

**DOL STATEWIDE SAFETY & HEALTH COMMITTEE  
JULY 22, 2009**

**ATTENDEES**

**DOL**

Margaret Sheehan-Nolan, Co-Chair  
Andrew Adams  
Darlene Shattuck  
John Dormin  
Russell Oliver  
Jennifer Young  
Francesca Hall  
Andrew Adams  
Doris Cota  
Angela June  
Jose Lopez  
Joe Fuller  
Paul Danaher  
Geraldine Stella

**PEF**

Jim Malloy, Co-Chair  
Angelique Cook  
John Meloling  
Heather Gaeta  
Frank Besser  
Robert Varano  
Ron Goldstein  
Jacqueline Vogel

**CSEA**

Maryann Wetra  
John Bieger  
Cathy Kagel

**GUEST**

Jerry Dewitt, NYSCOPBA

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Meeting commenced 1:32 p.m.

**1. Set Agenda**

We will move agenda item 4-3-I to the first item, then move 8d to the second item addressed so Darlene Shattuck, Employee Relations director may provide an update. Darlene will need to leave after the update.

**2. Introductions**

Committee members introduced.

**3. Minutes of the April 22, 2009 Meeting**

The proposed minutes were approved by the Committee.

**4. Program Updates**

- a. Tracking employees who have and have not completed the required training:

Francesca Hall said that OSOD is working with R&S on this tracking issue. John Meloling is working on developing a database trying to get payroll records to compare to who is signed up for the LMS system. Hope to start this in September. There is an L-Memo out to remind employees to sign up for the LMS system in order to take the mandatory training. Supervisors and Directors need to make sure this is happening and that people have completed their training. Employees were

going through the Governor's office of Employ Relation (GOER) website, so it was not showing up as completed on LMS.

**Action: Update on LMS employee tracking from OSOD at next meeting.**

b. Update on the required training:

1. Hazard Communication/Right-to-Know Training, Unusual Incident Reporting Review and Emergency Action Plan Annual Training - Joe Fuller handed out the draft L-Memo that they just completed, which should be posted on August 17<sup>th</sup>. It has been expanded to include the AED's and Workplace Violence Prevention Policy and Domestic Violence Prevention Policy. Ron Goldstein suggested more hyperlinks to the documents and policies. Margaret said if anyone has any more comments or suggestions on the draft L-memo to send her an email by Wednesday.

2. AEDs

- i. There were 2 issues with the AED Harts Desktop Icon. When the icon was clicked on, it came up page not available. This is because it was on a development server that periodically goes down for 12 hours at a time. It was never moved over to a permanent server. Joe put in a ticket that he needed this resolved, he got a message back that the issue was addressed and his ticket is closed. He is going to find out more information on this. If you click on it and you see the Emergency Notification page, you know it is working and it does not need to be retested. The second issue is the new computers were not imaged exactly like the old computers, so the icon was missing.
- ii. Joe Fuller said the last update for the AED lists were done on Tuesday. Retraining has already been started, and will continue through December.

3. Workplace Violence and Domestic Violence Prevention

- i. Cell Phone Usage – Darlene Shattuck said at this time she cannot give 100% assurance that state issued cell phones won't be used for time and attendance issues. DOL will not use the cell phones to spy on people but, they may be used occasionally as an investigative tool when problems occur.
- ii. Team Training will be complete by Friday. There have been some issues along the way with management but they have been resolved.

c. Ergonomics

- i. Margaret Sheehan-Nolan conducted a survey of the laptop users – there were 445 names; only 67 completed the surveys, 24 responded that they wanted the full size keyboard, laptop risers and full size mouse. Out of that 24, 15 only wanted 1 or 2 of those items. \$54.50 for the package. Margaret thanked the people involved in this, it was a great effort. Francesca Hall will send the

PEF “Ergonomics for Laptop Users” pamphlet in PDF form, so we can post it DEOD’s ergonomic website.

- ii. We are still working on future ergonomic training at DOL locations. There has been a lot of training going on so we don’t foresee this training starting until Fall and into the Winter. We will try to combine some training.
- iii. Occupational Stress & Work Environment Issues – PEF has SHIP grants, and money might be available to recruit people to do the training. Wouldn’t cost the State anything, other than release time for the training. Margaret said she would discuss this with management. Geraldine Stella said there is \$15,000 per grant. It has to be used by December. It is tied to our contract.

**Action: Margaret to discuss with Management and provide update at next meeting.**

## 5. Safety & Security

- a. Emergency Response Procedures:
  - i. Emergency Action Plans – Nothing new since last meeting. We have been working on the Workplace Violence Prevention Training. Will get back to as soon as we can. Not a priority until after September.
- b. Security Officers Report
  - i. 18 State, 24 Private, 2 Seniors, 1 Chief for a total of 45 positions. Added Endicott, Staten Island 60 Bay Street. DOL staff there are happy. Also in the process of hiring State Officers for Buffalo and NYC. Security will report to the Property office starting on August 6<sup>th</sup>.

- c. Improving Physical Security

We are waiting for WPVP to be finished to go from there. Bldg. 12 is concerned about side entrances not being secure enough but again we are waiting for the WPVP to be done to get suggestions and ideas for these problems. Fixes will be handled by the experts.

**Action: Provide update at next meeting.**

- d. NIMS & COOP

Andrew Adams – DOL’s Comprehensive Management Plan was finalized on July 2<sup>nd</sup>. Under this management plan we have 18 divisions that are covered under the COOP plan. We are in the process of setting up a Department Disaster Preparedness, which will monitor these plans; reports would go to Deputy Commissioner for Administration Marty Dunbar. NIMS training should be

completed soon. Once the 700 series is completed we will move on to the 400 series. 12 sessions planned in NYC, Albany & Utica. Will have an update in the near future.

**Action: Provide update at next meeting.**

## **6. H & S Committees**

- a. Review of Statewide & Local Committee Lists and Changes. Joe Fuller stated that a lot of people do not even know that these local committees even exist. Margaret says she is going to put the list online instead of handing it out at every meeting. She is also going to try to go to some of the meetings, and wants to get an email listing for each for communication purposes.

**Action: Provide Margaret with suggestions and comments.**

- b. Date that each local committee last met – see chart
- c. How to strengthen local H&S committees? – Margaret wants to get a management representative on each committee to report back to her.

## **7. Injury and Illness Prevention**

- a. The committee reviewed the SH-900 logs & SH-900.2 Incident Reports for DOL's largest locations.
- b. UIR's – The committee reviewed the UIR Summary. Heather found a mistake on incident #85, is not a Glendale incident. Jennifer Young will fix.
- c. Unusual Incident Report Footprints System – This system is not live yet. P&T having a software problem and has to go to the vendor to correct. Jim said he had a comment from someone and asked who should be filling out the UIRs? John Dormin said the individual employees should be filing these out. Heather Gaeta said they were told at Glendale that only supervisors and managers could fill out the GA-51s. Some incidents are not being reported because of this. Instructions on GA-51 are being updated. L-Memo will be coming out that states employees are responsible for reporting incidents on the new system.

## **8. Workplace Issues**

Russ Oliver said at 1:00 today they had to close the Patchogue office because of a water pipe break on the second floor. The landlord turned off the water supply and plumber was called. Some of the staff went to the Hempstead office, others charged time and went home. Customers were contacted as well. Hope to be open tomorrow. Checking out electrical problems. If not open, employees will be contacted tonight to let them know.

- a. Websense – All sites have been updated with Websense and the crashes have stopped. 40 offices have the new Websense and there have been no problems since then. Russ says this issue is closed and can be removed from the agenda. Ron Goldstein asked about the rise in Unusual Incident Reports and how can we improve this. Russ responded that we cannot control this, it is due to the economy and everyone is trying their best. Unemployment is up, not a lot of jobs available. We will be getting Workplace Violence Prevention recommendations and handle each incident individually.
- b. Property issue- DEWS – Front St., Binghamton: Russ spoke with Paul Danaher. This issue is not as frequent as indicated in the agenda. The toilets are backing up due to customer and staff usage. The rug has been steam cleaned and possibly be replaced or have tile put down. This office is leased by the County and the County has turned this over to their employer because of the Health & Safety concerns. They may have their own DPW crew to make changes. The 3 major issues are the roof, bathrooms and parking lot. They did not give a time frame for this change.
- c. Restroom Sanitizers in Bldg. 12 – have been installed and OGS is re-stocking them. DOL are buying the canisters. If you see any not being refilled, let Paul Danaher know. Maryann Wetra also brought up seat covers, wants to bring it to the statewide level. Other agencies have seat covers, can they be provided to DOL as well? Paul believes this is a management decision. He recalls that this has been brought up before and it was denied.

**Action: Margaret to re-visit this issue with management and provide update.**

- d. Air Quality – reinstating the process that anytime PEF or CSEA wants to conduct an air quality test that the request is made through the Employee relations office, and they in turn would work with the Property office. This procedure does not apply to tests that will be done by John Roglieri and/or Joe Fuller. Problems can be addressed sooner if the formal process is followed. Communication is important.

Margaret handed out an L-memo about proper disposal of sharps that will be posted on the intranet today. They will also be posted in all the bathrooms. Some of the cleaning crew are finding sharps in the garbage. Bob asked for clarification on this L-memo for instructions on what to do if you are stuck with a needle. Margaret said she can put this into the L-memo

John – Career Works and Cortland – are not having fire drills because of the local code. Joe Fuller has been trying to talk to the head of consortium who is a County person (Judy Davidson), to let her know that this is important issue. We need to have fire drills to be prepared in case of a real emergency. It is DOL policy that we have a drill once a year. Margaret said that she will bring this issue up with our County partners. John called the code enforcement officer who said because of the code of the building there is nothing they can do. It is not worth doing the fire drill if everyone is not participating, including the partners. Margaret will follow up on this and report back at next meeting.

**Action: Provide update at next meeting.**

**9. SHIP Grant**

Was discussed in section 4-c-iii.

**10. Next Meeting**

Date will be determined at the Labor Management meeting.