

NYS & CSEA STATEWIDE SAFETY AND HEALTH COMMITTEE

July 16, 2009

MEETING MINUTES

Attendees:

Management:	Tony DeMarco	WCB
	Larry Enoch	OGS
	Brian Gibney	DOT
	Sue Ann Hart	OMRDD
	Debye Lurie	OCFS
	Michelle Speanburg	OMH
	John Suchy	DOCS
CSEA:	Paul Blujus	DOH
	Frank Cosentino	Liquor Authority
	Deb Downey	OMRDD
	Karen Maikels	OASAS
	Andrew Mantella	OCFS
CSEA Staff:	Janet Foley, Co-Chair	
	Matthew C. Kozak	
	Mark Stipano	
	Monique St. Hilaire	
Partnership Staff:	Jeannine Morell	
	Peter Trolio	
	Yvette Malavé-Diaz	
	Stephanie Rockmacher	
	Mark Stackrow	

Absences:

Valerie Ayers	SUNY
Andy Barna	SUNY
Scot Chamberlain	OMH
Derrick Holmes	OMRDD
Richard Keefer	DOT
Nick McKay	DEC
Maryann Phelps	SUNY
Nick Schkrioba	WCB
Virginia Stubbs	OMH
Chuck Vejvoda	Co-Chair

Guests:

Jeff Lutzker	Dept. of Civil Service
--------------	------------------------

1. Introductions/Opening Remarks/Review and Approval of Minutes

Mark Stackrow opened the meeting with general comments and housekeeping items.

MOTION made, and CARRIED, to approve the minutes of the May 14, 2009 meeting. Mark Stackrow will have them posted on the Partnership website.

2. Accident Reporting System Presentation (ARS) –

Jeff Lutzker, Dept. of Civil Service

Jeff Lutzker gave a presentation on the ARS system and the process of how employees report work-related injuries and illnesses. Injured employees can either file a report through the ARS Call Center or their agency personnel office. Electronic files are processed through the Department of Civil Service server to the Workers' Compensation Board and the State Insurance Fund. The State Insurance Fund tracks lost work time and makes final determinations to accept or controvert workers compensation claims and reports its decision to the Department of Civil Service. Ongoing training is given to agency/facility personnel office benefit administrators and users to be able to generate reports using different criteria.

3. Workplace Violence DVD Preview - Matt Kozak

Matt Kozak presented the CSEA DVD on how to comply with the new Workplace Violence regulations to the committee. Matt explained the DVD was designed to have both an interactive and non-interactive version which could be used to educate union leadership and activists, as well the membership. The DVD can also be used by employers to develop their Workplace Violence program. Overall, the DVD was well received by the committee.

4. Partnership Updates – Partnership Staff

Committee Projects:

- Curriculum: The Partnership will be offering as part of its Skills for Success program safety and health courses in the fall and spring. This is to gauge demand for the courses (Hazard Communication & The NYS "Right to Know" Law, Control of hazardous Energy (Lockout/Tagout), Fall Prevention and Protection, OSHA 10-Hour Construction). The committee members will be notified when the catalog is mailed and information is posted on the website.
- Accident Investigation: The PowerPoint presentation has been developed and the instructor guide is in the development process.
- Safety and Health Labor-Management Training: Content for this training is being finalized and next step is curriculum development.
- Boiler/Pressure Vessel Training: The sub-committee developed a training outline and negotiated an agreement with a consultant. Seven SUNY campuses have been identified for the pilots and will target the PUE 1 and PUA titles (nine participants per course). Each SUNY campus will pay for the travel and Article 15 funds will cover the course fees. Letters will be mailed in the fall for nominating participants.
- OSHA 10-Hour Update: The PowerPoint presentation has been developed and the instructor guide is progressing.
- Indoor Air Quality Manual: The copyright process is under review with GOER legal department.

- Extreme Temperature Pocket Guide: The Supervisor's Guide and Pocket Guide are being reviewed by the Partnership and will be sent to GOER for Executive-15 review.
- Certificate Program: GOER IT staff will have the safety and health certificate program ready for launch on or around October 1.
- Imminent Danger: The pilot training program was presented to the committee in June and was well received. The committee reviewed the evaluations and provided the following feedback and suggestions for improvement:
 1. groups with similar issues work best;
 2. meld labor and management views of imminent danger to put a process together;
 3. have small groups report-out to large group; more time devoted to 'what are the risks';
 4. walk-through the facility prior to training;
 5. change scale to 1-10 used in the exercises listing imminent danger situations and select the one situation the groups will address;
 6. list the risk factors; and
 7. additional information needs to be included on how to eliminate/reduce the risk factors and/or create and implement procedures.

5. Subcommittee Report-Outs

The subcommittees held meetings to work on their respective projects. Minutes from the meetings are attached.

6. Future Meeting Dates

September 10th
November 19th
January 14th

Meeting Adjourned.

**Committee Formerly Known as Elements/Now Known as the Subcommittee on
Safety Management Systems or SCSMS**

**Subcommittee Minutes
July 16, 2009**

Members:	Andrew Barna andrew.barna@suny.edu	Absent
	Mark Stackrow stackrowm@NYSCSEAPARTNERSHIP.ORG	Present
	Chuck Vejvoda cvejvoda@goer.state.ny.us	Absent
	Brian Gibney bgibney@dot.state.ny.us	Absent
	Andy Mantella	Present
	Debye Lurie	Present

Facilitator: Mark Stackrow

Invited Guests: None

Recorder: Mark Stackrow

Location: Partnership Offices

Action items: Review and be prepared to provide comments on the draft Safety and Health Committee Training (see below.) Due next meeting.

Topic/ Item	Description/ Discussion
OMRDD & other agencies interested in starting Safety & Health Committees. (Chuck and Mark)	Discussed the need for activities in the Elements plan and handouts. Current document may be too wordy. Mark to work with Labor-Management Services to develop handouts.
S&H LMC Training Curriculum	Reviewed additional sections and provided feedback.
Discussion Labor-Management Committee Training	Discussed using labor-management committee training as a way to advance the elements approach.

Next Meeting: September 10, 2009

Ergonomic Subcommittee Minutes

7/16/09

Attendees: Janet Foley
Tony DeMarco
Frank Cosentino
Deb Downey

Facilitator:

Absent: Nick Schkrioba

Invited Guests: None

Recorder: Tony DeMarco

Location: Partnership Offices

Action items:

What (Topic)	Who (Responsibility)	Decision (What)	When (Suspense)
1. Contact Sue Solomon (ask for SH-900 info for all Vets Homes)	Tony DeMarco		By 7/23/09
2. Reschedule CSEA mtg. w/ DOH Comm.	Janet Foley		By 8/31/09
3.			
4.			
5.			

Notes: The committee is attempting to gather information on lost days from lift-related injuries at all four Vets' homes. Information will be presented when CSEA meets with DOH Commissioner.

Next meeting – TBD (required when the injury information is received from Sue Solomon)

Name: Training Subcommittee Minutes

Date: July 16, 2009

Attendees: Karen Maikels
Larry Enoch
John Suchy
Matt Kozak

Facilitator: Stephanie Rockmacher

Invited Guests: None

Recorder: Stephanie Rockmacher

Location: Partnership Offices

Action items:

What (Topic)	Who (Responsibility)	Decision (What)	When (Suspense)
1. Statistical information on online courses	Stephanie	Provide committee w/ information	
2. Proposed certificate courses	Stephanie	Updated committee	
3. Train-the-Trainer curriculum	Stephanie/Matt	Continue discussions on curriculum content	

Brainstormed Ideas for...

Notes:

- The sub-committee began discussing the Train-the-Trainer curricula and format.
- The committee determined which Partnership curricula the T-T-T should initially be attached to based on demand.

Next meeting –

When: August 18, 2009
Where: Partnership Offices
Facilitator: Stephanie Rockmacher
Recorder: Stephanie Rockmacher

**ID Badges / Imminent Danger
Subcommittee Minutes
July 16, 2009**

Attendees: Michelle Speanburg
Paul Blujus
Mark Stipano
Monique St. Hilaire

Facilitator: Mark Stipano
Recorder: Monique St. Hilaire

Action Items

Topic	Responsibility	Decision	When
1. Pre-Survey of workplace	TBD	Develop pre-survey form and walk-through procedure for labor-management representatives to identify hazards and prior incidents prior to start of training.	On-going
2. Flow Chart	Mark Stipano Stephanie	Develop general flow-chart example of a current reporting processes and how labor and management should develop a reporting process for their own workplaces.	On-going
3.I.D. Badges	Paul Blujus	Show to Kathy Button and Virginia Stubbs for final comments before going forward.	September 10 – next meeting.

Discussion

I.D. Badges: The committee liked the sample lanyard with four breakaways that Paul brought in. The number of breakaways eliminates the choking hazard when pulled from any direction.

Imminent Danger Training: The committee reviewed the audit of the June 25 training. Integrate some of the suggested changes: pre-survey the facility for incidents and hazards and allow participants to choose one for the training; change scale to 1-10; group participants with similar tasks/responsibilities whenever possible; develop exercise to identify imminent danger situations and hazards; and choose one and eliminate/reduce the hazard and/or develop flow chart of a process for reporting.

Next meeting: September 10 at Partnership offices.