



NEW JERSEY UTILITY AUTHORITIES JOINT INSURANCE FUND

SAFETY COMMITTEE AGENDA

Date: August 21, 2014

Rockaway Valley RSA

The regular meeting of the New Jersey Utility Authorities Joint Insurance Fund Safety Committee was held on August 21, 2014 at the Rockaway Valley RSA. The following members and professionals were in attendance.

MEMBER	NAME
Bayshore Regional SA	J. Michael Broyles
Bernards Township SA	Nicholas Pietrefesa
Hackettstown MUA	Bud Volkert
Hanover SA	John Adamsky
	Vincent Imbimbo
Hillsborough MUA	Rich Godlewski
	Mike Spinelli
Jackson MUA	Richard Quigley
Lacey MUA	Darren Coraggio
Lambertville MUA	Thomas Horn
Little Egg Harbor MUA	John Viteritto
Manasquan River RSA	Patrick O'Donnell
	Jerry Thomas
Monmouth County Bayshore OA	Jonathan Mannarino
Mt. Holly MUA	Anthony Stagliano
Musconetcong SA	James Schilling
North Bergen MUA	Luis Gotay
Northwest Bergen County UA	Andrew Agugliaro
Passaic Valley WC	Joe Aldighieri
	Clemenza Goglucchi
	George Lewis
Pompton Lakes MUA	John Pietrowski, Jr.
Readington-Lebanon SA	Jill Plesnarski
Rockaway Valley RSA	Maria Brush
	Jo Ann Mondsini
Secaucus MUA	Steve Bronowich
Somerset Raritan Valley SA	Norma Smullen
	Michael Trent
Washington Township MUA	Michael Pucilowski
J. A. Montgomery	John Zengel
PERMA	Cate Kiernan

Thank you from the NJUA Executive Safety Committee and J. A. Montgomery to Maria Brush and the Rockaway Valley Regional SA for hosting and providing the refreshments.

TECHNICAL TRAINING:

The technical training was provided by Eric Weren of PEOSH. The topic presented by Eric was Indoor Air Quality (IAQ). The PEOSH IAQ Standard was adopted in 1998 and NJ was the first state to adopt the IAQ under NJAC 12:100-13. The IAQ Standard was revised in 2007.

If PEOSH inspects for IAQ they will look for the following: Is there a designated person who is knowledgeable about the indoor air quality system, has the authority to act upon any issues involving the IAQ system? Has the required training to deal with any IAQ issues been completed? Is the person familiar with the IAQ system? Does the IAQ designated person have the required training to react to any problems? Can the IAQ person investigate employee complaints responsibly and relate any IAQ problems to management, maintenance and employees? Are maintenance records maintained for the IAQ system for at least the past 3 years? Is there an IAQ Program, and is the program reviewed annually? Are the records available to employees ASAP or within 10 days? Are damp materials removed within 48 hours to minimize any mold or mildew? Are green friendly products used to clean and to maintain the system? Are IAQ check sheets used to check the system periodically?

The scope of the IAQ Standard pertains to employees working in public buildings during regular work hours. The Sick Building Syndrome refers to conditions where employees experience health and comfort problems indoors and there is no specific condition found. The Building Related Illness Syndrome refers to specific and identifiable conditions that are causing health and comfort problems indoors. The recommended guideline for indoor air temperature is between 68 degrees F and 79 degrees F, but this is only a guideline.

MEETING COMMENCEMENT

The regular NJUA Executive Safety Committee Meeting began at 11:50 a.m. with a salute to the Flag led by NJUA Executive Safety Committee Chair, Anthony Stagliano.

APPROVAL OF MINUTES

The meeting Minutes from the June 19, 2014 Executive Safety Committee were reviewed and approved.

OLD BUSINESS

There was no "old business" to review.

SAFETY DIRECTOR'S REPORT

Adding License Numbers to MSI Learning Management System Employee Training Records: A bulletin was sent out to remind employees to log into the MSI LMS and record their Wastewater/Water Licenses. The bulletin was distributed at the meeting to remind members to log in their license numbers into the MSI LMS. Jill Plesnarski commented that last year 2 members nearly lost their licenses because they did not keep track of their TCH credits and came up short on the required TCH's to maintain their licenses. Jill is on the NJ State Committee for Wastewater/Water License credentials. Jill commented that if you have multiple licenses, put the highest wastewater and/or water license in the MSI LMS. In that way the DEP can cross-check with your other licenses. The next DEP cycle for checking for license TCH credits is August of 2015. Everyone should check with the DEP beforehand to make sure they have the required TCH credits. For the NJUA Safety Expo's, J. A. Montgomery will be sending the TCH credits earned from the Expo Training to the DEP if the license numbers have been recorded.

MEL Leadership Institute Management Skills Training: The MEL Safety and Education Committee is sponsoring a Management Skills Training Class in October at the Hanover Township Town Hall. The training will be on Tuesdays, on October 7th, 21st and 28th from 10:00 a.m. to 3:30 p.m.

A registration form was provided. Class size is limited to 25, so if you want to participate, you need to send in your application soon.

Fast Track to Safety: Several Fast Track safety training classes are scheduled throughout the rest of 2014 in Morris, Hunterdon, Bergen, Atlantic, Ocean and Middlesex Counties. These are full-day sessions and cover Haz-Com/Global, BBP, Fire Safety, LOTO and Injury Prevention.

MSI On-Line Training: The MEL provides on-line training for Haz-Com/Global, BBP, Fire Safety, Office Safety, Employee Safety Orientation #1 and #2, How to Avoid Back Pain, Don't Get Caught in the Crush Zone, Survival Driving Urban and Natural Disasters and Emergencies.

2015 MSI Class Requests for On-Site Training: The MSI On-Site Training Requests are due in by August 29th. If you require or need on-site training in 2015, your requests must be sent in by August 29th. A request form was provided.

TCH's and CEU's for MSI Training: The various MSI training class TCH or CEU credits were provided.

MEL On-Line Attention and Distracted Driver Training Program: The MEL On-Line Distracted Driver Training Program was distributed. Maria had completed the program and thought it was beneficial to make employees aware of how quickly something can happen if you take your eyes off the road for just an instant.

LOST TIME ACCIDENT FREQUENCY:

Cate Kiernan provided and reviewed the NJUA LTAF as of July 31, 2014. The NJUA just recently climbed out of last place of the 15 MEL JIF's with a 2.70 LTAF rate. The MEL LTAF for the 15 JIF's was 2.02. This means out of 100 NJUA employees, 2.70 employees had a lost time accident/injury.

The very harsh winter, with heavy and continuous snow/ice storms, severe cold conditions that began in late October of 2013 and continued through March of 2014 took its toll on the NJUA LTAF numbers.

In 2013 the NJUA ended up in 9th place out of the 15 MEL JIF's with a 2.25 LTAF. In 2012 the NJUA ended up in 6th place with a 1.95 LTAF. The 3-year LTAF for NJUA was 2.22, good for 7th place of the 15 MEL JIF's. The MEL 3-year LTAF average month ending July 3, 2014 was 2.14.

Cate also commented that the new Online Data Base Reporting System for the Annual Renewal process has been "rolled-out" for members to record their assets, properties, employee head count, etc. on-line. PERMA had provided seminars and webinars for the Risk Works Program on how to access the system and how to record the information. There has been a "learning curve" for members in accessing the system and entering information.

MEETING TOPIC COMMITTEE:

The tentative schedule for the technical training is under development. Announcements will follow.

Please hold the following dates:

September 26 – Camden Safety EXPO

October 16 – Toms River MUA TBD Chair Anthony Stagliano to conference with Committee

November 7 – Middlesex Safety EXPO

December 18 – Evesham MUA

REGULATORY INSPECTION UPDATES/INSPECTIONS/SAFETY MANUAL

PVWC - George commented that they had applied for the PEOSH SHARPS Program, and the PEOSH inspector had visited to check them out. He said the PVWC had missed making the Program due to too high numbers in the accident/injury area.

George also commented that the DEP has also been out for a regulatory inspection and spent 4 days at PVWC, and they had been cited for some missing documentation.

Hanover Township SA - John Adamsky commented that the DEP and the EPA has shown up at their SA unannounced with 4 to 5 inspectors and conducted a surprise inspection of everything. The SA had done ok with no citations.

Mt. Holly MUA - Anthony commented that PEOSH has been at the SA for a requested PEOSH consultation visit, and the SA had done okay. He recommends that other NJUA members consider the PEOSH Consultation Program.

Lacy Township MUA - Tom Wilson of PEOSH had shown up and did an inspection focusing on their hot water heating system boiler, the Excavation-Shoring Program and the Confined Space Entry Program.

NJUA Executive Safety Committee Vacancy for Secretary

Anthony commented that Rich Godlewski is retiring at the end of 2014 and has resigned from the Committee. Are there any volunteers that would like to be Secretary?? George nominated Maria Brush to take over the vacant secretary position, and Maria accepted. Thank you Maria for stepping up once again for the NJUA.

Safety Expo's:

Anthony commented that he had been in contact with Bernie regarding the Safety Expo. He said the Respiratory Protection segment had been taken out, the training matrix had been completed and the registration packet had been sent out. If you did not get one, call Karen Read. It was decided to purchase LED flashlights as the "give away" at the Expo.

Communication/Website:

Nothing to report.

Strategic Planning:

Nothing to report.

COMMENTS FROM THE MEMBERS:

George commented that the Federal standard for the Haz-Com/Global includes that employees, and especially new employees, need to be shown where the hazardous chemicals are located, where the MSDS and HSFS are located, where the PPE is located, etc.

George also commented that the LOTO program includes an annual review of the program which needs to be done with dates of review and who reviewed the LOTO program.

Anthony commented that Confined Space Entry Program must include retrieval from the deepest manhole and deepest confined space.

Anthony commented that the Hearing Conservation Program needs to either have annual audiometric testing for employees working in noisy areas or they must do noise testing where employees wear the noise meters for their regular work shift.

Anthony commented that with the Confined Space Entry Program and Respiratory Protection with SCBA, you must consider spaces that are 24 inches or less as a restricted entry where the air bottles cannot be used and an airline is to be used.

NEXT MEETING:

The next meeting is scheduled to be September 26th – Camden Safety EXPO.

ADJOURNMENT:

With no further business to address, Anthony adjourned the meeting at 1:30 p.m.