

MINUTES FOR BUILDING HEALTH AND SAFETY MEETING

Wednesday, August 24th at 2:00 PM

Attendees: PEF: Kathy D'Arminio [DDD], Cathy Okenica [DOL], Cathy Kozlowski [SIF], Adam Dirado[DOL]

CSEA: Paul Nichols, Chris Merrall, Nicole Zimmer

OGS: Joseph A. Laughney, Annette Rose

SIF: Jim Fehrer, Amy Reynolds, Peter Blanchette

DMV: Annette Dedek, John Burke

DDD: Mark Diefendorf, Francis Bealo

Old Business: Action Updates

- 1. Walkway in front of Building 16** – Update on proposal to replace the stones in the front with concrete. Also update on the inspection of the stone walkway in the Court Yard. ***The stones in the front entrance have been replaced with concrete. No update on the inspection of the stone walkway in the Court Yard.***
- 2. Overhead lights at Entrance to Building 16** – Have the lights at the entrance to Building 16 been replaced? Also, has lighting been approved for the stairs at the front entrance? ***The lighting has been completed in the front entrance.***
- 3. Defibrillators in departments** - What is the status of AEDs [Automated External Defibrillators] in each department at Glendale? ***OGS reports that they are still working on the AED program and there is nothing to report at this time.***
- 4. 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 continues to look into the finance of this proposal.***
- 5. Status of hiring a full time nurse at the facility** – ***OGS requested a full time nurse at Glendale. OGS presented the Building H&S team with a letter from Civil Service. The H&S committee will discuss on how to proceed. The letter from Civil Service is attached.***

New Business:

- 1. What type of safety system is in place in regards to the closing of the elevator doors?** A SIF employee had her arm caught in the elevator door. ***OGS will investigate the operation of the elevator doors and report back to the committee.***
- 2. The front parking lot has piles of loose black top that need to be removed. – OGS will contact the building owner to have this removed.**
- 3. Evacuation Floors Plans need to be updated. Also there needs to be more posted in several areas. – OGS will coordinate the changes that need to be completed with Fran Bealo.**