

**Department of Agriculture and Markets  
Health and Safety Committee Meeting Minutes  
April, 7, 2010**

Present:

Chair:	John Meola
Agency Rep:	Debbie Wells
Food Safety/PEF:	Wendy Ingersoll
Milk Control:	Casey McCue
Plant Industry:	Michael Sarnowski
Animal Industry:	Dr. David Chico
W & M:	Mike Sikula
Food Lab:	Dan Rice
Ag. Protection:	Dtrae Carter
HR:	Tina Conroy
Finance:	Jim Dybas
CSEA:	Laverne Edwards

Absent:

PEF:	Ron Brown
State Fair:	Mike Ryan
Info. Systems:	Jan Mason
Soil and Water:	Steve Lanthier

Introductions:

Debbie Leo from Human Resources has volunteered to take the minutes for all upcoming committee meetings. Minutes will be forward to John who will in turn forward to the Committee for any comments/additions. He will forward back to HR for final approval and then minutes will be posted on Intranet.

A suggestion was made to hold future committee meetings on a Tuesday or a Thursday. All present were in agreement.

### **Workplace Violence Prevention**

All workplace violence checklists have been received in Human Resources from the various Divisions. All facilities are generally listed as safe with the exception of some concern expressed by employees of 900 Jefferson Road in Rochester. They would like some type of locking device installed but at this time, there are not sufficient funds to be paid by the Department for such devices. Some concerns are that anyone can enter the building (which is owned by the Market Authority where Food Safety leases space on the second floor). There have been a few incidents where people have entered the building and the employees of the Department did not feel safe. The USDA also leases space on the second floor.

Some options that were suggested were to have the entry doors to Food Safety locked and for the employees assigned to the building to have keys to gain access. Wendy Ingersoll will research and find out from the Market Authority what they suggest. Jim Dybas did have some quotes regarding installing key pads which ranged from approximately \$2000 to \$6000, not including installation.

## **GOER-Basic Training Program**

GOER has reported the awareness program that is required for all employees is in the final review stages. Human Resources will set up the training when available. We are hoping online training will be an option. The question was asked if employees who have been trained as trainers could then train other employees. This will be looked at and put on the agenda for the next meeting.

## **Respiratory Protection Plans**

The Division of Animal Industry and the Food Laboratory already have Respiratory Protection Plans in place. The Food Laboratory is looking at revising their current plan. The OSHA website states that anyone using N-95's, (paper mesh masks) must have a protection plan in place.

Plant Industry reported they will be looking into using respirators. It was reported that Horticultural Inspectors have exposure to pesticides and chemical fumes while performing inspections. John will provide Mike Sarnowski with some information regarding this.

## **Hazardous Waste Disposal**

Dan Rice and John spoke about hazardous waste disposal. Casey McCue stated that they do dispose of gerber acid/milk spend acid that is leftover. He will have further discussion with Dan regarding the protocol for this disposal. A question was raised regarding getting a listing of Health and Safety protocols from the Divisions.

## **Safety Training Documentation (Training Folders)**

Human Resources does have a training folder for all employees. However, it was discussed that the folders only contain information provided to HR either by Divisions or the employees. Most Divisions keep records of employee's safety training and it was agreed that this is an acceptable practice.

## **Intranet Website**

Website is ok as it is so far; anyone with suggestions should let John know.

## **General Discussion**

Kathryn Bamberger from EAP (although not directly related to safety) will be asked to attend a future committee meeting for EAPs input. Also, a PEF and CSEA safety employee will be asked to attend the next Health and Safety meeting for input on ways of making our Health and Safety Committee more effective.

A Weights & Measures staff person contacted John Meola regarding Weights & Measures vehicles carrying weights which are not strapped down. These weights are 25,000 lbs and there is concern that if the truck were to tip or roll over, the weights could cause serious injury to the driver or others. According to the manufacturer, they do not recommend strapping or tying the weights down.

Another question was raised regarding work boots for employees who are required to wear them. The concern is that the Department pays \$100 towards the cost of

these boots and they are significantly more expensive. Each Division has a specific type of boot they are required to wear. This subject will be brought up at the Labor Management meeting.

The next meeting is tentatively scheduled for Thursday, July 1, 2010 at 1:00 pm in the Pride of NY Room.