

# PEF/DOH Agency-Level Health and Safety Committee Meeting September 14, 2006

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## Attendees

**PEF Department-Level Committee Members:** David Crugnale (Oxford –PEF), Barbara Zeller-Maw (Rochester - PEF), John Mertz (Batavia – PEF), Lewis Offsink (MARO – PEF), Shawn Bobb (PEF NYC Office), Sue Solomon (OHS – Mgmt.)

**Batavia Representatives, Speakers, and Guests:** Joanne Hernick (Director - Batavia) Barbara Hino-Gwozdek (Batavia), Robert Guest (Kaleida Health Zero Lift Coordinator), John Bieger (CSEA OSH Dept), Barbara Bates (Batavia), Bethany Palmer (Batavia), Rosemary Urban (Batavia), Michael Tripi (Batavia), Yvette Bundy (Batavia), Stephanie Rochmacher (NYS & CSEA Partnership), Paula Pless (Consultant Zero Lift Programs), Kathy Allen (Batavia), Paul Blujus (Batavia), Janet Foley (CSEA OSH Dept), Nina Vicary (Batavia), Sally (Batavia)

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## Organizational Issues

- **Minutes**

Minutes of the joint meeting (Agency Level and Albany-Area committees) of June 8, 2006 were approved as written.

- **Upcoming Meetings**

The Agency and Albany-Area committees will have a joint meeting at PEF Headquarters on December 7, 2006. There will be a presentation concerning the DOH preparation for the Avian Flu.

Meetings for 2007 are March 8<sup>th</sup> (location to be decided at December meeting) and June 14 (Albany – joint).

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## Presentation on Batavia's Zero Lift Program

A panel of presenters from Batavia provided an overview of the implementation of the Zero Lift program at Batavia and the challenges they faced. Statistics on injury and lost time rates were provided. It was noted that this information changes over time as employees go back out for an old injury or aggravate an old injury and the original report is updated. Also, PESH made a switch in 2002 to count calendar days rather than lost work days (which makes comparisons from past years difficult). While PESH caps lost time at 180 days, Batavia uses actual lost work days in their reports.

In 2005, the increased the amount of equipment available and 2006 numbers to date are lower. However, several people are still out of work, so the lost time will continue to increase until their return.

They use the LOTUS Approach database tracking system that OHS had developed some time back.

Implementation involves educating the families as well. Sally and Nina Vicary worked closely with Joanne in marketing, promoting, educational presentations, etc.

They do not yet have ceiling lifts and had been opposed to them prior to attending last year's 6th Annual Safe Patient Handling and Movement Conference in Florida. Now want them and plan to put in – initially in therapy gym and then expand in the future. Three people from Batavia, 2 from Oxford, and Linda VanAlstyne from Health Facilities Management attended the conference and found it very informative. Gained new ideas and excitement to implement.

Money for equipment was taken from capital funds.

Janet Foley advised the CSEA Partnership will again fund 2 from each facility to go to the next annual conference in Florida in March 2007.

**Action:**

- Suggest having Batavia do presentation for WRO Long-term Care Staff. Barbara Zeller-Maw will discuss with program directors in WRO.
- Suggest pursue grant through DOH/PEF SHIP grants to sponsor 2 additional reps from every facility to attend conference.
  - Sue Solomon – check with Statewide Committee to see if possible under SHIP grant. Try to get someone from HFM (?Tony Ahanj interested). If can manage through grant consider having someone from LTC attend and get support from Keith Service. Check into what CEUs are available for attendees and let managers know.
  - John Mertz – will look into PEF candidate for Batavia.
  - Dave Crugnale – suggests Kara Vuile would be good candidate from Oxford. Will write up / administer grant request
  - Shawn Bob will reach out to SUNY Vets' Home re applying for funds and will talk to Paul Stein about finding PEF candidates for Montrose and St. Albans.

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**Old Business**

• **Immunization Program**

**Discussion:** The "at-risk" TB screening and immunization programs are scheduled statewide starting this week. Flu vaccine programs are planned for November assuming an adequate supply is available (looks favorable). PODs (Point of Dispensing Drills for Public Health Preparedness) will be held in NYC at 90 Church Street and in Syracuse this fall (scheduled November 9<sup>th</sup>).

**Action:** Update at next meeting. Committee will be advised of any changes in the interim, if needed.

- **DOH Health & Safety Local Committee List**

**Discussion:** Craig Hammer (from the Albany-Area committee) agreed to complete the list as time permits. Sue Solomon provided all the information she had previously received to him.

**Action:** An update will be provided at the next meeting.

- **Implementation of Public Access Defibrillator (PAD) Programs for all DOH work locations**

**Discussion:** All buildings that house public employees must implement a PAD program (including policies, equipment, training, physician oversight, maintenance plan, etc.) by April of 2010. The Office of General Services (OGS) will provide training and equipment if the building is owned by the State. If the building is leased then the Agency is responsible for implementation. OGS has received funding for the program but has not yet issued guidance re how state agencies can obtain or utilize these funds. Progress is expected to be slow until this is clarified.

**Action:** An update will be provided at the next meeting.

- **CSC Way- Evacuation Plan**

There are less than 30 state employees at this location with over 100 contract staff who work for the firm that actually leases the building. Concerns had been expressed about the lack of recent drills and a clear, coordinated evacuation plan. They have revised the written plan and had a drill which went fairly well. There was a glitch in the public address system but a back-up system has been developed and they will test this monthly and continue to work on this. Have suggested that site do some additional training of employees.

**Action:** Refer back to the site for continued monitoring. Revisit if any future concerns are raised.

- **Riverview Evacuation Issues**

**Discussion:** Concerns had been raised about previous evacuation plans which resulted in egress being disrupted by conflicting plans between DOH and other tenants. DOH met with the other tenants and the landlord to coordinate a revised plan. At a recent drill, there were no problems with egress.

**Action:** Refer back to the site for continued monitoring. Revisit if any future concerns are raised.

- **260 Washington Avenue Ext. – Fire Alarm System**

**Discussion:** Sue Solomon had been working with the building liaisons to address concerns about lack of a functioning alarm system. There are 17 DOH

employees at this site. There is no requirement to have the system upgraded because there is no change in the use of the building. The program had agreed to purchase a system but the landlord finally decided he would install a new system throughout if DOH will pay their share for it. The system has been purchased and installed.

**Action:** None. Remove from agenda.

- **New Rochelle Health and Safety Program**

**Discussion:** Helaine Leib is trying to form an onsite H&S committee but has not found much interest from employees. She is planning to try again this fall. Sue Solomon has discussed with management and they are supportive of the concept and are relying on Helaine to organize.

**Action:** An update will be provided at the next meeting.

- **Venipuncture Training**

**Discussion:** Sue Solomon continues to work with program managers to develop a refresher training and obtain initial certification for employees with a minimum requirement of 10 successful observed sticks. So far, feedback on initial training is positive. The policies will be revised to reflect these changes.

**Action:** Remove from agenda pending any further issues.

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## New Business

- **Ergonomics Program**

**Discussion:** OHS has moved into a remodeled workspace where there is less room to store and show chairs. Also, over time, Corcraft has designed models which incorporate the features available from other manufacturers. Corcraft is the preferred vendor and employees using state funds must purchase from Corcraft unless there is something in the form, function, or utility of the chair which does not meet their needs. This is increasingly difficult to justify as Corcraft offers new and better models. For these reasons, OHS will now show only Corcraft chairs and refer employees to local vendors to see other models should none of the Corcraft models suffice.

**Action:** None at this time. Will remove from agenda pending any issues with this approach.

- **Workplace Violence legislation**

**Discussion:** Recent legislation will require some changes in the Workplace Violence Prevention program for DOH including annual training and a site survey. OHS will be meeting with Staff Development and Operations Management to develop a plan for implementation. Also GOER is working with

the PESH at the Department of labor to develop some guidelines and/or training.

**Action:** Sue Solomon to send copies of the legislation to the committee (done 9/15). Will update at next meeting.

- **Conferences**

**Discussion:** Sue Solomon had sent info to the committee about 2 conferences – An IAQ Mold Conference in NYC on Oct 26 and 27 and a Zero Lift Conference in Binghamton on 10/26. Deadlines for applying are coming up soon.

**Action:** Let Sue Solomon know if you are interested in attending.

- **MARO Evacuation**

**Discussion:** Sue Solomon has been working with local management on issues related to evacuation drills at 90 Church Street. The interpretation of what is required to be done and how often it is required is complex. OGS referred to a written plan which included periodic evacuation drills (actually leaving the building) but the landlord has been holding practice drills where the employees go to the exit they would use but do not actually leave the building. Management plans to hold a drill sometime this fall (even if paying an extra fee requested by the landlord is necessary).

**Action:** Shawn Bobb will provide Sue Solomon with additional info on requirements in NYC. Sue Solomon will try to obtain a copy of the document OGS referred to. Follow up at next meeting.

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**Next Meeting**

**The next meeting will be:** A joint meeting with the Albany-Area committees at PEF Headquarters on December 7, 2006. There will be a presentation concerning the DOH preparation for the Avian Flu.

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**Approval Confirmation**

**Minutes have been approved and accepted by:**

Dave Crugnale PEF Co-Chair		
Chris Faulkner PEF Co-Chair		
Susan Solomon Management DOH		