting was set for **November 29, 2006 at 10 AM.**