

# PEF/ITS Statewide Health & Safety Committee Meeting

## August 28, 2023;2-4PM Meeting Minutes

<b>PEF Representatives:</b> <ul style="list-style-type: none"> <li>Prakash Lal, Co-Chair</li> <li>Christopher J. Ford, Council Leader</li> <li>Heather Craven, Secretary</li> <li>Andrew J Michela, Treasurer</li> <li>Ron O’Bryan, Chair, Labor Relations-On Line</li> <li>Brandon Hill, Steward-On Line</li> <li>Paige Saakyan, PEF Health &amp; Safety Staff</li> <li>Jazmine Nova, PEF Health &amp; Safety Staff</li> </ul>	<b>Management Representatives:</b> <ul style="list-style-type: none"> <li>Andrae Sporleder, Director H&amp;S, Co-Chair</li> <li>Michelle Caplan, Director Labor Relations</li> <li>Thomas Fetcinko, Dy Director Administration</li> <li>Sean Smith, Labor Relations</li> <li>Michael Meriam, Manager of Facilities-On Line</li> </ul>
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Agenda Topic	Issues	Action/Follow Up
<b>1. Introductions</b>		
<b>2. Committee Operations</b> a. <b>Meeting Dates of 2023</b> November 28, 2023.From 1-4 PM	ITS has already agreed to dates for next Health & Safety Meeting in November’23	
<b>3. Reporting &amp; Record Keeping</b> -	(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	SH900.1(summary) for 2022 has been posted on the Inside Edge page. These reports fall a year behind.
<b>4. Workplace Violence:</b>	PEF would like to discuss earlier raised issues (a)Vagrant Alarm System at 40 NP & other vagrant problems like when walking from parking in winter (b)Broken toys, CDs, Graffiti found in Men’s room in Swan Street Core3 Floor1 and(c) CSEA participation in Committee meetings.	(a)ITS/OGS will talk with Hilton Hotel, as issue is related with them how to handle Vagrant problem at 40 NP(b)Work Order has been issued and Security guard must keep an eye on their regular round of the building. (c)Number of CSEA staff are small and at present CSEA council is not very active.

<p><b>5. Emergency Action Plans:</b></p>	<p>PEF would like to know the Current situation of TSO committees and building evacuation plans. And also regarding - TSO training, providing hats and vests to TSO , and emergency action plans in other buildings</p>	<p>Andrae Sporleder is actively looking into these issues and gathering the list of TSO committees and trying to cover various days with different people based on their telecommuting schedule. Training is in the process; some specific training will be arranged, and gears are being arranged for all TSO members. Emergency Call list is being updated and evacuation routes need to be posted. We also need to look at other building where ITS staff are embedded with other agencies.</p>
<p><b>6. Air Quality:</b></p>	<p>PEF would like to know about the Fresh air circulation, and Filters in other OGS buildings.</p>	<p>ITS has to get an answer from OGS regarding standard maintained for air changes per hour.</p>
<p><b>7. 55 Hanson Place:</b></p>	<p>Latest Update</p>	<p>No Update.</p>
<p><b>8. The basic sanitation standard</b></p>	<p>On Going Issue-(a)40 NP Men’s Rest Room -Paper towels are not available(b)Swan Street -Frequently soap/towels are missing in rest rooms, can we get it checked every day.</p>	<p>ITS Facility will keep tabs on the maintenance issues. Paper Towel may be replaced with air dryer.</p>
<p><b>9. Hazard Communication</b></p>	<p>PEF would like to know whether We have a Written plan for hazard communication to those ITS staff who are embedded with other agencies in different building.</p>	<p>The suggestion was made to use NY alert to reach multiple locations, like weather emergencies, so they know prior to driving to work or the location that is being closed. Can this be used for informing the staff water breakdown; pandemic break out etc.?</p>

<b>10. Training</b>	PEF is interested in providing instructor-led training to our members regarding workplace stress by EAP and Occupational Stress by PEF staff in the coming months. Ergonomics Training both in person and online is being arranged by PEF.	PEF/D357 EAP committee will be involved in arranging workplace stress training by EAP. Paige Saakyan will reschedule the Occupational Stress training as per her availability.
<b>11. Risk Assessment</b>	Walkthrough for hazard identification & mitigation-.WVP Training is scheduled for 9/18/23.	The Workplace Violence Committee will schedule the Risk assessments walkthrough in different buildings. WVP meeting was held prior to this meeting.
<b>12. Discussion regarding Handicap Access to the Building</b>	We have earlier worked for Handicap Access to the Swan Street building as per Federal requirement and PEF would like to know the status of handicap access in those buildings where ITS staff are in substantial numbers.	Thomas Fetcinko will try to find it out.
<b>13. Flu &amp; other seasonal disease Education and Vaccination</b>	Vaccination of seasonal disease have been arranged by different entity like DOH etc. for its staff. Can ITS do the same.	EAP can probably help.
<b>14. Asbestos Abatement- Final status of this Project at Swan Street Core 4</b>	PEF would like to know the final status asbestos abatement project?	ITS informed that Project is complete, and it was notified as per code rule 56 and there was no direct impact.
<b>15. New Items-Availability of basic ergonomics items and Ergonomic considerations in procurements of furniture, tools, and equipment</b>	PEF would like that basic standard ergonomic items should be available to everyone without Reasonable Accommodation and there should be ergonomic consideration in procurement of furniture, tools, and equipment.	ITS informed that basic standard ergonomic items are available for everyone and can be requested by submitting RITM.
<b>16. Local Updates by Committee Members</b>	<p>a) 40 North Pearl- Heather Craven -OTDA AED Notification application Icon/URL update – the application URL has been updated and the one on ITS Staff’s PCs doesn’t work. New ITS staff don’t get the icon. Is there a way we can get the new URL to current and new staff? Post somewhere? Tell them during orientation?</p> <p>(b) Swan Street Building Core2&amp;3-Prakash Lal-Water Fountains, Filtered Water -(1) Swan Street core2 -Water Fountain has been closed permanently after some renovation work. (2) PEF members often have complaints about water quality of water fountain and want to see water quality report. They also desire that water fountain should be like the one at the concourse which shows filtering status.</p>	<p>(a) ITS will investigate it.</p> <p>(b) ITS will check it.</p> <p>(c) ITS informed that OGS has contractor assigned for Pest Control and they come and dispose of any pest issue.</p> <p>(d) ITS will investigate it.</p>

	<p>(c) Swan Street Building-Prakash Lal-Pest Issue</p> <p>(d)Swan Street Building core 2 &amp; 3 First Floor- Prakash Lal- absence of fire sprinkler</p>	
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