

# PEF/ITS Statewide Health & Safety Committee Meeting

## October 1,2024- 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</li> <li>• Brandon Hill, Steward</li> <li>• Paige Saakyan, PEF Health &amp; Safety Staff</li> </ul>	<b>Management Representatives:</b> <ul style="list-style-type: none"> <li>• Sean Smith, Dy Director Labor Relations</li> <li>• Andrae Sporleder, Director, Health &amp; Safety</li> <li>• Robyn Hoffman, Labor Relations</li> <li>• Angelica Baptiste, Labor Relations</li> <li>• Janice Methe, Health &amp; Safety</li> </ul>
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Agenda Topic	Issues	Action/Follow Up
<b>1. Introductions</b>		
<b>2. Committee Operations</b> <b>a. Meeting Dates of 2024</b> 2/13/24,6/11/24,10/1/24,12/10/24	ITS has already agreed to dates for 2024	
<b>3. Workplace Violence:</b>	ITS reported that there was an altercation between two people in ITS DOH facility and they were asked to work separately.	ITS will report as usual, any such incident in future and the action taken.
<b>4. Risk Assessment Walkthrough for Hazard Identification &amp; Mitigation</b>	(a)ITS reported That the walkthrough of Swan Street Core4,40 North Pearl, Alfred Smith Building, building 5 in Campus has been completed. Most of the issues observed in this walkthrough were regarding ADA compliance of Rest Room.	(a)Next walkthrough of Building 12 & Building 8 in Campus is scheduled.  (b)ITS will contact concerned people regarding the functioning of camera and other security arrangements to check any untoward incident due to homeless people.

	(b) PEF reported the ingress of Homeless people in 40 North Pearl	
5. Emergency Action Plans:	<p>(a)Current status of TSO committees and TSO training were discussed, along with information regarding emergency action plans in other buildings and embedded sites where ITS staff are working (e.g., 50 Wolf Road, 625 Broadway, Campus, Zen, etc.). ITS reported that DOT in 50 Wolf Road has TSO and we will coordinate with them, similarly Zen building also its own TSO, 625 Broadway does not have many ITS staff.</p> <p>(b)PEF will co-sponsor a luncheon with the Tenant Safety Organization (TSO) on Tuesday, November 19, 2024.PEF would like assistance from ITS in this effort.</p>	<p>(a)ITS will coordinate with TSO in other building where ITS staff are embedded with another Agency.</p> <p>(b)ITS will participate in TSO luncheon.</p>
6. Basic Sanitation Standards:	<p>(a)Ongoing issues with the upkeep of kitchen appliances and pest infestations. Increased pest infestations have been reported in Swan St Core 4, Rooms 3408 and 3904. Facility and OGS are investigating, but other areas in the Swan Street Building are also experiencing similar issues.</p> <p>(b) According to OGS, tenants are responsible for cleaning the inside of refrigerators and microwaves in Building 5. Therefore, tenants need to</p>	<p>(a)ITS will send emails to ITS staff to keep the place clean to avoid invitations to pests. And impress upon the building authorities to keep the pipe joints properly filled to avoid ingress of pests.</p> <p>(b) ITS will explore any possibilities whether some kind of cleaning supply can be made available as it was done during covid.</p>

	<p>provide their own gloves, paper towels, and sanitizer for cleaning. PEF would like to come up with a plan to handle these situations.</p>	
<p>7. Air Quality:</p>	<p>(a)Complaints about air quality in Building 5 have led to symptoms such as itchy eyes and running noses. OGS Safety conducted air quality sampling in Building 5 to establish a baseline for Floors 1-3 in ITS areas. The test results were either non-detectable or within occupancy limits. This baseline is useful for future comparisons. It is believed that the earlier complaints were due to high pollen levels during that period. So, there was discussion about ways to prevent similar complaints during high pollen seasons like checking with OGS regarding how often filters are changed and rating of filters? It was reported that there is an automatic process of indicating when filter is required to be changed.</p> <p>(b)Ms. Adrienne Kirkland reported inhospitable working condition of ITS staff at Room 165, First Floor,750 Vandelia Ave, Brooklyn, NYC. They Complained that there is no ventilation, air conditioning and fumes comes from nearby parking garage, which is causing serious health hazard. OPWDD</p>	<p>(a)ITS will inquire from OGS; how many times Filters have been changed during the year.</p> <p>(b)ITS will contact the relevant OPWDD Personnel to resolve the issue at 750 Vandelia Ave, Brooklyn.to shift ITS staff from there.</p>

	management are not helping to solve their problem.	
<b>8. Training</b>	<p>(a) PEF has arranged virtual training on Occupational Stress on 10/7/24 from 12:00 PM to 1:30 PM. PEF would like to reiterate that ITS communication should be used to raise broader awareness of this training, even at this late stage.</p> <p>(b) Discussion regarding SHIP Grant (e.g. Defensive Driving, AED Training, Back Injury, Ships, Trips and Falls, Active Shooting etc.). It is joint application with ITS Management.</p> <p>(c) Discussion around Supply of ergonomics appliances based on trained Ergonomics Assessor recommendation. OTDA has an Ergonomics Assessor training program.</p>	<p>(a) ITS will try to contact the ITS communication department to send email to ITS staff to participate in virtual training on Occupational Stress.</p> <p>(b) ITS would like to explore the possibility to avail SHIP grant and contact PEF H&amp;S Specialist for more information.</p> <p>(c) ITS will explore the OTDA process of providing Ergonomics Assessor training.</p>
<b>10. Health Camp</b>	<p>OGS will host a Healthy Living Expo on 11/06/24 from 10:00 AM to 2:00 PM at ESP South Concourse. PEF will sponsor a table at this event and would like ITS H&amp;S to consider informing members about the health, safety, and security measures they have taken.</p>	<p>ITS is willing to help in educating people about health &amp; safety issues during Healthy Living Expo.</p>
<b>11. Incident at ITS Picnic on 8/14/24</b>	<p>An ITS staff, lost his balance while waiting in line to register and fell backward, hitting his head on the pavement. People responded promptly, and an</p>	<p>ITS staff will be provided with information required to handle the situation when an accident happens at work- or work-related location</p>

	<p>ambulance was called to take him to the hospital. PEF would like to discuss various facets of these circumstances and responsibilities of different stakeholders, admissible benefits to victim etc. and awareness program to our members regarding how to approach under these circumstances</p>	
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