

OTDA AGENCY QUARTERLY HEALTH AND SAFETY MEETING
40 North Pearl Street, Albany - 16th Floor Conference Room
September 10, 2009
1:00 PM – 3:00 PM

Management presided and new member Mike Murphy took the minutes.

Management Present: Jerry Vigeant, Jackie Donovan, Kerry Finley, Gloria Heydary, Chuck Latham, Joyce Martinez, Mike Memole, Rob Smith

Labor Present: Sharon DeSilva, Lorraine Aumic, Shawn Bobb, Coralita Branker, Eric Clark, Jodi Cumbo, Roseanne Lewitt, Mike Murphy, Walt Nagel

Absent: Rich Fletcher of Endicott (Kathy D'Arminio alternate), Cynthia Saunders of Harlem Center, John Vesey of Brooklyn

Special Guest: Kathy D'Arminio, PEF Chair Article 18 Joint Statewide Health and Safety Committee.

The meeting was called to order at 1:08 p.m., and was followed with an introduction of all who were present.

OLD BUSINESS

There was a vote taken to table the minutes of last meeting, since there was only one copy of Lorraine's available

1. The reports from local health and safety committees were given (Erie/Buffalo, Broome/Endicott, Albany, Harlem Center, Cortland Street, and Brooklyn):

- Dates of when the meetings occurred were recorded.
- Items referred to the Agency Health and Safety Committee. The Local Health & Safety Committees did not refer and items to the Agency Committee.
- The question was raised if all copies of all 2009 Health & Safety Walk-through Reports were submitted to the Agency Co-Chairs? They had not been. It was suggested that each Local Committee send copies of their walk-troughs to Jerry and Sharon for sharing with members. This sharing would educate members about other buildings issues and how they were resolved.
- AED Drills: What methods can we use to accomplish this goal. Everyone discussed the importance of conducting AED drills and later agreed that a Committee should be established to investigate the best AED procedural steps that all Local committees should follow. Jodi stated that she was the first Committee member to establish an AED Drill policy, and discussed the

effectiveness of her AED Committee. The members of the newly created AED Committee are Chuck, Jodi and Mike Memole. OGS requires annual drills and OTDA policy is every six months. Chuck has the certification list and keeps everyone trained. OGS requires them only in their own facility like 40 NP.

●A question was raised about the status on getting copies of the Pest Management Plans/Reports for all OTDA occupied buildings. Kathy D'Arminio noted an old executive order (no copy provided). This was Rich's item but he was absent. What do the leases say about this matter? Chuck mentioned a plan is not necessary since all of OTDA's current leases are being reviewed, and as leases are initiated and renewed, clauses on the requirements for pest management are being included. Jerry suggested that this item be closed and the Committee agreed.

2. Report on the OTDA/PEF health & Safety Training conducted by Dr. James Kimple. Discussion/consensus on which of the going forward recommendations the Committee would like to adopt. Overall, everyone agreed that the training was beneficial to the Committee. Everyone discussed why the training was helpful. Labor suggested that we start the meetings at 10:30 A.M. instead of at 1:30 P.M., and management agreed. Labor also suggested that the Committee consider taking minutes electronically, which is the preferred procedure that the Labor/Management Committees uses. Gloria Heydary offered to look into this and report her findings at the next Committee meeting. Lorraine handed out a list of notes taken as next steps forward to be considered. They were what she extracted from Mr. Kimple's report.

3. Gloria started a discussion at to whether there is a need for "Ergonomic" training? According to Gloria's findings, most divisions don't do them and the need is inconsistent throughout our offices. Joyce and Kathy stated there was a need in both Endicott and Albany. Gloria stated that at this juncture management will not agree that all employees should be trained at this time, due to time constraints and financial issues. Sharon suggested that maybe the Local and Agency Health & Safety members should be trained. After a lot of discussion on this issue, Gloria stated that she will investigate the need for training and report back to the Committee at the next meeting.

4. Installation of cameras at the Sheridan Hollow garage and on the exterior of the Alfred E. Smith building. These sites are under the jurisdiction of OGS, not OTDA. However, Chuck found out that there are cameras on the entrances of both buildings already and they are watched by the state police. The distance of the area was only the doorway and not the nearby streets. Lorraine pointed out various cameras and their costs as she had one page of a twelve page list which showed one for about \$150 with a 160 degree radius. Chuck said that it is the electric installation that is the problem. Labor thinks electrical is already there and they can just feed into that. Management again noted that OTDA does not have any jurisdiction over these facilities. Kathy noted she now sits on the OGS H&S committee, and she will talk about this with them

5. Parking Attendants: Can they work until 7:00PM on Mondays through Thursdays, and during overtime hours on Saturdays? Management stated that OTDA does not have any jurisdiction over these employees, because they are under the sole jurisdiction of OGS. Kathy stated that she will discuss this issue with OGS, since she is member of their Committee.

6. Does the Workplace Violence Prevention Program protect employees in all parking lots? Are employees protected if the parking lots are located close to their employment locations? Shawn explained it has many variables but yes. As for workers compensation, parking lots are part of the work place.

7. Creation of a Sub-Committee to review and report on Workplace Violence Prevention Program incident reports. One will be re-created and called the Incident Review Committee. Rich, Roseanne, Joyce, and John Vesey will be on the committee. The Committee will review annual DSH Log Summaries and provide us with their final report.

8. Ship Grants: A list was provided but there seems to be no current need or interest.

Meeting Adjourned at 2:54

Next Meeting: Thurs. December 10th, 2009 at PEF Headquarters, Route 7, Latham, 10:30 a.m.