

**NYS Department of Labor Statewide Health & Safety Committee
PEF-CSEA**

April 21, 2010, Room 544 @ 1:00PM

ATTENDEES

Jim Malloy, Co-Chair (PEF)
Roslyn Russell, Co-Chair (CSEA)
Margaret Sheehan-Nolan, Co-Chair (DOL)

Andrew Adams
Susan Aiken
Angel Cook
Paul Danaher
Marty Dunbar
Lynda Frain
Joe Fuller
Ron Goldstein
Francesca Hall

Pamela Levanites
Jose Lopez
John Meloling
Andy Niven
John Roglieri
Geraldine Stella
Vennie Turpin
Jacqueline Vogel
Jennifer Young

1. Set Agenda

2. Introductions

Committee Members introduced.

3. Minutes - Approval of the January 20, 2010

The proposed minutes were approved by the Committee.

4. Provide Updates on Annually Required Training

A. Hazard Communication/Right-to-Know Training

Francesca Hall handed out training reports to everyone. Andrew Niven reported that there are 417 individuals that need to take the training. This number has increased a little because we have had a lot of new hires. Francesca said, out of the 417, there are 72 supervisors who have to take the training. We are tracking this and will notify these individuals that they are required to take the training. This year has been one of our best years on this online training. 90% of DOL is trained.

B. AED/Defibrillators

Joe Fuller reported that 2010 certification is complete. There are 419 volunteers in 63 locations. There will be 2 more classes (out of 5) in Spring Valley and Norwich. We should have around 425-430 by the end of May. We will incorporate the guards if they need it. The vendor will not let us have the AEDs if we don't have at least 2 volunteers in the location. If there are no volunteers we would have to take the AED out. The law is clear, no one can operate AED's without certification. There are 21 locations without AED's, 63 locations have them. We are looking at DEWS locations to get volunteers, also trying to get 9 Bond Street partners involved. We will train partners free of charge. We are offering it out to anyone in our buildings that are interested. We need and want sincere volunteers to comply with the laws.

C. Workplace Violence and Domestic Violence Prevention

Francesca Hall reported that 62 ½% of the Department has been trained. There should be more than that but not all of the numbers have been added up yet. They are in the process of contacting trainers to re-send their emails of completion so the number will be much higher. Domestic Violence Prevention training just started and is 3 ½% complete, it is a little more than that, but they are still entering names. Classes are scheduled at the end of April – July. The posting will be going up shortly. There will be 20 classes, 21 each (just in Albany). The numbers will increase in the next few months. 2-3 classes a day for 1 ½ hours. It will happen statewide, we are setting up schedules now. Margaret pointed out that Fran also included the Crisis Prevention – Non Violence Response on her training chart and asked her to touch base on it. Fran said that it is a little bit harder to track because not every division made that training mandatory. Their numbers show that only 22% have had the training, again the numbers will be higher once the rest of the names are put in. Right now they only have 1 person is working on the database.

5. **HARTS Icon Modifications:**

Joe Fuller said that the reason why this came about because we have the HARTS icon in 15 locations that are multiple story buildings. We felt that Monticello wouldn't need it since they are on one floor, someone is close by to help (small office). When we got our computers re-imaged the HARTS icon did not get re-imaged with it. Then the rollout came out and we had to do put the icon on again. We have decided that the icon will be put on everyone's desktop, which should eliminate re-installing it only on the computers in the 15 locations. We also have a central database, that will tell users to call 911 and gives the names of certified users close by. For those with no AED's/volunteers the central database would give users instructions simply to call 911. Having the HARTS Icon on everyone's PC will limit the tracking problems. We will put out an L-Memo explaining the process as well as communicating it through the coordinators.

6. **Future Training Plans:**

Margaret Sheehan-Nolan, Jim Malloy; Geraldine Stella from PEF; and Janet Folley and John Bieger from CSEA will be working with OSOD to develop Ergonomic Assessor training for DOL Statewide, which should roll out shortly. It is very helpful to have people trained Statewide to be able to help people immediately.

Geraldine Stella reported that the Ergonomic Assessor Training was given to the Local Safety and Health Committee Members in Albany and Endicott (Glendale). It was a full day of training and was well received. We are getting good feedback and it was a good experience. We asked participants what parts did they think they would need more info on to actually go out and perform the assessments? What parts need less detail? Margaret said that sometimes they can do an ergonomic assessment and find that all the employee needs is a simple workstation or chair adjustment and that they don't need to buy extra equipment. Marty Dunbar asked is there an increase in the number of requests for Reasonable Accommodations after the training? Geraldine said there is a slight increase, but like Margaret said there are a handful that just need a slight adjustment or two that makes a difference. John Rogleri said that he sees a lot of people that have the right equipment (like an ergonomic chair and keyboard trays) but it is not adjusted properly. Margaret plans on developing a database to track the people we help. We could also follow up and check with the people we have helped. Ron said the Varick Street training was great and he asked if they considered training PESH and S&H people. Geraldine said yes, they have been giving the training to those people as well. Ron also asked if we could have the Ergonomic training that is on the Intranet come up periodically on the latest updates, every 6 months or so. Margaret said she will consider.

7. **Safety & Security:**

A. Emergency Action Plans

John Rogleri reported that they collected all 86 statewide. There were 13 listed in need of correction, 8 of those have been completed, 3 of them are in process of being rewritten and 2 locations don't exist anymore. Most of them only need minor changes or none at all. Ron Goldstein mentioned they are still waiting on a plan for the new UI Appeal Board office at 59 Maiden Lane. Ron also talked about

how the draft revised the Varick Street plan got changed without any input from those who drafted it because of the Plain Language Initiative. Joe Fuller said that was an accident, there was no procedure in place and that it will not happen again.

B. Report on Security Officers -

Jose Lopez reported that last January, Building 12 security was upgraded. The current number of security officers is as follows: 1 Chief, 2 Sr. Security Officers, 23 State, 30 private for a total of 53 Statewide. Ron Goldstein asked about the private officers having CPR/AED certification. Jose said that it is being incorporated into our mini-bids. Jim Malloy said he thought the OGS bid process was going to require the certification as part of bid. Paul Danaher said the discussion was about recommending it to OGS, but the existing contract that is out there has a few more years left. In our own mini-bids this is included. Ron asked if we could get numbers on how many officers statewide are trained/certified. Jose will follow up.

C. Update on NIMS and COOP.

Marty Dunbar reported that they had a meeting on this, this morning. Last year about June 1st, they completed 14 divisions. To make this effective, we are planning to roll out a basic training for the rest of DOL staff. It will be done in 3 phases. Hopefully, starting in July statewide the training will begin for the 3 distinct levels, 1) Basic staff 2) Supervisory staff and 3) COOP team members. Our goal is to have this completed by the end of the year. Marty said that Andrew Adams has scheduled 2 additional NIMS classes for COOP members who have not received training. Last week, the NY Alert pilot project (also called GEARS) was working on getting individual contact info and data into system. It is completely voluntary. This will be tied directly to our Human Resource Information System (HRIS). The rollout is scheduled for June 10th. A lot is going on. Our goal and objective is to set up an Emergency Management Office that will have primary responsibility of the overall management and direction of the Emergency Response Program for the Department. We are hoping this will happen by the end of next month. Marty Dunbar, Steve Kozlowski and Andrew Adams are conducting interviews next week for the position to run the office.

8. **Injury and Illness Tracking & Prevention:**

A. Unusual Incident Reports - All reports for the most recent 3-month period were sent to committee members and union activist for their review and comment before the meeting.

Ron Goldstein brought up there were a lot of falls in on black ice and 7 falls on wet floors. He was told this was addressed yesterday. John Meloling said that it has been noticed that the number of threats in the Central Region has gone up.

B. Access to the Unusual Incident Report GA 51 - Can a separate line be set up on DOL Home Page for the Unusual Incident Report with directions?

Jen Young spoke to Eric Goldberg regarding this. He said that he met with Tom Leece and Melissa Murphy from Communications on this a few weeks ago. As a result of the meeting, all the links to the GA-51 should have been corrected to point to the instructions on how to fill out the GA-51 in FootPrints. If you know of any still not working, please identify the exact navigation route that was used to get to the non-working link and let him know. Jim Malloy would like to see the GA-51 more assessable online and possibly having a direct link under Employees Need to Know and Your Health & Safety. Margaret asked if they were working on getting an icon for the desktop. Jen said that it has been brought up but she doesn't know what was decided on it. Andrew thinks they ran into some problems with it. Margaret said she will follow up on this and get back to us.

C. SH-900 logs and SH-900.2 Incident Reports:

The reports were distributed to the committee members for their review a few days before the meeting. Ron Goldstein called the committee's attention to a fall at 9 Bond Street, allegedly due to an uneven floor, where the staff member had lost more than the 180 work days. He also talked about the previously discussed falls due to black ice and wet floors.

9. Workplace Violence:

Jim Malloy said that PEF and CSEA propose reconvening the Statewide Workplace Violence Prevention sub-committee to go over what has happened in the last year to look at what were our successes and what were the failures and how to proceed from there. Get the local S&H Committees and teams to review. Joe Fuller has not been made aware of any cause to review anyone's plan and thinks we should leave the plans alone. The plans are in place and nothing has occurred to change this. Geraldine said they are not looking to change the plans but they would like to review it and see how the process is working. Margaret would like more information on this to decide what direction to go in. She would like more specifics from CSEA and PEF. Jim Malloy said for example the Front Street, Binghamton, incident, what plans did DOL make to handle a situation like this? What was done? What steps were taken? Joe said when the incident happened; there was no plan in place. After the incident we stepped up training and got a plan in place as soon as possible. Jim said this is what he is looking for the steps taken should be shared, and that is what he would like brought up at the committee meeting. Margaret is open to it and will look at both sides to make a decision. She should have an answer at next meeting.

10. Local Health & Safety Committee Referrals for Discussion:

Margaret stated the process of purchasing ergonomic chairs is that the employee needs a Reasonable Accommodation Request form (GA-142) and attaches a medical. DEOD reviews and approves or disapproves. We look at what the specific person needs (type of chair, arm rests, etc.) We are required to go through Corcraft first and if the chair is not available then we can go to another state contract vendor. Once DEOD approves, we send out an approval letter to the individual and their Supervisor, which instructs them to contact their asset management person in the office. Once they get approval from us (DEOD), we no longer have anything to do with the process. The Asset Management person puts in a request for the chair and attaches DEOD's approval letter, and it will go through the Administrative Finance. The reason this subject came up is because there was an individual who requested a chair, which was approved by DEOD. It was ordered in August of 2009, but Administrative Finance started scrutinizing our purchases closer. Corcraft came over and met with Purchase – the policy is we need a waiver from Corcraft and if we are not going to buy their product, we have to wait 10 days, if they don't respond we can order any chair we want. The individual did not order a Corcraft chair. Corcraft was holding the waivers and it took 5 months before the person got their chair. Chairs usually take 4-6 weeks from the time you order it to the delivery. Corcraft (the preferred source) is slower. Margaret will be following up on this. If there is a problem you should go to the person who put the Asset Management request in first. They can usually see where it may be in the process, if not they would call Purchase with the Asset Management number. Ron said NYC and Long Island Local Committees are running well, but he hasn't seen the posting of when the local committees last met. Margaret said it should be posted on the DOL Intranet next week.

11. Possible Application for SHIP Grant: (Safety & Health Initiatives Program) from PEF/GOER:

All Health & Safety Committees should be encouraged to investigate the possibility of applying to PEF for a grant to fund Health & Safety initiatives (training or programs) that benefit staff. Questions relating to the process, such as what is eligible, should be addressed to Margaret Sheehan-Nolan, James Malloy or Roslyn Russell, the Management, PEF and CSEA Co-Chairs, respectively, for the DOL Statewide Health & Safety Committee or Geraldine Stella, of PEF staff, for the Health and Safety program.

Next Meeting: Wednesday, July 21, 2010, at 1:00pm in Room 544.