

MINUTES FOR BUILDING HEALTH AND SAFETY MEETING

Tuesday, November 15, 2005

Attendees: **PEF:** Kathy D'Arminio (DDD), Rich Fletcher (DDD), Cathy Okenica (DOL),
Cathy Kozlowski (SIF), Paul West
CSEA: Kathy Staff (DMV), Nicole Zimmer (DOL), Chris Merrall
OGS: Joe Laughney, Annette Rose
SIF: Amy Reynolds
DDD: Mark Diefendorf, Fran Bealo

Old Business: Action Updates

1. **Piles of loose black top in front parking lot is still present** – OGS will call again to get this taken care of.
2. **Updates to evacuation floor plans** – The current evacuation floor plans do not match where the people are. The evacuation routes have not changed. OGS will ask Jess Hilton about the floor plans, but the floor plans are an agency issue and should be brought up in the next Building Managers Meeting which is in January 2006.
3. **Defibrillators in departments – What is the status of AED's (Automated External Defibrillators) in each department at Glendale?** OGS has heard nothing on this issue. As soon as plans are available, OGS will get them out.
4. **The results of OGS's investigation to the elevator doors – As discussed, the elevator door had caught an employees arm in the door without reopening.** OGS tested the closing of the elevator doors and there was no problem initially found. It was mentioned that the sensor line does not go all the way up. OGS will look into this issue further. They will have Brad Fish contact the elevator company.
5. **Improved security at the facility dock area – (A) Has a proposal been submitted for card access to the double doors at the dock area? (B) What is the update for a tape back up for the camera in the dock area?** OGS indicated they can get the equipment for card access at the dock area, but the drawback is getting the cable run. Technically OGS has no control over the guards. Mark Diefendorf will contact Central Office about getting card access for the dock area.

New Business:

1. **We are requesting a TSO (Tenant Safety Organization) Sub-Committee to coordinate between agencies. This sub-committee will report back to this committee. (A) Develop alternative fire escape routes** – The updating of the floor plan might be a good time to go over this. Fran Bealo will coordinate this committee. Each agency is to email Fran with the name of their candidate.

2. **Brown water at the facility – We would like a system in place that notifies each agency of when and why we are having brown water. Recently we had a few days in a row with brown water and there was no gratification to agencies – OGS** has requested filters be put on the drinking fountains. All will be notified if the water is unsafe to drink. If we do not hear otherwise, the water is safe even though at times it is discolored.
3. **Possible safety hazard at the front glass doors of Building 16. There is a gap between the concrete pad and the metal plate of the doorway. The plate is loose and a bit higher than the concrete – This is a hazard and OGS will take care of.**
4. **We are requesting an EAP Committee with representatives from each agency for the Glendale Facility – Each agency is to let Kathy D'Arminio know their representative for this committee.**
5. **We are requesting a nurse presence at the Glendale Facility – We would like the nurse from the State Office Building to allocate hours for the Glendale Facility – OGS has contacted Mary Margaret McSweeney in the past regarding this issue. OGS will again contact her to look into this.**

The next Building Health and Safety Meeting is scheduled for Tuesday, February 7, 2006, 2:00 p.m.