

Memo

To: OTDA Agency Health and Safety committee members
From: John Bergener and Jerry Vigeant co-chairs
CC:
Date: 5/31/2006
Re: Agenda for Tuesday June 6, 2006 OTDA Agency Health and Safety committee meeting.

The Agency Health and Safety meeting will be held in the 16th Video teleconference Room 40 N Pearl St, Albany, from 12:00 noon to 2:00 PM.

1. Dates of meetings most recent of local committee meetings.
2. Dates of walk-through of OTDA buildings done so far this year planned dates for rest of year. Have copies of adopted check lists for these walk-throughs been sent to the agency co-chairs?
3. Dates local committees reviewed each buildings Emergency action plans to make sure they have provisions for bomb threats, Chemical Emergencies (gas leaks), other threats, sanitary standards, etc. and made sure building guards have a current copy of the EAP. Check off by local committees. Below is a list of completed sites.
 - a) Albany - 67 N Pearl St
4. Preliminary report of Annual accident reporting subcommittee (DOSH).
5. Using the Glendale software that contacts the defibrillator team statewide.
6. Lack of security at Glendale
7. 22 Cortlandt Street problems with HVAC system affection employee health.

8. Right-To-Know
 - a) Status of web-based training module
 - b) Preliminary report of MSDS's subcommittee on cleaning supplies and other items been obtained from cleaning contractors, landlords and other contractors? (subcommittee members Richard Fletcher & Bob Loz) Several employees got sick from a roofing contractor's chemical at 67 N Pearl St