

NYS & CSEA STATEWIDE SAFETY AND HEALTH COMMITTEE

November 6, 2008

MEETING MINUTES

Attendees:

Management	Chuck Vejvoda, Co-Chair	GOER
	Andy Barna	SUNY
	Scot Chamberlain	OMH
	Michele Speanburg	OMH
	Tony DeMarco	WCB
	Larry Enoch	OGS
	Brian Gibney	DOT
	Sue Ann Hart	OMRDD
	Derrick Holmes	OMRDD
	Debye Lurie	OCFS
	John Suchy	DOCS
CSEA:	Paul Blujus	DOH
	Frank Cosentino	Liquor Authority
	Deborah Downey	OMRDD
	Nickolas McKay	DEC
	Maryann Phelps	SUNY
	Virginia Stubbs	OMH
	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
	Nick Schkrioba	WCB
	Matthew Guinane	OMRDD
	Ray LaMarco	OCFS
	Karen Maikels	OASAS-CSEA
Invited Guests:	Diane Eschbacher	American Red Cross
	Lori Zwicker	Partnership
	Russell Ferguson	Partnership
	Ed Herbert	Partnership

1. Introductions

The committee welcomed new member Andrew Mantella, CSEA member from OCFS, Region 5.

2. Red Cross Disaster Preparedness Presentation

Diane Eschbacher of the American Red Cross gave an overview of the Disaster Preparedness Education Program, a free training program that provides awareness and education to state agencies in conjunction with GOER and the Office of Homeland Security.

Information on training classes and volunteering can be obtained online at www.redcross.org.

3. Labor-Management Committee Training

Peter Trolio commented that based on the results of the assessment questions from the August meeting that focused on how well the statewide committee members have functioned in the past, it was determined that the committee could benefit from labor-management training on the structural framework of the committee.

Partnership staff delivered training on committee operating agreements, roles, and responsibilities, and ground rules. Russell Ferguson, Lori Zwicker and Ed Herbert conducted group activities for the committee. The activity descriptions and discussion notes are attached to the minutes.

4. Subcommittee Assignments

Janet Foley gave a brief overview of each topic covered by the Article 15 side letter.

Janet Foley and Chuck Vejvoda will verify committee member preferences and names will be submitted to Mark Stackrow. Subcommittee assignments will be announced at the January 8th meeting.

5. Update on Projects and Curriculum

Stephanie Rockmacher and Mark Stackrow reported on the status of the projects undertaken under the last contract.

Imminent Danger: A “final” draft of the Instructor’s Guide has been submitted to Chuck Vejvoda and Janet Foley for review. It will then be forwarded to the newly formed Imminent Danger sub-committee for its review and input.

Indoor Air Quality Manual (IAQ): The initial copyright review of the Chemical and Biological Fact Sheets has been completed and has moved on to the next level. Stephanie will begin the initial copyright review of the remaining three sections: Ventilation, Diagnostic Tools and Demolition, Remodeling and Maintenance.

Extreme Temperature Guides:

Supervisors Guide: The additions needed to incorporate the NYS Sun Law have been made and the guide is in final review prior to being resubmitted to GOER for an update to the Exec 15 approval.

Pocket Guide: Work will begin on adjusting the reading level so that it is less technical and more reader friendly.

S&H L-M Committee Training: An expanded curriculum outline has been developed and submitted to Janet and Chuck for their review and comment. Following their review the next steps will be to add more content, activities, and to place the curriculum into Partnership format. Labor-management services staff at the Partnership will be assisting with the curriculum development.

Inspection Procedures: A scope of work has been drafted and given to Janet and Chuck for their comment and review. Once approved it will be sent to the consultants the Partnership has on contract in the safety and health program area.

S&H Online Course: Discussions continue with Partnership IT staff, OFT, and a consultant to determine the best way to proceed with budget and time constraints. An update will be given at the January 8th meeting.

Accident/Incident Investigation: Partnership staff, select committee members, and CSEA Safety and Health Staff members attended AFSCME's Incident Investigation training held at the Partnership on September 12th. Participant evaluations have been received and the information from the course as well as the participants will be used to develop the Partnership's Accident/Incident Investigation course.

6. Committee Training Schedule

The committee was asked to indicate their preference of the following proposed safety & health training topics for statewide committee meetings. The following is the listing in order of preference. In addition, if there was an expert or speaker on the topic that they could recommend, the committee was asked to indicate that as well.

1. Mandatory Overtime (Nellie Brown, Cornell)
2. PESH Overview (Maureen Cox, PESH)
3. Ergonomics (Paula Pless)
4. Dept. of Civil Service Data Reports on Injuries and Illnesses
5. Lock Out/Tag-Out
6. Right to Know
7. Other Unions and Their Issues (Roger Cook, WNYCOSH)
8. Asbestos
9. Confined Spaces

7. Approval of Minutes and Action Items

Minutes of the August 26, 2008 meeting were reviewed and unanimously accepted by the committee members present.

8. Adjourned

As indicated in the minutes above, the statewide safety and health committee participated in labor-management committee training provided by the Partnership's Labor-Management Services unit. The following are the results from the group activities.

Group Activities

Activity #1 - Areas that need the most attention

Russell Ferguson

Russell Ferguson conducted a group report-out activity on the following areas the committee felt needed the most attention.

- a. Communication
- b. Facility/Agency Development
- c. Measurable Outcomes

a. Communication

Group 1:

- Each agency should have an assigned and responsible safety and health contact
- Each agency (statewide and local) should have a safety and health committee.
- There should be open lines of communication between our committee and those individuals at the agency and local levels describing the items our committee is working on and asking for feedback from those groups. Develop blast e-mail lists for local and statewide agency persons.
- Communication needs to be maintained from top to bottom and vice-versa.

Group 2:

- The committee should provide consistent communication to members and management concerning its activities and accomplishments. Right now, there are only the minutes and the End of Contract Report. This "Activity Report" could be used by committee members to report back to their local committees and agencies to determine the utility of the committee's activities and be provided to union and management leadership to obtain their feedback and recommendations as well.
- Communication for the union side could occur through *The Canary*, CSEA's safety and health activist quarterly newsletter, and *The Workforce*. Management would need to identify a mechanism to communicate with agencies, as well as for those not represented on the statewide committee.
- The Partnership website could be used to communicate information, ask for input, and put progress reports on committee projects. The website could be used for communication back to the statewide committee
- Communication would have to be accessible to all members and management so it would have to be in electronic and hard copy format.

Group 3:

- Bring in a management person to hear discussions.
- Bring ideas up from the local level up to the State level.
- Bring ideas from the State level down to the local level.
- Inform management as a project progresses to solicit both ideas and guidance, and obtain buy-in from the managers.
- Keep agency newsletters updated with progress.

Group 4:

- Share information with intra-agency committees.
- Share information with regional CSEA committees.
- Make sure to share information with agency statewide labor-management committees and the agency safety and health committees.
- Make safety and health a standing issue on the agenda for the agency labor-management committees.
- Have GOER distribute information to all other agencies or at least engage GOER for their input on how to best accomplish sharing information.

It was also suggested that a standing agenda item on Communication be added to the statewide meeting agenda.

b. Facility/Agency Development

Groups 1 and 2:

- A means need to be developed to get the involvement of higher level union and management leaders in order to get the support that the committee initiatives need to be effective. One method might be to have them attend full committee and/or sub-committees to see what the committee is working on, and to report back their feelings on the usefulness of it to their organization.
- A tool should be developed to allow the committee to poll members and management about the usefulness of the projects it is working on.
- Using the communication tool listed above, the members of the committee could perform a periodic report out to their locals and agencies to get feedback on the usefulness of the committee's projects.

Group 3:

- Changing the culture to make safety a priority.
- Having executives attend meetings occasionally.
- Having policies adopted statewide.
- Having someone (like John Currier) push initiatives.
- Polling members.
- Obtaining high level involvement.

Group 4:

- Share/send information from CSEA statewide committee to agency CSEA statewide labor-management and safety and health committees to local labor-management and safety and health committees.
- Agency staff should be educated and trained on safety and health issues affecting their agency and communities.
- Offer regional safety and health training; use multiple agencies training resources if necessary.

c. Measurable Outcomes

Groups 1 and 2:

- Every sub-committee should have measures for their performance, including a statement of their proposed projects, what products will be provided to the affected members and management, and the anticipated impact of their work and how that might be measured.
- The entire committee should have overall goals for the contract session that includes how well it performed against the contract requirements for numbers of meetings, attendance, etc.

Group 3:

- Reduced accidents.
- Lower workers' compensation costs
- Higher morale
- Increased employee participation and compliance.
- Statistical analysis.

Group 4:

- Share "best practices" statewide to local and agency to agency.
- Publicize success stories.
- Have subcommittee develop specific goals, products and services, all assigned to a timetable.
- Keep statistical analysis of activities to use for benchmarking purposes.

Veteran members and newly appointed committee members were asked to rank the committee's effectiveness in the following areas:

Activity #2 – Past effectiveness of statewide committee's work

Lori Zwicker

Lori Zwicker conducted an activity covering the Article 15 objectives of the statewide committee as written in the operating procedures. Veteran committee members and newly appointed committee members ranked (on a scale of 1-10) how effective they felt the committee has been regarding each operating objective. The average ranking is listed below. It was agreed that a new ranking would be taken again next year to compare results.

	<u>Veterans</u>	<u>New Members</u>
a. Awareness	3	4
b. Education	4	5
c. Enrichment of Agency Level Safety Committee Activity	2	4
d. Development of a Safety Communications Network	2	5
e. Study and Research	5	4

Activity #3 – Operating Agreement Breakdown

Ed Herbert

Ed Herbert led group report-outs on ideas and suggested changes to the following operating agreement activities and the results are listed below.

a. Committee Composition

b. Committee Co-Chair Responsibilities

The statewide committee members reviewed and were in agreement with these procedures as they presently read in the operating agreement.

c. Agenda Development

d. Labor-Management Meetings

The statewide committee members reviewed and were in agreement with these procedures as they presently read in the operating agreement.

e. Labor-Management Subcommittees

Groups provided feedback as follows:

- Allow sub-committees to bring in guests as necessary.
- Co-Chairs should consider establishing a “communication subcommittee” responsible for:

- 1) bolstering communication between the Article 15 committee, the State and NYS employees;
- 2) assessing what agencies have contacts;
- 3) disseminating information, resources, etc. created by the Article 15 committee;
- 4) developing methods to communicate for and from the Article 15 committee;
- 5) developing new and innovative methods to “raise the consciousness of the State workforce regarding occupational safety and health”.

f. Minutes

Groups provided feedback as follows:

- Existing minutes are very good, but identifiable action items and responsibilities would be helpful at the end of each appropriate section.
- Sub-committee meeting minutes need to be created for every meeting in a consistent format to be followed by each subcommittee.
- The Article 15 statewide committee would review the subcommittee minutes.

- The subcommittee minutes would be posted on the Partnership website.

g. Committee Administrative Support

Suggested re-draft of this section: (Sample Language):
(changes underlined)

The NYS and CSEA Partnership for Education and Training (Partnership) staff is designated responsibility for the facilitation and administration support of the committee and all sub-committees. Partnership staff will work closely with the Committee Co-chairs, members of the committee and sub-committees to assist them with all aspects of the committee and sub-committee activities and operations.

Partnership's responsibilities shall include, but not be limited to:

- 1) Meeting site arrangements for all Committee and Sub-committee meetings
- 2) Distribution of Committee and Sub-committee meeting agendas to all members
- 3) Recording and distribution of the minutes of all committee meetings
- 4) Reimbursement of travel expenses to all Committee and Sub-committee members for attendance at meetings
- 5) Production and distribution of meeting materials to all members
- 6) Drafting and transmittal of correspondence, reports, etc. and undertaking other appropriate tasks on behalf of the Committee and Sub-Committees as directed by mutual agreement of the Co-Chairs.

Suggested Additions to the Operating Agreement:

Ground Rules: (Sample Language)

We have agreed that the following ground rules will govern our work together:

- report attendance/non-attendance to person responsible prior to scheduled meetings;
- be prompt;
- allow one speaker at a time;
- respect everyone's opinion;
- mute cell phones;
- stay on task – no side bar conversations;
- adhere to agenda time schedule;
- incorporate alternate plans in case of inclement weather, such as video conferencing.

New Committee Member Orientation: (Sample Language)

All new committee members shall be given a copy of this operating agreement and are required to complete the Partnership's on-line LMC Basics course. New members shall be provided copies of the past year's agendas, meeting minutes, and local agreements. The Co-Chairs of the committee shall also meet with the new members before their first meeting to brief them on any current committee issues or any other relevant information.