

MEETING MINUTES

GLENDAL BUILDING HEALTH AND SAFETY MEETING

Wednesday, January 26, 2005

Attendees: **PEF:** Kathy D'Arminio [DDD], Richard Fletcher [DDD], Mike Puglisi [DOL], Cathy Kozlowski [SIF], Paul West [Labor Rep]

OGS: Joseph A. Laughney

SIF: Jim Fehrer, Amy Reynolds, Peter Blanchette

DMV: Michele Lobb

DDD: Mark Diefendorf, Francis Bealo

DOL: Jim Miller

Kathy D'Arminio thanked everybody for coming and encourages each of the departments to have their own Health and Safety Committees. Issues that can't be resolved there can be brought to the Building Health and Safety Committee. Everybody introduced themselves, and the members would appreciate any feedback from the employees.

Loudness of the fire drill sound

It was questioned whether there is a required loudness that the fire drill sound is supposed to be at. Joe Laughney has asked to have it lowered and it is being looked into with Brad Fish. It was indicated that the object is to have the sound so loud that it can be heard from every point in the building and that everybody gets out of the building. We are going to try to get a decibel unit down for the next fire drill to take a read in a couple different areas of the building.

Walkway in front a Building 16 emergency exit

This area gets extremely muddy or icy. Joe has checked with Brad Fish on this. This is an emergency exit only, not a walkway. Brad will discuss with Michael Rossman. In the spring, if Michael goes along with it, we will put concrete down. If that does not work, we will have somebody from Albany contact Mr. Rossman. If we make this a health and safety issue, it should be taken care of.

It was mentioned that the courtyard had not been shoveled until this morning. This is an emergency exit also. Joe Laughney will see that this gets taken care of.

Overhead lights at entrance to Building 16

These lights are out at the front entrance to Building 16. Joe Laughney has been assured that as soon as the weather breaks, it will be taken care of. It was also brought up that the stairs at the front entrance should have some sort of lighting.

Emergency Lighting

There are no emergency lights in blackouts on the fourth floor. The generator will be tested to find out what is hooked up to the generator and get these lights hooked up so they come on.

Front Entrance Way

There are spots in the front entranceways that are uneven and people have fallen. DDD reports 3 incident reports since November 2004. The paving/slate rock is coming up and breaking away. Something has to be put down that salt will not affect. Joe will check with Brad to have this repaired or replaced. Joe has asked that copies of accident reports be sent to him so that he can use these to get the work done.

Heating and Cooling

Some people freeze and others sweat. OGS continues to look into this item. Being a leased building makes this issue more difficult to address. Joe will keep on it. It was asked if there was a way to induce moisture into the building. Joe indicated this would not happen because although more moisture might make it more comfortable, it is not considered as safe.

Air Quality

PEF has asked for protocol for air filter replacements and cleaning of air vents. Every 13 weeks the filters are checked and replaced as needed. The evaporation pans are also cleaned. The system has been inspected and checks out all right.

Defibrillators in Departments

PEF requests that since the Governor passed the bill to have AED's in state office buildings, that this be implemented by April 1, 2005. Currently, DDD and SIF are the only departments that have AED's and employees that are trained. PEF asked OGS the following: [1] What is the status of AED's [Automated External Defibrillators] in each department at Glendale? [2] What is the policy for drills for first responders? [3] What is the scheduled training for AED's? [4] What is the schedule for routine maintenance and testing of AED's? [5] What is the coordination with local emergency medical services? OGS responded that they are trying to get a group together to train people at each individual location. This building requested to have one defibrillator on each floor in each department. Joe will keep us posted as to when this is coming.

It was also brought up that there should be some sort of internal communications set up that the agencies could communicate with each during emergencies. They want to develop and coordinate a plan through Management and/or this Committee.

Water Quality

PEF requests that the water be tested for drinking safety and asked for a policy when the water turns brown. PEF requested that the employees be notified when the water is going to turn brown. The water has been tested by the Village of Endicott and is okay to drink. There was a question that when it does turn brown, should somebody be

flushing the faucets until the water turns clean. Joe will work with Brad Fish to see what we can do to address it in this building. Joe will also contact the Village of Endicott to find out if we can be informed when the hydrants are flushed, etc.

The topic of employees having problems with their proximity cards working all the time was tabled.

It was suggested that when committee members receive agenda items for the Health and Safety Meeting that we ask for a little more detail in order to be able to respond better to that particular item.

The next Health and Safety Meeting will be held April 20 at 2:00 PM in the Second Floor Training Room.

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