

MINUTES FOR BUILDING HEALTH AND SAFETY MEETING

Wednesday, April 20th at 2:00 PM
2nd Floor Training Room [Below Gances]

Old Business: We would like an action update on the following:

1. **Loudness of the fire drill sound** - OGS states that the loudness of the fire alarm would not be changed.
2. **Walkway in front of Building 16** – Mr. Rossman has submitted a proposal to replace the stones in the front with concrete. The Committee also asked Mr. Rossman to inspect the stones in the Court yard.
3. **Overhead lights at Entrance to Building 16** - The over head lights at the Entrance to Building 16 will be repaired.
4. **Emergency Lighting on the 4th Floor** – An electrician has inspected the 3 large conference rooms on the 4th floor. The committee also requested that the lights be inspected for emergency lighting in the restrooms. Mr. Rossman will have these inspected.
5. **Heating and cooling** – Mr. Rossman stated that there is one air handler for 4 floors set up in quadrants. The boilers are turned on in the morning and are turned up or down according to temperatures in and outside daily. Because of the way the air handler is set up, it takes time for them to kick in. The heat will be turned off on or about May 15th. It also was suggested that the blinds be pulled down for the day if the sun is out.
6. **Results of air quality tests** - The committee has requested the protocol for air filter replacements and cleaning of air vents. Mr. Rossman stated that every 13 weeks, the air vents are inspected and cleaned or replaced as needed. There is always filters available to accomplish this.
7. **Defibrillators in departments** - What is the status of AEDs [Automated External Defibrillators] in each department at Glendale? OGS is in charge of the state wide program and OGS did not have an update. Will notify the committee as soon as an update is received.

New Business:

1. Labor is requesting a Full time EAP Coordinator for the facility. Currently OTDA/DDD is the only office with an onsite Coordinator. The committee will form a multi-agency sub-committee to determine the likelihood of a Facility EAP Coordinator. Any Building H&S Members that are interested are to e-mail Kathy D'Arminio to set this committee up.
2. Labor is requesting that the Glendale Facility have a full time nurse on site. Labor cited the OSHA standards require a "in near proximity" with respect to 29 CFR 1910.151(b).

“In areas where accidents resulting in suffocation, severe bleeding, or other life threatening injury or illness can reasonably be expected, a 3 to 4 minute response time, from time of injury to time of administering first aid, is required. In other circumstances, i.e., where a life-threatening injury is an unlikely outcome of an accident, a 15 minute response time is acceptable.” Labor states that there is no one on site in the facility to perform first aid for a life threatening situation. Also, due to the location of the facility the committee agrees that emergency response time is not 3-4 minutes. OGS will investigate the likelihood of hiring a nurse for the facility and report back to the committee.

3. Labor is requesting that a phone be included to allow the PA system to summon First-responders to the sick employee; available to each department. OGS agreed that they did not see a problem with this protocol. DDD Management believed that their protocol of alerting first responders was sufficient. Labor stressed the importance of fast response to an individual who was in need. If an employee requires the use of an AED, this must be done within the first 5 minutes. OGS suggested that this be discussed at the next Building Management Meeting and OGS will report the outcome.

4. Labor is requesting improved security at the Facility dock area.
 - Inside phone - OGS will work on getting phone inside the dock area
 - A walky-talky for all departments that connect to security guards' walky talky - OGS did not agree to purchase walky-talkies for each department. DDD reported that they have submitted purchase orders for a walky talky that will connect to the security guards' walky talky for their employees.
 - Card access to the double doors for all departments. OGS will arrange card access to the double doors.
 - Inside camera to have the capability to rotate like the outside camera - OGS stated that it would be too costly to have a rotating camera inside.
 - Back-up System for the camera – currently the camera is only live. OGS stated that he will investigate the likelihood of a tape back-up for the camera.

Next Meeting is scheduled for July 20th at 2:00 PM in the 2nd Floor Conference Room