

MINUTES FOR BUILDING HEALTH AND SAFETY MEETING

Tuesday, May 16, 2006

Attendees: **PEF:** Kathy D'Arminio (DDD), Cathy Kozlowski (SIF), John Burke (DMV)
Paul West (PEF Labor Rep)
CSEA: Kathy Staff (DMV), Annette Dedek (DMV)
OGS: Peter Mastro, Annette Rose
SIF: Amy Reynolds
DDD: Mark Diefendorf, Fran Bealo
Glencott: Brad Fish
Night Shift: Tony McCarthey, Keith Kriegelstein

Old Business: PEF has requested Action Updates on the following:

1. **Updates to Evacuation Floor Plans** – OGS needs to provide updated floor plans so we can go ahead with updating the evacuation routes. Everything is different from the existing floor plans. Fran Bealo, along with the TSO (Tenant Safety Organization) group, will look into this after getting the updated plans. DMV needs to let Fran know who their representative will be so that they will also be included in this.
2. **Defibrillators in Departments** – What is the status of AEDs (Automated External Defibrillators) in each department at Glendale? OGS has a plan in effect. They will find out when we are scheduled to get additional units. Kathy D'Arminio will email Annette Rose to make sure the Glendale Facility is included in their plan.
3. **The results of OGS's investigation to the elevator doors** – As discussed, the elevator door had caught an employee's arm in the door without reopening. Brad Fish reported the elevators are fully functional and operational and do meet existing code. The elevators will open back up after starting to close if you put your body between the doors. They will not necessarily open up if only an arm is put between the doors. PEF has requested that there be signs put up to alert the employees not to insert arm into elevator door. OGS will put up signs by the elevators letting people know this. There is an upgrade available for around \$3000 per elevator to alleviate this issue.
4. **Update regarding a nurse presence at the Glendale Facility** – Kathy D'Arminio will follow up to a letter she sent to Mary Margaret McSweeney – Director of Nursing at Employee Health Services. Kathy D'Arminio will keep the committee informed on this issue.
5. **Update from the TSO (Tenant Safety Organization) Subcommittee regarding the development of alternate fire escape routes** – Fran Bealo has talked to Albany. When the TSO meets again, they will be taking a look at this. DMV needs to be involved.

6. **Update of water filters being placed on the drinking fountains** – OGS was looking into this as a possibility. Brad Fish indicated it would be very difficult to add filters to the drinking fountains we currently have in the building. Our maintenance does do testing on a routine basis. There are no problems with the water – it tests okay.

Brad Fish asked if there were any cleaning issues that people wanted to talk about while the Night Shift personnel were there – any of the common areas, such as drinking fountains and the rest rooms. One thing mentioned was that the stairwells need to be cleaned, including the ones we use for evacuation. It might be helpful if each of the agencies kept a list of things that need to be done in a predetermined spot so when the Night Shift comes on they can check to see if there are any specific requests. Maintenance does a Quality Survey quarterly and on this there is a list of procedures and the frequency of each and how it was rated for that time period. This is accessible on-line. Brad Fish will get the web site address.

New Business:

1. **The committee is requesting the TSO (Tenant Safety Organization) Sub-Committee to coordinate a plan when there is a 911 emergency outside of the individual departments** – It was the general consensus that 911 be called and then the first responder on the scene (regardless of which agency the person works at) owns the process and is in charge until the emergency team shows up. It was suggested the Committee put out a one-page directive, maybe through OGS, of a policy to follow in this type of situation. In coordination with this, it is was requested to install a phone on the 3rd floor rear of Building 16 so that people will have access to a phone for an emergency 911 call. OGS is to look into this. Brad also mentioned that all the outside doors of the building are numbered, so if you need the emergency team to go to a particular area, you can let them know the door number. The Fire department and ambulance squad have been notified of the numbers on the doors and their locations.
2. **The committee would like additional Disabled Parking designated in the front and rear parking lots** – The Health and Safety Committee is recommending that there be 5 additional spaces each in the front and rear parking lots designated for Disabled Parking. OGS and Maintenance will look into this.
3. **There are pot holes in the front parking lot that are a safety hazard for anyone walking in that area** – This issue is currently being worked on and should be all taken care of by the end of this week.
4. **With AED's becoming available to each of the departments, we would like to coordinate joint training for the first responders** – When any of the agencies set up a training session, they will let the other agencies in the building know so that if there is any interest or people that need to be recertified that they will be able to sign up and not have to wait for a session in their own agency.

The next Building Health & Safety Meeting will be held Tuesday, August 22, 2006, at 1:30 PM in the 2nd Floor Training Room