

# Navigating an Incident Where to Start?

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# Training Overview



WHAT ARE THE  
ISSUES?



KEY PLAYERS



REPORTING AND  
FOLLOW UP



COMMUNICATION



CASE STUDY



REPORT OUT



QUESTIONS?

# What Health and Safety Issues Occur at your Workplace?

Heat/Temperature

Construction Projects

Abatements (Lead, Asbestos, etc...)

Repair Projects

Others?

# Key Players

## Management

Human Resources

Labor Relations

Agency Safety & Health  
Director

Facilities

## Union

Local or Statewide Health  
& Safety Co-Chair

Local Union Leadership

PEF Health & Safety

# Allies

OGS

Contractors

Building Management

PESH Consultation

Landlord



# APPROACHING AN ISSUE



# Navigating the Issue

## Hierarchy of Reporting is critical

### OGS Owned/Operated Buildings

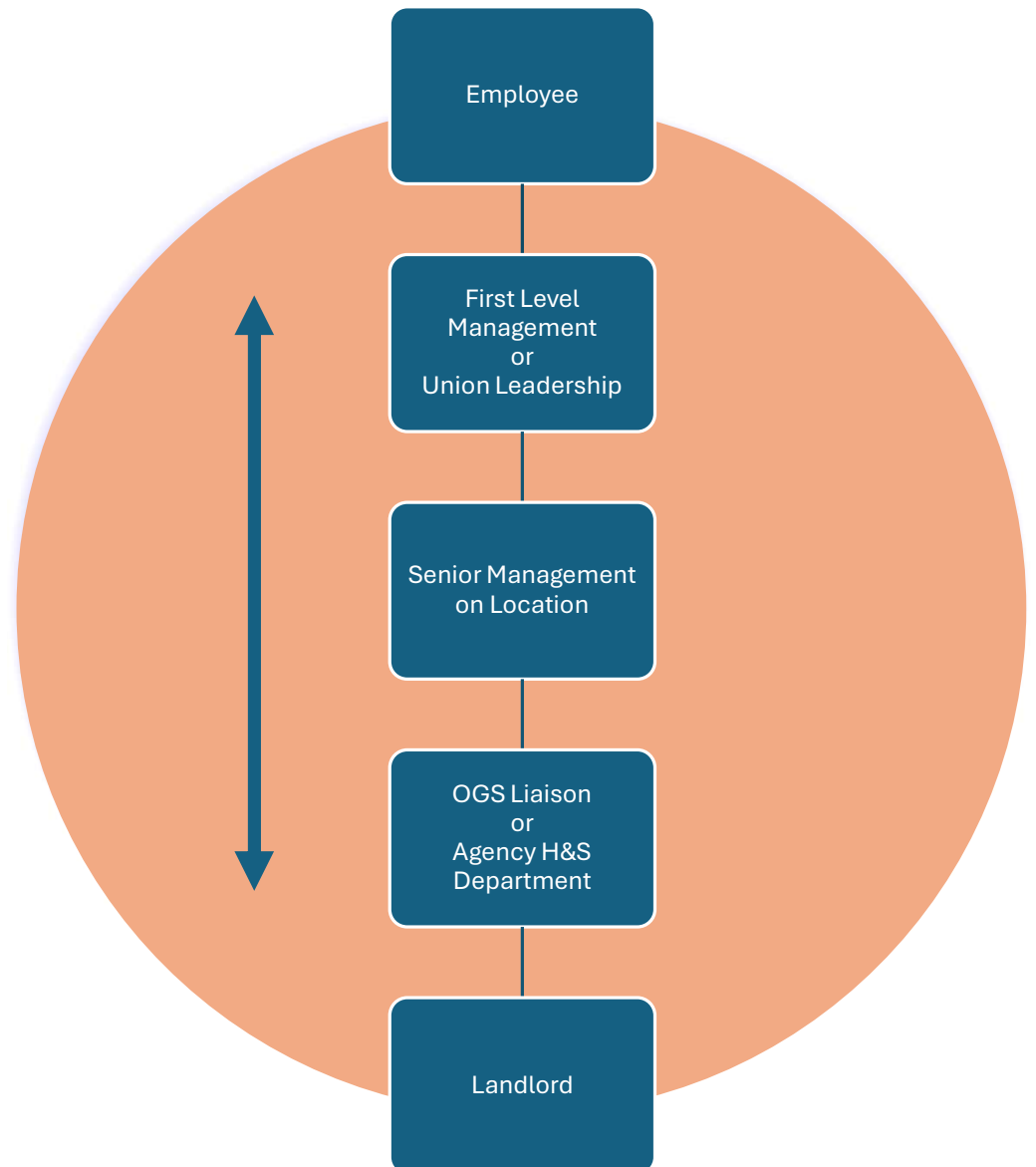
Discussion with TSO  
Utilize your OGS liaison  
Internal State reporting system

### Agency Owned Buildings

Reporting hierarchy is in your control  
All issues are handled internal to the agency

### Private owned location

Multi-tenant TSO  
Liaison to OGS for the building



# Where do we go from here?

Health and Safety issues may create awareness of larger needs

## Capital Improvements

- Longer process
- Requires
  - engineering drawings,
  - Department of Budget- 3 bid process,
  - Contracts,
  - and more

## Hired Contractor

- Shorter process
- Usually more immediate outcome

## Emergency Contract

- Must fit State requirements
- 3 bids are not required

# Communication

Employee

First Level Management

Union Leadership

Senior Management on Location

OGS Liaison

Agency H&S Department

Landlord

“Communication is a good thing,  
and we need to do more of it!”

AJ Sporleder

# Resources

Where do we go for more information?

## Temperature Factsheet

- [http://pef.org/pef\\_files/docs/healthandsafety/TempFactsheet.pdf](http://pef.org/pef_files/docs/healthandsafety/TempFactsheet.pdf)

## Indoor Air Quality

- [https://www.pef.org/pef\\_files/docs/healthandsafety/IAQRenovationsFactsheet.pdf](https://www.pef.org/pef_files/docs/healthandsafety/IAQRenovationsFactsheet.pdf)

## Indoor Environmental Quality

- [https://www.pef.org/pef\\_files/docs/healthandsafety/IEQFACTSHEET.pdf](https://www.pef.org/pef_files/docs/healthandsafety/IEQFACTSHEET.pdf)

## ASHRAE

- <https://ashrae.org/>

## NYS Homes and Community Renewal

- <https://hcr.ny.gov/system/files/documents/2022/12/fact-sheet-15-12-2022.pdf>

## PESH

- <https://dol.ny.gov/public-employee-safety-health>

## OSHA

- <https://www.osha.gov/>

# Case Study

Choose a **reporter** from your group to report out at the end of the case study.

You can use the sample **scenario** provided or talk amongst your group to create a scenario.

Answer the **questions** highlighting your process

Identify what information your team thinks is **missing**

# Wrap up

What information are you **missing** to make this process work?

Are there questions you need **answers** to when you return to work?

**Goal-** increase communication and improve navigating reporting hierarchies

**Questions** for the Trainers?

