

# Health & Safety Committees

## Breaking Down Barriers

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Presented by

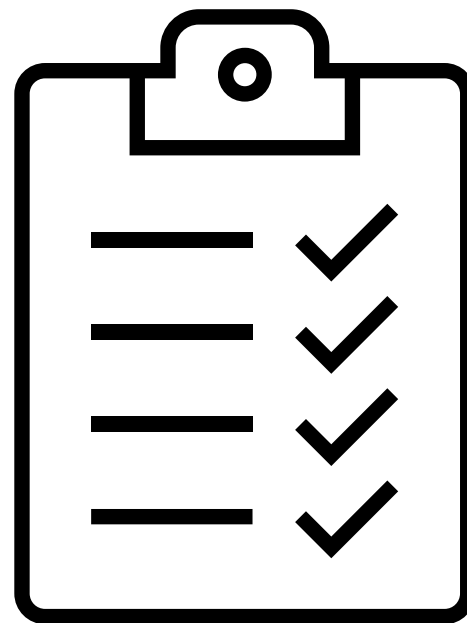
Conrad Davis, Article 18 Co-chair  
Jazmine Nova, Health and Safety Specialist

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*Funded in part by  
the NYS Department of Labor Hazard Abatement Board  
Occupational Safety & Health Training & Education grant*

# Workshop Agenda

- H & S History Snapshot
- H & S Basics Overview
- PEF H & S
- H & S Committees
  - Structures
  - Roles
- Self-Assessment Activity
- Hazard Identification Overview
- Meetings
- Overcoming Barriers
- Resources





**2019-2023  
AGREEMENT**

*between*



The State of New York

*and*



The Public Employees Federation, AFL-CIO

Professional, Scientific and  
Technical Services Unit

# Health & Safety Committees

## NYS/PEF Contract Article 18

# Who Is Here?

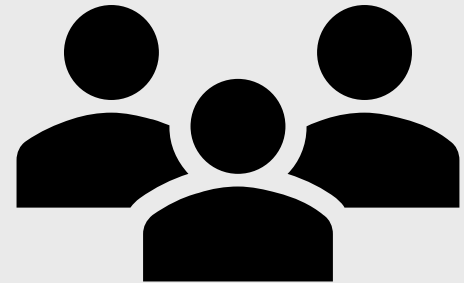
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✓ Agency?

✓ H&S Committee Chair/Member?

✓ Management or Safety Rep for Agency?

✓ How Long



# Triangle Shirtwaist Factory Fire



- Triangle Shirtwaist Company garment factory (8th, 9th and 10th floors of Asch building) Manhattan, NY
- March 25, 1911

- 146 deaths
- Deadliest industrial disaster in NYC until WTC, 2001
- Sparked transformation of labor laws in NYS



# OSHA or PESH?



## OSHA

- Occupational Safety and Health Administration
- Federal – DOL
- Sets and enforces standards
- Provides training and education
- Outreach & establish partnerships
- In NYS for those not covered by NYS PESH

## PESH

- Public Employee Safety and Health Program
- State Plan – NYS DOL
- Extends federal OSHA protection to NYS state and local public sector employees
- PESH enforces all of the standards of the federal OSHA – as strict, or stricter

# PESH/OSHA Standards

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## Standards Include:

- BBP
- Emergency Action Plans
- Exit Routes
- Fire Prevention
- Machine Guarding
- Toxic Chemicals
- Noise
- Walking/Working Surfaces
- Housekeeping/Sanitation
- Workplace Violence



## There are not standards for every hazard:

- Indoor Air Quality
- Occupational Stress
- Ergonomics
- Temperature
- Mold

# PEF Health & Safety Department

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Conrad Davis	Art. 18 S/W H&S Committee Chair
Leisa Abraham	Art. 18 S/W H&S Committee Chair
Geraldine Stella	H&S Director
Shawn Bobb	H&S Specialist
Paige Saakyan	H&S Specialist
Jazmine Nova	H&S Specialist
Nicole Grabo	H&S Assistant /Conference Coordinator
Kelly Lockwood	Administrative Assistant

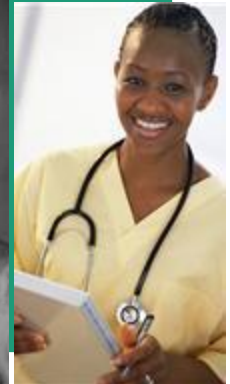






# What Does PEF Health & Safety Do?

**Interacts with members, H&S  
Committees and NYS agencies on  
occupational safety and health issues**





# PEF Health and Safety

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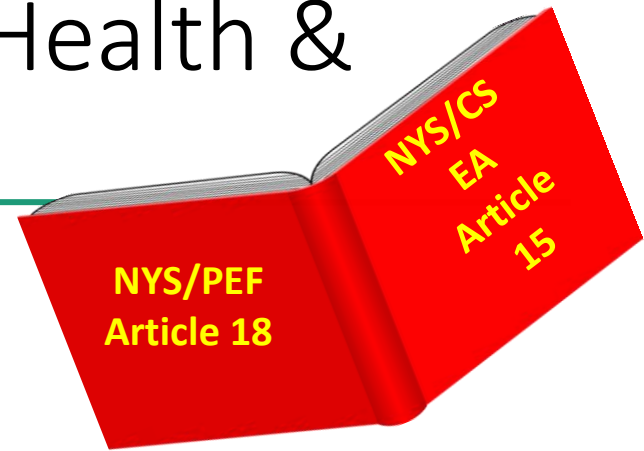
- **Answers** technical requests
- **Educates** and trains on H&S issues
- **Advise**s on OSHA/PESH, Fire & Building Codes, local regulations, PEF/NYS Contract
- **Assists** with worker's compensation: statutory, contractual and NYS Civil Service Law rights and benefits
- **Facilitates** joint H&S committees

# Basic Functions of Health & Safety Committees

- **Discuss** Safety and Health Policies and Procedures
- **Create** and maintain interest in health and safety
- **Identify** and analyze workplace hazards
- **Recommend** solutions to the agency



# Agency and Local Level Health & Safety Committees



Establish	Equal	Meet	Refer	Refer
Establish agency and local committees	Equal representation of unions and management	Meet at least quarterly	Refer matters not be resolved locally to agency level committee	Refer matters not resolved at agency level go to CSEA Article 15 and PEF Article 18 Statewide Committees

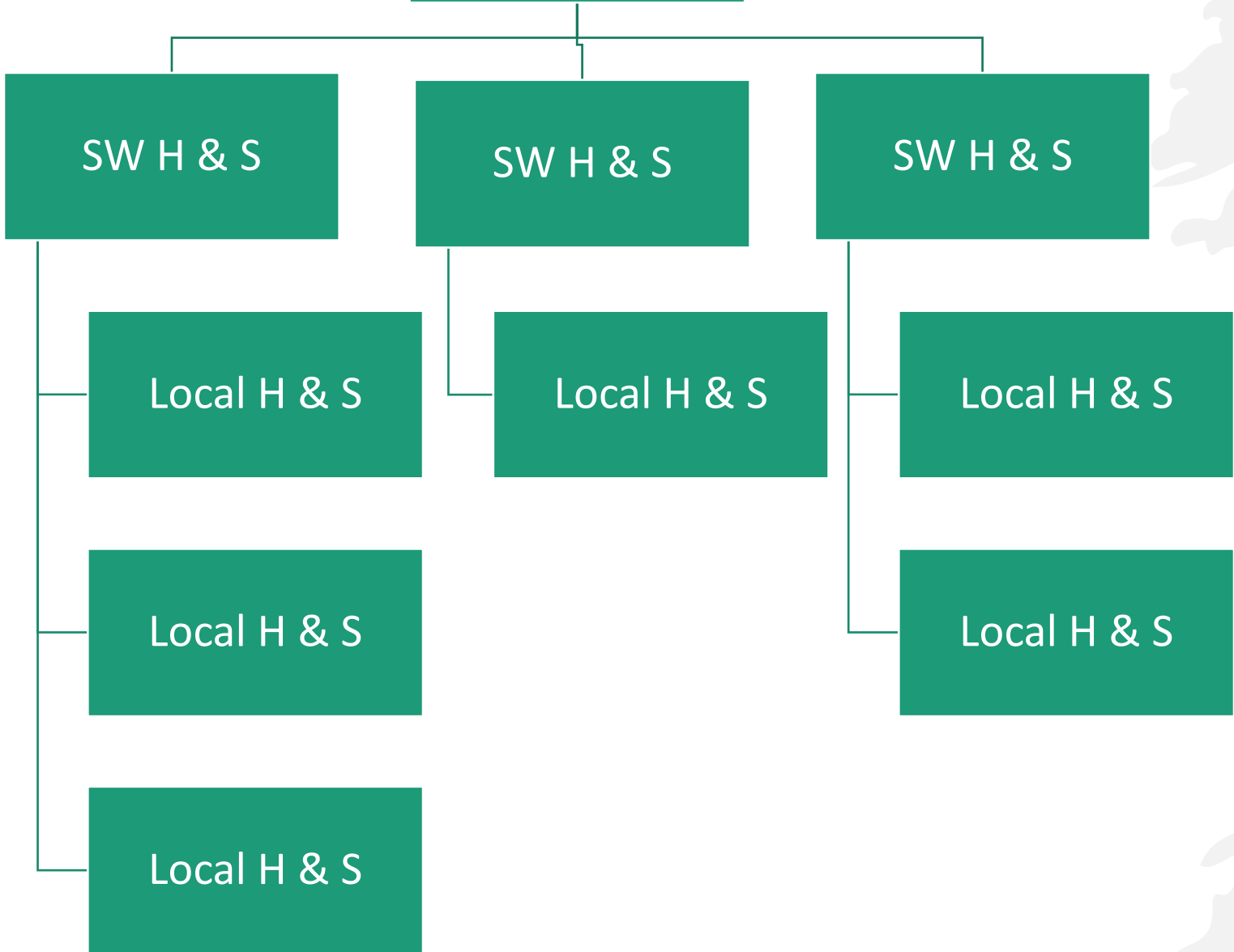
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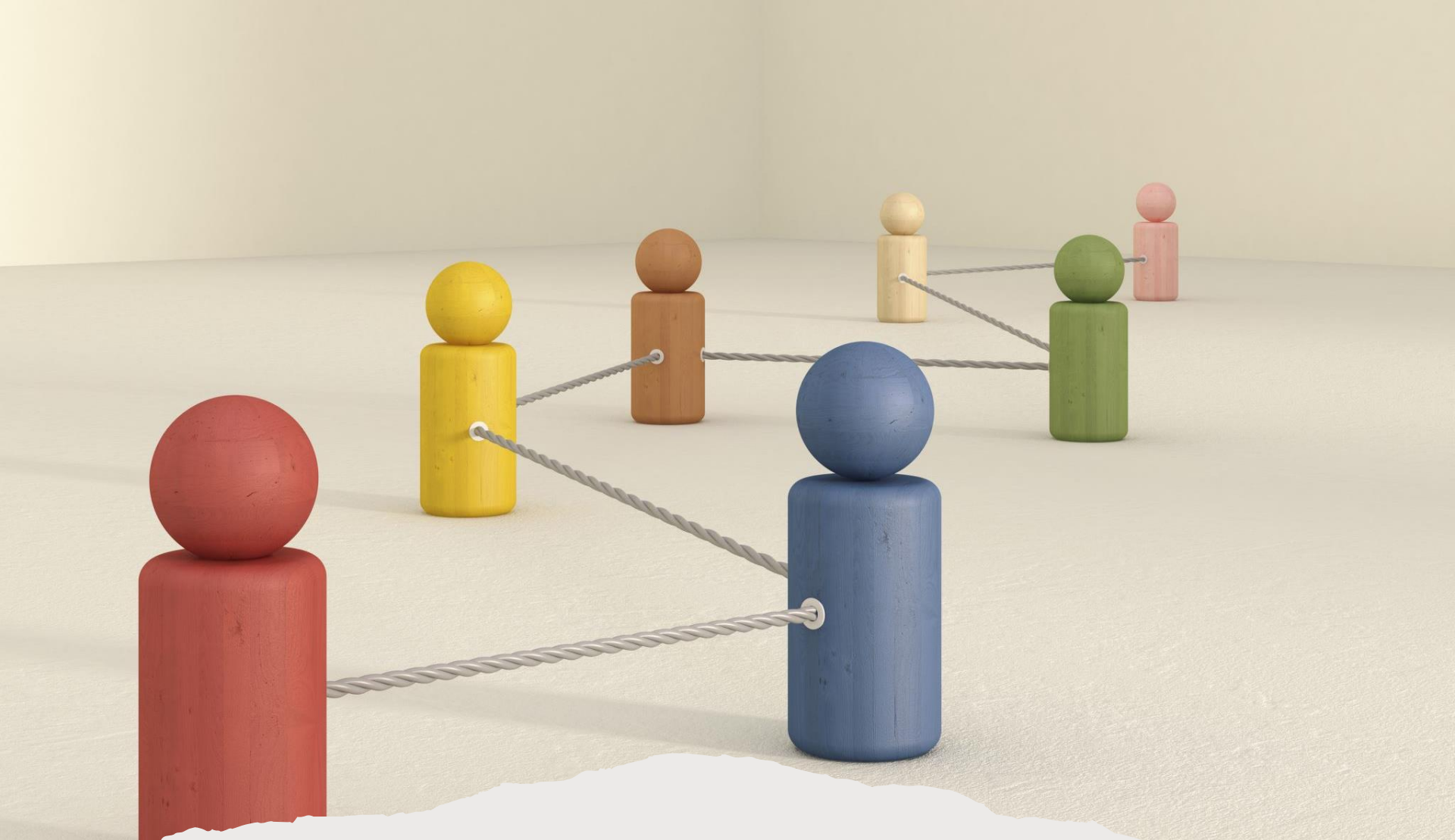
**Statewide  
Article 18  
Committee**

**Agency Level**

**Local Level**

PEF Article 18/  
CSEA Article 15  
Committees



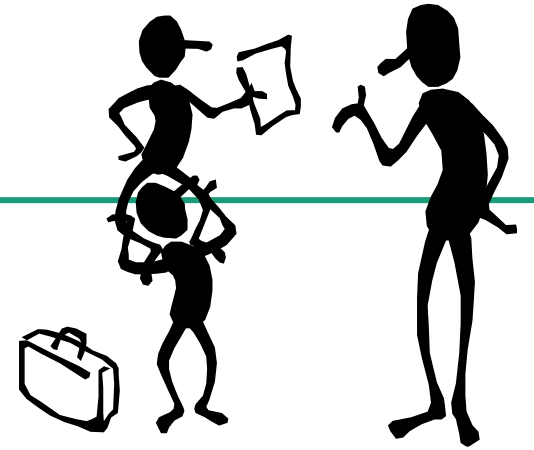


# Committee Structure

# Co-chairs - Roles

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- **Set** time and date for meetings
- **Arrange** for meeting room
- **Notify** committee members of meeting
- **Request** agenda items from committee members and finalize agenda with co-chair
- **Review** minutes, coordinate reports (SH900), data and information for the committee
- **Facilitate** group process during the meeting
- **Follow up** on action plans between meetings





# Role of Committee Secretary

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- Minute taker
- Elected or appointed
- May be rotated periodically
- Prepare, distribute and read minutes of previous meeting
- Distribute agenda
- Report on the status of recommendations made by the committee

# Committee Members - Roles

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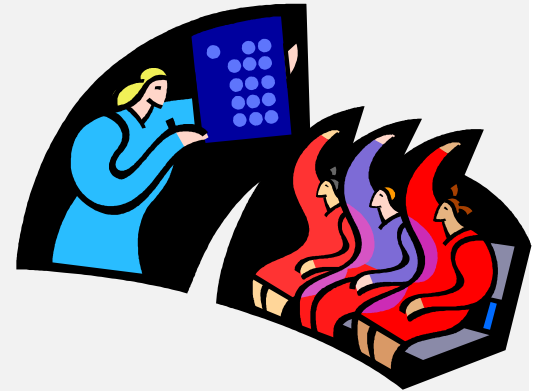
- **Attend** all scheduled meetings and complete assignments
- **Create** and maintain interest in health and safety
- **Set** committee goals objectives and implement plans
- **Review** Safety and Health policies and promote enforcement
- **Raise** employees' concerns on safety and health
- **Participate** in on-site inspections
- **Review** employee training records



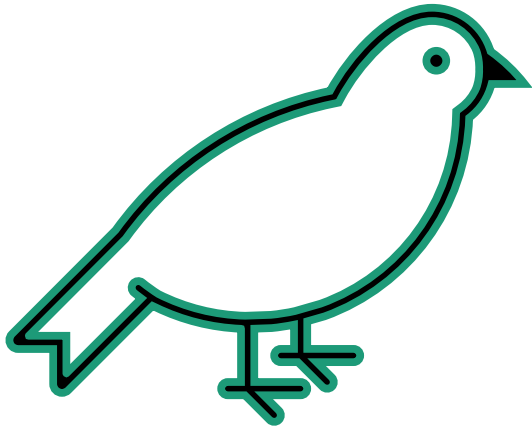
# Committee Members Training - All Should Be Trained In:

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- Health & Safety Committees – Getting Results
- Hazard Recognition and Control
- Program Evaluation
- PESH/OSHA compliance
- Accident & Incident Analysis
- Inspections
- Problem Solving
- Team Building
- Others?



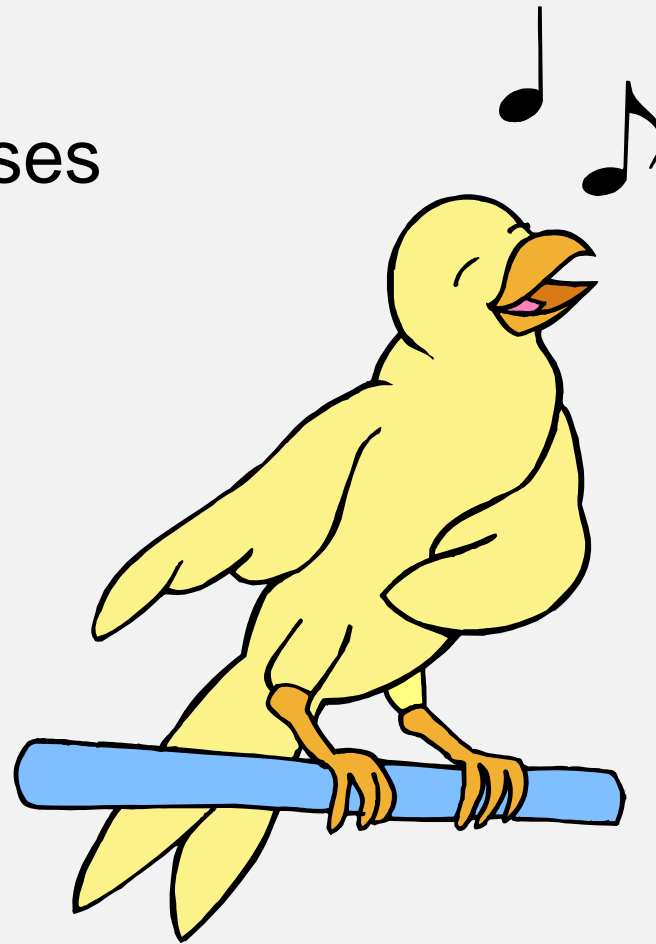
# State of NY/PEF Health & Safety Conference 2023



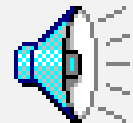
## Canary Exercise Response Key

Total # YES responses

18 – 22



Your committee can sing a happy song! You're doing great!



Total # YES responses

13 – 17



Good! Almost there!  
To get stronger, start squawkin'!  
There's some work to be done!



Total # YES responses

8 – 12



You've got to change your tune soon if you want to whistle while you work!

Total # YES responses

< 7



Call 911

Where's the defibrillator?

You need to get charged up!





# How to Identify Problems

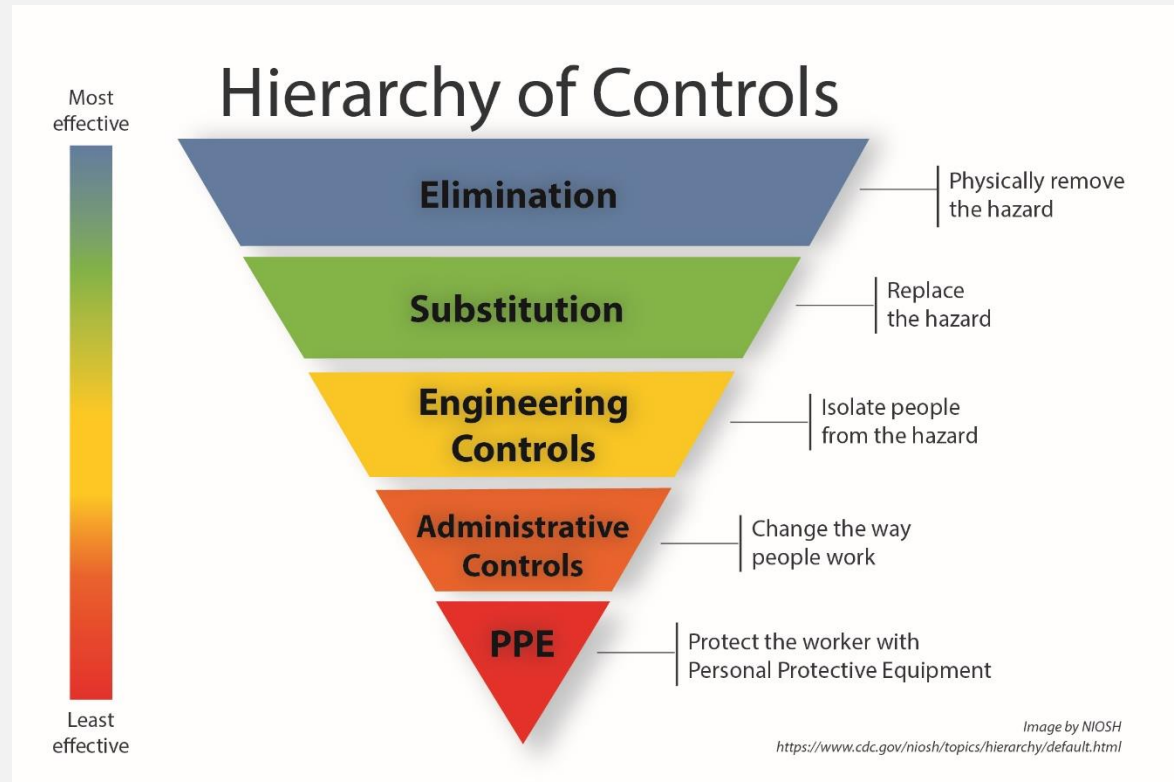
- Health and Safety Committees
  - Review injury/illness logs
  - Review workers' compensation data
  - Review incident reports
- Conduct site visits
- Discuss at Union and staff meetings
- Conduct focus groups or surveys
- Talk to the workers!



# Controls Overview

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- Identify options
  - Involve workers
  - Review Standards
    - (EX: OSHA, PESH, municipal, manufacture's specifications, etc.)
- Research similar controls



# Incident Avoidance or Response?

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## Proactive

- Risk Analysis
- Walkthroughs
- Pre-planning Projects
- Emergency Action Plans
- Hazard Communication
- Drills
- Survey/Focus Groups
- Training & Education

## Reactive

- Incident Response
- Emergency Response
- Emergency Medical Treatment
- Law Enforcement
- Grievances
- Discipline
- PESH complaints

**If all else fails consider PESH complaint**

# Problem solving approach

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- Be Proactive!
  - Prevention
  - Strategic Planning
    - Ten steps to create your H&S action plan
    - Gathering Information and Suggested Resources
    - Checklist for Choosing an Issue
- Others???





# Meeting Structure

# Health & Safety Committee Order of Business



Call to Order



Introduction of any visitors



Review minutes of previous meeting, make any necessary changes and approve minutes



Unfinished business (items on previous agenda)



New business (new items and add-ons)



Review commitments and schedule next meeting

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# Standing Items on Your Agenda

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- Subcommittee Reports

  - Workplace Violence Prevention Committee

  - Ergonomics Committee

  - Safe Patient Handling Committee

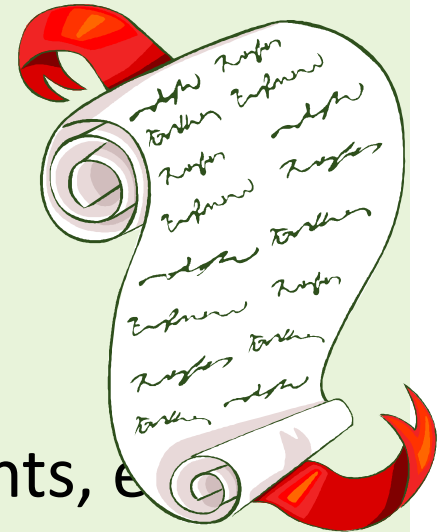
  - AED Committee

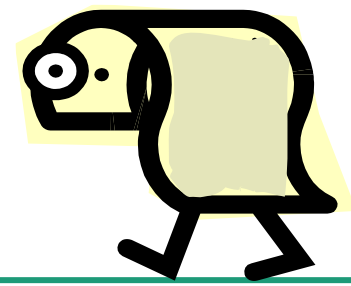
  - Local H&S Committees

- Review of reports, statistics, accidents, e

- Review of SH 900 logs

- Training (review of annual programs, development of new programs)





# Moving the Agenda

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- **Hold** pre-meetings to prepare and flesh out issues
- **Exchange** agendas well before the next meeting
- **Inform** your co-chair of the issues
- **Be prepared** to offer solutions or suggestions
- **Bring** subject matter experts to the meeting
- **Consider** pilot programs
- **Be specific** on assigning tasks and due dates
- **Review** commitments at end of meeting and send out post-meeting



# Be Prepared!

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- Gather all the facts
- Identify possible solutions
- Prepare a financial case for results:
  - Reduce # of injuries/illnesses
  - Reduce workers' compensation cases
  - Reduce lost time
  - Increase productivity



# Common Barriers to Good L/M

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- Lack of trust
- Inability to overcome history
- Personality conflicts
- Taking each other for granted
- Getting caught up in petty issues
- Acting in bad faith
- See no value in working together





Don't let your Committee get hijacked!

- "Top Ten Mistakes H&S Committees Make"
- Poor Labor and Management Relationships

# Top Ten Mistakes of H&S Committees

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- Lack of Purpose
- Lack of Communication
- Insufficient Resources
- Inefficient Committee Size
- Ineffective Training
- Lack of Leadership
- Ineffective Meetings
- Lack of Follow-up
- Management Domination
- Lack of Membership Participation



# Overcoming Barriers

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- Get to know each other
- See things from the other side
- Recognize each party has a valuable role
- Listen and be willing to learn
- Recognize the external pressures each team or individual may have – be willing to help when you can
- Remember – solutions may not always have equal results for both parties – but may still be good for each

# Building Trust

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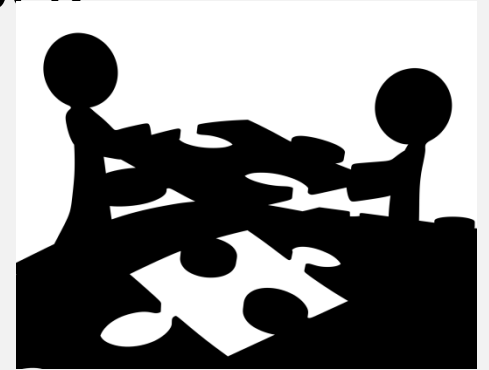


- Compromise on small issues and build trust on them
- Examine your own actions for fairness
- Try not to assume the other parties' intentions from your own fears
- Try to get input from each other – give a "heads up" on important issues
- Wisdom is the art of knowing what to overlook

# Benefits of Good Labor and Management Relationships

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- Ongoing and accurate communication
- Both parties are committed to the process
- Problems identified and resolved earlier
- Better solutions to problems developed
- Others?



# Resources and Tools for Health & Safety Committees



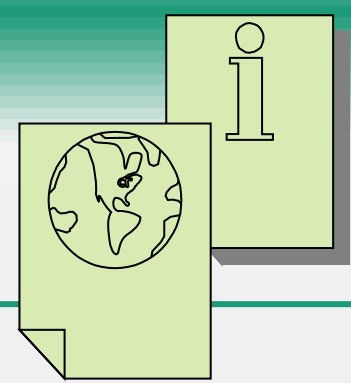


# Tools YOU can Use

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- PEF/NYS Contract & CSEA NYS Contract
- Article 18 SHIP Grants
- Workshops
- Fact Sheets
- PESH
- Allies/Coalitions/Resource Groups
- Local & Statewide Committees





# Web Resources

- *NYS DOL PESH Webpage:*  
[http://labor.ny.gov/workerprotection/safetyhealth/DOSH\\_INDEX.shtm](http://labor.ny.gov/workerprotection/safetyhealth/DOSH_INDEX.shtm)
- *NYS DOH Occupational Health Clinic Network Webpage:*  
[http://www.health.ny.gov/environmental/workplace/clinic\\_network.htm](http://www.health.ny.gov/environmental/workplace/clinic_network.htm)
- *Councils for Occupational Safety and Health (COSH) list:*  
[www.coshnetwork.org/COSHGroupsList](http://www.coshnetwork.org/COSHGroupsList)
- *Workers Compensation Resource [from the National Council for Occupational Safety and Health (National COSH) and the National Economic and Social Rights Initiative (NESRI)]:*  
<http://workerscomphub.org/>

# PEF

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- **PEF**
- [www.pef.org](http://www.pef.org)
- E-mail:  
[healthandsafety@pef.org](mailto:healthandsafety@pef.org)
- Phones:  
H.Q. (800) 342-4306 x254  
NYC PEF (800) 522-8700



# Thank You!

