

PEF/ITS Statewide Health & Safety Committee Meeting

May 10, 2023- Meeting Minutes

<p>PEF Representatives:</p> <ul style="list-style-type: none"> • Prakash Lal, Co-Chair • Christopher J. Ford, Council Leader • Heather Craven, Secretary • Andrew J Michela, Treasurer • Ron O’Bryan, Chair, PEF D357 Labor Relations Committee • Brandon Hill, Steward-On Line • Veronica Foley, PEF Health & Safety Staff 	<p>Management Representatives:</p> <ul style="list-style-type: none"> • Michelle Russo, Director of Labor Relations, Co-Chair • Amanda Falvo, Human Resources • Thomas Fetcinko, ITS Administration • Sean Smith, Labor Relations • Danielle Hayes, Labor Relations •
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Agenda Topic	Issues	Action/Follow Up
1. Introductions		
2. Committee Operations a. Meeting Dates of 2023 July 31, 2023.From 1- 4 PM November 28, 2023.From 1- 4 PM	The dates are all set.	Next meeting date July 31, 2023.From 1- 4 PM
3. Reporting & Record Keeping -	SH900.1(Summary) needs to be published every year between February and April, which it looks like has not been done.	ITS will investigate it.
4. Workplace Violence:	The First Meeting of the Workplace Violence Prevention Committee has been held. PEF would like to designate Chris, Prakash, Ron, Heather, and Adrienne Kirkland to this committee as AER. Others will be added.	ITS is recruiting and assigning Staff for these purposes. Other unions like CSEA can also participate in this committee but CSEA has not responded.
5. Emergency Action Plans:	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	ITS (Mr. Mike Meriam, Facility Manager) will be in touch with OGS regarding TSO training, posting of signage, providing gear like hats or vests, and

	<p>should be posted with up-to-date information. Training for the TSO and gear like hats or vests are also required.</p>	<p>investigating the status of TSOs and emergency action plans in different buildings. However, this is an enormous task as ITS has 143 unique work locations across the state and these tasks fall under the OGS domain. ITS will see that Information about the evacuation plan is given during the employee orientation.</p>
<p>6. Air Quality:</p>	<p>Post Covid, PEF would like to know what are the current plans to continue the work of improving indoor air quality in ITS-occupied spaces. PEF should also like to know how much fresh air is circulated</p>	<p>In Swan Street: OGS uses MRV13 with a main filter and a prefilter and swaps filters per the manufacturer's schedule. ITS does not have information about other locations, and ITS also does not know how much fresh air is circulated.</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. The statewide PEF H&S committee is also engaged with Health & Safety issues in this building. It has been reported that PEF has delivered bottled water to this building.</p>	<p>1. ITS has only 4 staff in this building, and ITS has permitted them to work remotely to the extent possible.</p> <p>2. ITS should stay aware of the health & safety concerns in this building as ITS staff provides help-desk service to other agency staff working in this building.</p> <p>3. As per PEF Staff Ms. Veronica Folley this building has a better TSO model that She will share with ITS.</p>
<p>8. The basic sanitation standard</p>	<p>Maintenance of basic sanitation standards has been an ongoing issue in workplaces relating to hot/cold and Potable water, soap, towels, housekeeping, and pest control.</p>	<p>As per ITS, the water temperature in the restroom is a comfort thing. Not really a standard. OSHA says there should be lukewarm water or hot/cold taps. ITS would like to know places where there are issues with Soap and paper</p>

		towels. As per ITS, OGS can put out mouse traps when requested through the ITS facility.
9. Hazard Communication	ITS staff embedded with other agencies needs to be informed about hazardous conditions like during water breaks, break out of disease, environmental issues, etc. PEF would like that notice should be sent to program directors so they can decide if they have staff impacted. As per OSHA 1910.38 written Emergency Action Plan is required.	ITS working with agencies for improving hazard communication. These are part of the hazard plans.
10. Training	As discussed in the previous meeting Ergonomics Training is scheduled for 5/30/23 and PEF is doing the registration. PEF would like wider awareness and therefore, ITS should send the notification to all employees. Another training for Occupational Stress is scheduled for 6/15/23.	ITS will send the notification to all employees regarding Ergonomics Training. ITS working with EAP for arranging Workplace Stress training.
11. Risk Assessment	The issue of the Risk Assessment walk-through for hazard identification and mitigation was raised in the previous meeting and ITS was supposed to discuss it with Mr. Dave Mahoney. PEF would also like to have a training for the same.	ITS (Ms. Michelle Russo) has discussed this with Mr. Dave Mahoney and is working on a checklist. ITS is also hiring a position for this function.
12. New Items Asbestos Abatement	There is an Asbestos Removal notice on the swan street core 4 entrance, PEF would like to know its implications for the members working in this building and PEF assumes that affected employees are allowed to work from home.	ITS (Mr. Thomas Fetcinko) has investigated this issue with OGS (Mr. Tom Tartaglia) and was told that Asbestos abatement is being done in a confined space in Mechanical Equipment Room 1, but ITS does not know exactly where this room is located and will find out from OGS. AS per ITS understanding, this Asbestos Abatement Project does not pose any health concern for any ITS

		employee working in this building. The message was posted as it is a legal requirement.
13. Flu Education and Vaccination	1. PEF would like that there should be a reminder to ITS staff about Flu, Shingle, etc. Education and Vaccination	ITS will investigate it.
14. Local Updates by Committee Members	<ol style="list-style-type: none"> 1. Swan Street - Core 3, Floor 1 -Prakash Lal- There is no Fire sprinklers like they have in other places. There is an unused refrigerator in the passageway. Swan Street Building handicap access was resolved earlier, do we have a Handicap Access facility in other buildings also? 2. 40 North Pearl (Mezzanine) - Heather Craven - Heat needs to be reset each morning. 	<ol style="list-style-type: none"> 1. (a)ITS will investigate regarding Fire Sprinkler. (b)The unused Refrigerator will be removed. (C)ITS will further investigate handicap access when the location is identified. 2.ITS will get in touch with OGS.