

Office of Temporary & Disability Assistance
Agency Health and Safety Committee
Meeting Minutes
December 7, 2004

Present:

Jerry Vigeant, John Bergener, Co-Chairs
Donna Faresta, Eleanor Prybys, Dee Ellinger, Mark Lacivita, Betty Ann Richards,
Richard Johnson, Dennis Davison, Jeff Bartlett, Herman Thompson, Chuck
Latham, Shawn Bobb, Joycelyn Martinez, Rosanne Lewitt, Coralita Branker,
Avery Knight

Agenda Items:

1. Dates of meetings of local committees.

Albany	November 30
22 Cortlandt Street	October 21
Harlem Center	September
Glendale	December 2
Jamaica	November 5
Brooklyn	September 9

2. Dates of Walk-Throughs.

Albany - One Commerce Plaza October

Co-chairs reminded local health and safety committee chairpersons to submit walk-through checklists to the co-chairs after each walk-through.

3. Defibrillator Teams.

Donna Faresta, BHR, will be sending a request to each facility to appoint a Defibrillator Team Leader. The Leader will be responsible for periodic checks and replacement of the equipment. Once a team leader is identified, Donna will be providing a checklist to assist them in performing the checks, and request updated periodic first responders' lists.

4. All-Employee Emergency Training.

Jerry Vigeant reported that by the end of December, all upstate employees will have received classroom emergency training. Classes for the metropolitan New York City employees will be held in early 2005.

Design of the web-based all-employee training lessons is progressing well. This training module will be used by those who missed classroom training, for new employees and as a refresher course for those who attended classroom training. Included will be a lesson on New York State's Right-To-Know law.

5. Local Committees' review of each building Emergency Action Plan.

John Bergener requested that each committee check that the Plans are kept up-to-date. Jerry stated that he knew that several – Glendale, 22 Cortlandt and Harlem Center – had recently been updated.

6. Gas Leaks are covered in the Chemical Emergencies section of each EAP.

John Bergener wanted to make sure all committee members are aware of this.

7. Use of Facilities' PA systems in a defibrillator emergency.

Jerry Vigeant pointed out that in most facilities the public address systems are not available to OTDA to make announcements. PA systems are often part of the fire emergency system, and are only activated when the alarms are sounded. Dennis Davison stated that Glendale's PA system is used for general announcements, yet OGS refuses to allow DDD to use the PA system for defibrillator emergencies. Jerry Vigeant said that he would follow up with OGS to see if this refusal can be reversed.

8. Defibrillator Recertification Training.

Donna Faresta is putting together a schedule of training for recertification of those first responders certified in 2003. This training will be in the spring of 2005.

9. Restroom safety lighting.

This is a 22 Cortlandt Street issue. Emergency lighting is not required by code. DDD central office will need to decide if they want to install/ pay for restroom lighting at 22 Cortlandt Street.

10. Glendale security issues.

This item was withdrawn.

The next meeting was then scheduled for the 1st Tuesday in March.

This meeting was then adjourned.