

PEF/ITS Statewide Health & Safety Committee Meeting

November 28, 2023;10AM-12PM, Swan Street Core 4#3B, Albany

Minutes of Meeting

PEF Representatives: <ul style="list-style-type: none"> • Prakash Lal, Co-Chair • Christopher J. Ford, Council Leader • Heather Craven, Secretary • Andrew J Michela, Treasurer-On Line • Shawn Bob, PEF Health & Safety Staff-On Line • Daniel Manning, PEF Health & Safety Staff-On Line 	Management Representatives: <ul style="list-style-type: none"> • Andrae Sporleder, Director H&S, Co-Chair • Michelle Caplan, Director Labor Relations • Thomas Fetcinko, Dy Director Administration • Michael Meriam, Manager of Facilities-On Line • Sean Smith, Dy Director Labor Relations-On Line
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Agenda Topic	Issues	Action/Follow Up
1. Introductions		
2. Committee Operations a. Meeting Dates For 2024	Meeting Dates for each quarter of 2024 are to be decided.	ITS will notify PEF of available dates to choose from. PEF will provide the schedule dates for PEF Executive Board and Annual Convention to avoid any conflict.
3. Workplace Violence:	PEF would like to know the status of earlier raised issues regarding Vagrant Alarm System at 40 NP & other vagrant problems like when walking from parking lot to work especially in winter.	After New Security company has taken over, Vagrant Alarm System at 40 NP is working well. There is higher Police presence for people walking from parking lot to work and they can request escort also for walking to parking lot after hours.
4. Risk Assessment:	PEF would like to discuss schedule for risk assessment walkthrough for hazard identification & mitigation-. Identify the Building and date for Walkthrough.	Walkthrough will be scheduled after Holidays and DMV PEF rep will also participate

<p>5. Emergency Action Plans:</p>	<p>PEF would like to know regarding Training of TSO, Posting of Updated Evacuation Routes, AND Current situation of TSO committees.</p>	<p>There is now a good pool of volunteers for TSO in Swan Street Buildings. Building Evacuation plans are updated and posted in Swan Street Buildings. Vests are provided to all TSO volunteers, which are color coordinated by position, radios are also being arranged. ITS is also working with 50 Wolf Road & 40 NP Building TSO. TSO Training will be arranged early next year.</p>
<p>6. Air Quality:</p>	<p>PEF would like to know regarding OGS response regarding Fresh air circulation in OGS buildings.</p>	<p>There are some guidelines for air exchange rates in buildings, but as the number of people is significantly low now a days, due to telecommuting, it should not be of great concern. ITS will contact OGS for the air exchange schedule in different buildings of OGS.</p>
<p>7. 55 Hanson Place:</p>	<p>Latest Update</p>	<p>This building is primarily occupied by staff from other Agencies, and they are working on the all the issues. ITS staff are few in this building.</p>
<p>9. Hazard Communication</p>	<p>PEF would like to continue discussion regarding communicating with ITS staff embedded with other agencies during any hazardous event and the use of NY alert for the same.</p>	<p>At present OER informs ITS of any such occurrences and ITS has a list of people in each building and they are informed accordingly. ITS will investigate the possibility of using NY alert to address the concern of people are moving to different buildings for their work.</p>
<p>10. Training</p>	<p>EAP training for Workplace Stress to be arranged and rescheduling of PEF training on Occupational Stress. Recently Ergonomics Training was provided by PEF staff both in person and online.</p>	<p>Workplace Stress training was discussed with EAP coordinator, and they can provide online training, we will find out what is the registration process. The PEF EAP Committee will work on it and let ITS know what help they need.</p>

12. Discussion regarding Handicap Access to the Building	PEF would like to know the status of handicap access in those buildings where ITS staff are in substantial numbers in the Capital Region.	Thomas Fetcinko will try to find it out.
13. Flu & other seasonal disease Education and Vaccination	Vaccination of seasonal diseases has been arranged by different entities like DOH etc. for its staff. Can ITS do the same?	Vaccination from DOH in Empire State Plaza is available to other agencies staff also.
14. PEF Health & Safety Conference at Saratoga	Both PEF and Management staff are invited to participate in this conference scheduled from 11/11-13.	Director of LR and H&S will participate
16. Local Updates by Committee Members	<ul style="list-style-type: none"> (a) 40 North Pearl-Winter Temperature Issue (b) Swan Street Building-Elevator (c) Swan Street Core 2 &3-Janitorial Cones and sandwich Board in the walk path 	<ul style="list-style-type: none"> (a) ITS will investigate individual AC units, also contact the Building Manager, and discuss in 40 NP's TSO meeting. (b) Elevator has been repaired and is working. These Elevator are old and procurements of parts are difficult. (c) ITS will contact OGS and request to remove unwanted Janitorial Cones and sandwich Board from the walk path.