

Office of Temporary & Disability Assistance
Agency Health and Safety Committee
Meeting Minutes
March 7, 2006

Present:

Jerry Vigeant, John Bergener, Co-Chairs
Donna Faresta, Mark Lacivita, Richard Johnson, Jeff Bartlett, Joycelyn Martinez,
Rosanne Lewitt, Coralita Branker, Greg Browne, Kevin Connolly for Teri
Vazquez, Cheryl Copeland, Wendy Phillips, Sharon DeSilva, Shawn Bobb

Agenda Items:

1. Dates of meetings of local committees.

Albany	2/15/06
22 Cortlandt Street	1/12/06
Harlem Center	Unknown
Glendale	3/1/06
Buffalo	Unknown
Queens	Unknown

2. Dates of Walk-Throughs.

All Walk-Throughs are up-to-date.

3. Dates Local Committees Review of Each Building EAP's

Resolved for Albany, Harlem, NYC and Binghamton. Buffalo still needs to report in.

4. Defibrillator Progress of local committees in setting up defibrillator team drills once or twice a year.

Drills for all locations are either completed or scheduled with the exception of One Commerce Plaza. There is no team for the Gertz building and the defibrillator is manned by the nurse on site. The OGS mandated regulations have been implemented and OTDA is already in compliance. There is an April 1st deadline for OTDA to submit their AED program plan to OGS and Jerry Vigeant stated that ours will be submitted well before this deadline. Jerry reminded the members that there is a wealth of defibrillator information on the health and safety link of BMS' website located at: Bureau of Management Services Homepage. The defibrillator located at 40 North Pearl Street will be temporarily residing with the security guard on the mezzanine. It will not be moving with the nurse to the lobby level due to security reasons. The final

destination for the defibrillator will be the 9th floor. AED members will be notified of the changing locations.

5. Set up annual Accident Reporting Subcommittee

The following individuals graciously volunteered to man this committee: Roseanne Lewitt, Sharon DeSilva, Corlita Branker and Joyce Martinez.

6. Using the Glendale software that contacts defibrillator team Members statewide.

The Bureau of Technology and Office Automation (TOA) has developed a defibrillator notification program that will be implemented agency-wide to defibrillator team members (other than DDD). As soon as an implementation date has been set, we will notify committee team members.

7. Lack of Security at Glendale

The building guard that supplied security to the rear of the building has been removed. Staff is concerned because this is a high traffic area. Jerry reported that there are currently two guards on duty at all times and DDD occupied floors remain secure requiring card access. The only employees who appear to be vulnerable are the newly acquired DETS' staff who have no permanent location yet. Once a permanent location has been identified, DETS employees will be entering their work area using an access card also. Shawn Bobb mentioned that communication from the building management to facility staff that the guard was being removed may have alleviated some of the anxiety that his disappearance created. Duly noted.

8. Right-to-Know

Progress is being made in rolling out the web-based training. Jerry reported that GOER, the Attorney General's Office and the Department of Labor are working together to put this training online for all State staff.

Much discussion surrounded Material Safety Data Sheets (MSDS') and what are we as an agency responsible for reporting. It was agreed that a committee, consisting of Bob Loz from BMS and Jeff Bartlett from DDD Glendale, would be formed to work through the many issues surrounding what MSDS' are required to be reported to staff. Labor feels that management should be required to request and make public all MSDS' from contractors that perform any type of work in the building as well as the cleaning supplies used by maintenance staff. Management feels that this would be a monumental task and some of these requests may be the responsibility of building management and not agency personnel.

9. Downtown Albany Safety

Labor would like the agency to facilitate two things – sending out a memo to alert staff about the incident near One Commerce Plaza and requesting an Albany Police squad car to patrol the area.

A general memo will be (was) issued to heighten awareness regarding personal safety and the dangers of walking to and from work. Notifying staff of the escort service provided by the State Police was discussed but not a reliable option because this perk is only available to OGS managed buildings, One Commerce Plaza not being one of them, and only when State Police personnel are available.

Although not customary, the committee felt that a warning should go out to Division staff in buildings in the vicinity of the incident. Jerry will be looking into the safety training that was given about two years ago to see if it may be feasible to retrain staff.

**The next meeting was then scheduled for the June 6th, 2006 at noon.
The meeting was then adjourned.**