

**STATE EDUCATION DEPARTMENT  
PUBLIC EMPLOYEES FEDERATION  
STATEWIDE HEALTH & SAFETY COMMITTEE**

**Minutes of a March 4, 2009 Meeting**

**SED**

David Green, Steven Demirian, Robert Carrier, William Dillon, Fred Graf, and Debora Brown-Johnson (*via phone*)

**PEF**

Michael Kinley, Christos Nicola, Geraldine Stella,

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***Action Items are noted in bold italic type.***

**Old Business**

**1. AED**

Fred Graf reported that 12 AEDs were ordered from Cardiac Life Products (CLP) for ~ \$33,000 – this includes operator training programs.

AED's will be purchased for:

80 Wolf Road	399 West Main
508 Main Street	200 Midway Park
1 LeFrac Plaza	475 Park Ave
609 Church	116 W 32
711 Stewart	301 Manchester
65 Albany Ave	75 South Broadway

Graf reported the next steps include organizing operational teams ASAP, within a 2-3 months timeframe. Coordinate volunteers and schedule with delivery of AEDs. Sometime in February, Deputy Liaisons for OPT and VESID were sent a memo by Graf giving details on how the AED program will be implemented. According to Graf, there are two problem areas. Elmira has volunteers but no coordination and VESID/ Rochester has only one volunteer.

PEF asked when the protocols/procedures will be finalized, and when will training for volunteers be scheduled? Graf stated that the CLP trainers will set up the protocols and finalize the draft plan. PEF asked when will the AED's be delivered? Graf stated that the purchase order has been released (approved), and units can be delivered in 30 days; however SED will not accept delivery until the training is set-up. Graf stated that CLP has the purchase order and sufficient teams. When asked what SED considered to be "sufficient teams: Graf replied ones with 3-4 or 4-5 people. PEF inquired about the smaller locations and Graf explained that they have repeatedly asked OGS and still have not heard an answer. PEF explained that some Directors only asked for one volunteer and Fred Graf was unaware of this but will inquire. PEF asked when and how the required signage for AEDs upon installation would be posted. Graf stated that the Program Directors have to find the money, however anything under \$500.00 does not need prior approval.

PEF expressed grave concern over SED's ability to fully implement the AED program as required by law by the 2010 deadline, especially given the lack of even a written policy and program for the agency. PEF also expressed continued concern that SED is not adhering to the letter or the spirit of the law when determining the number of AEDs and operators/responders needed in each work location.

***Action Item: PEF requested a copy of the memo to the Deputy Liaisons - Graf will send it to Mike Kinley.***

## **2. Workplace Violence Prevention Committee Update**

David Green and Mike Kinley gave updates. The policy is close to finished. The WVPC is finalizing some details - e.g. Chief Baker submitted a draft incident report to be an on-line fillable form.

## **3. Elmira VESID Wall Thru**

A risk assessment/safety walkthrough of the Elmira VESID office, located at 244 W. Water St., Elmira, NY, was conducted by PEF, CSEA, local SED management and OMS on 2/24/09. Issues of concern included:

- Lighting
- Security – especially in the interview rooms and workplace violence prevention issues
- Required postings (NYS, OSHA/PESH)

- Lack of fire drills
- Fire doors\egress
- Heating & Ventilation system problems
- Lack of meetings for the Article 18 Health & Safety Committee

Rob Currier reported:

- Fire doors: people are getting hit as they go in and out of the doors. SED is working on getting magnetic holders for the doors to make opening easier. SED believes the landlord should pay for the equipment and installation. SED is still working that out with the landlord.
- Interview rooms: there are a number of concerns with the interview rooms. Movement activated hallway sensor-lights do not always go on right away, leaving the hallway dark when employees enter with clients. The interview rooms are isolated and employees are concerned about potential workplace violence incidents. Management purchased two personal alarm systems (PAS). These are kept at the reception desk, and the counselor can pick one up when they collect the visitor. There was no formal training on how to use the devices or what to do during an incident. The employees developed a “warning call” which, when the counselor hits the PAS alerts the receptionist, who then pages another employee who retired in recent months. This announcement is made over a PA system and is supposed to alert the other counselors to come to assist the one in trouble. Senior staff, in particular any of the 3 male employees, are expected to respond. There is no backup plan should one or all of the three be absent or in other way unable to physically respond.
- Evacuation route is not posted. Rob Currier will take care of this. Rich Bowman wanted the interview rooms across from the office, but fire codes asked for a hallway there.

***Action Item: a) PEF requested a copy of the report from the fire codes inspector.***

***b) PEF and CSEA will draft report of the walkthrough and send to Rob Currier and the H&S Committee.***

## **New Business**

1. Bulb Crusher at CEC: Graf explained that the Bulb Crusher just came in, about one month ago. Facilities purchased drum-top bulb crusher recommended by OGS (Bulb Eater by Air Circle Corp.). Used one time in

EB and one time in CEC, but there were concerns including breakage before the tube gets into the sealed part of the drum, problems with swapping out unit top from one drum to another, and exposure concerns. Two weeks ago the use of the unit was suspended pending review by facilities management (Steve Shannon and George Webb).

- Action Item:**
- a) PEF requested info on the number of bulbs recycled over past year, the number of bulbs expected to be crushed using the new machine and a copy of the manufacturer specs. Graf will provide that info to Kinley.*
  - b) PEF requested prior notice to the unions before the bulb crusher is used again.*
  - c) Kinley will send a copy of the Minnesota report on the hazards associated with the use of bulb crushers*

## **Next Meeting**

The next meeting will be June 10, 2009, at 9:30 am, Room 150 EB.