

PEF/ITS Statewide Health & Safety Committee Meeting

January 31, 2023- Meeting Minutes

<p>PEF Representatives:</p> <ul style="list-style-type: none"> • Prakash Lal, Co-Chair • Christopher J. Ford, Council Leader • James Desso, Asst. Council Leader • Heather Craven, Secretary • Andrew J Michela, Treasurer • Ron O’Bryan, Chair, Labor Relations • Brandon Hill, Steward • Veronica Foley, PEF Health & Safety Staff 	<p>Management Representatives:</p> <ul style="list-style-type: none"> • Michelle Russo, Director Labor Relations, Co-Chair • Nicholas Martinelli, Director, Human Resources • Wendy De Forge, Associate Director, Labor Relations • Sandra Peragine, Director, Administration • Michael Meriam, Operation Support Manager • Betsy Wilcox, Administrative Specialist
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Agenda Topic	Issues	Action/Follow Up
1. Introductions		
2. Committee Operations a. Meeting Dates of 2023 April 28, 2023. From 1- 4 PM July 31, 2023.From 1- 4 PM November 28, 2023.From 1- 4 PM	ITS has already agreed to dates in July & November and only April has to be decided. PEF will send the dates of the Pre-meeting among PEF later.	ITS will propose a new date for the April meeting. New date 3/6/2023
3. Reporting & Record Keeping -	(a)PEF needs SH 900 Logs as earlier for identifying the pattern of injuries & accidents, (b)SH900.1(Summary) needs to be published every year between February and April, which it looks like has not been done. (c) SH900.2(Incident Form)- PEF will submit a request for this form after analyzing logs.	ITS will provide SH900 logs to PEF and ITS has to publish SH900.1(summary) in time as required. Logs sent to you 2/17/2023. They will be posted on InsideEdge
4. Workplace Violence:	PEF needs to look at the Annual Workplace Violence Report. It looks like there existed a committee on this with PEF participation, PEF would like to reactivate the committee.	ITS will revive the workplace Violence Committee and PEF will have the option to nominate members from the PEF side. I have been working with Chris Ford to get these scheduled.

<p>5. Emergency Action Plans:</p>	<p>PEF would like to know the status of the current TSO committees and emergency action plans in different buildings occupied by ITS staff. Accordingly, signage listing wardens and evacuation routes should be posted with up-to-date information.</p>	<p>ITS will coordinate with OGS and will investigate the status of TSOs and emergency action plans in different buildings.</p> <p>Mike Meriam reached out and is looking into this</p>
<p>6. Air Quality:</p>	<p>Covid has necessitated many air quality standards. PEF would like to better understand the HVAC upgrades and/or repairs that were prioritized during the height of the pandemic. Additionally, are there current plans to continue the work of improving indoor air quality in ITS-occupied spaces? The White House has a program that they want people to adopt that we can use as source material to create our own program.</p>	<p>ITS has to get an answer from OGS</p> <p>Mike Meriam reached out and looking into this</p>
<p>7. 55 Hanson Place:</p>	<p>PEF has earlier shared a Walkthrough report on this building prepared by PEF staff, and PEF would like that ITS should coordinate with other agencies to mitigate issues highlighted in the report specifically TSO and the emergency action plan. PEF showed gratitude to ITS management as ITS staff in the building are allowed full telecommuting, wherever operationally possible, till building issues are fixed.</p>	<p>ITS will investigate the report and follow up accordingly.</p> <p>Mike Meriam reached out and looking into this</p>
<p>8. The basic sanitation standard</p>	<p>PEF pointed out that the Maintenance of basic sanitation standards has been an ongoing issue in workplaces relating to Potable water, soap, towels, housekeeping, pest control, and running water. PEF also requested that there should be duplicate dispensers for soap and paper towels.</p>	<p>ITS will keep tabs on the maintenance issues and will encourage PEF staff to bring them to their notice.</p> <p>Mike Meriam reached out and looking into this</p>
<p>9. Hazard Communication</p>	<p>ITS staff is embedded with other agencies also and at times the Way of communication with those staff regarding hazardous conditions like during water breaks, break out of disease, environmental issues, etc has been difficult specifically when the location has to be closed.</p>	<p>ITS will coordinate with OER for better hazard communication with staff. PEF staff are also encouraged to keep their location in LATS up to date.</p> <p>Been addressed w/OER</p>
<p>10. Training</p>	<p>PEF is interested in providing instructor-led training to our members regarding workplace stress by EAP and ergonomics by PEF staff in the coming months. PEF will like that ITS should provide space if required and release time for those participating.</p>	<p>ITS will look into workplace stress training with EAP and cooperate with any training given through PEF resources. Space can be provided by ITS Training Department. Michelle Russo</p>

		reached out to ITS Training to see if they can look into a training available that can be offered to ITS employees
11. Risk Assessment	Earlier training for risk assessment and a risk assessment walkthrough of buildings was arranged in which then Director L/R Mr. Dave Mahoney also participated. PEF wants that this should be done again for hazard identification & mitigation in every building.	ITS will consult with Mr. Dave Mahoney and get back to PEF. Michelle Russo reached out to Mahoney and found info. Will work on getting these started.
12. Local Updates by Committee Members	<ul style="list-style-type: none"> a. Balltown Road- Brandon Hill - there was a water breakdown. b. Zen Building-Chris Ford- repeated accident with Stop sign in parking lot c. 40 North Pearl- Heather Craven -Heating repairs, many cold mornings require a call to maintenance to reset something for heat 	ITS will reach out to OGS. Sandra sent an email regarding the stop sign Mike Meriam/Tom Fetcinko looking into a. and c.