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Greene Co Legislature

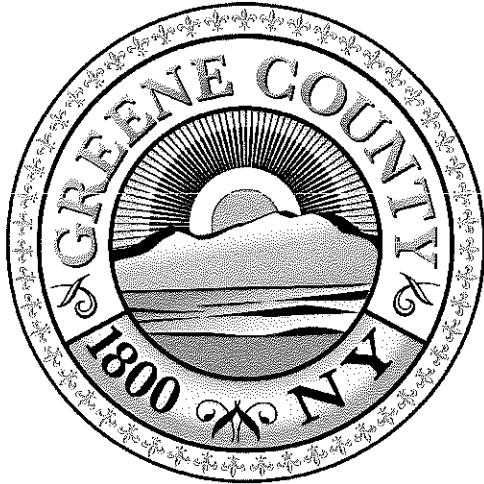
# **GREENE COUNTY**

# **OCCUPATIONAL**

# **HEALTH AND SAFETY**

# **2018**

# **ANNUAL REPORT**



**Greene County Occupational  
Health and Safety Department  
411 Main Street, Suite 428-A  
Catskill, NY 12414  
Phone (518) 719-3297  
Cell (518) 821-3462**

**Thomas Hoyt  
Safety Officer**

## **Mission Statement**

Occupational Health and Safety Department is responsible to assure a safe work environment for all County Employees.

The Occupational Health and Safety Department is a resources for trainings, educational programs, and provides guidance on employee safety matters for all County Departments.

In June, the department started daily operations. The department has focused on four main objectives for Health and Safety which are inspections, trainings, outreach and projects.

### **Inspections:**

An inspection is, most an organized examination or formal evaluation exercise.

- Monthly Inspections of A.E.D Defibrillators in County owned buildings (15) fifteen total Defibrillators located in (10) ten Buildings.
- Monthly Inspections of Fire Extinguishers at 411 Office Building, Historic Catskill Point and Records Management.
  - \* 411 Building (16) sixteen ABC Extinguishers.
  - \* Historic Catskill Point (15) fifteen ABC Extinguishers.
  - \* Records Management (8) eight ABC Extinguishers.
- Annual Inspections of Fire Extinguishers with County vendor. Total of (118) one hundred and eighteen ABC Extinguishers located in (16) sixteen buildings and (1) one class K Extinguisher at the Athens Senior Center.
- Biennial Boiler Inspections with County vendor. (6) Six boilers located in (5) five buildings.
- Annual Building Inspections with New York Department of State. A total of (38) thirty-eight County owned buildings were inspected at (24) twenty-four locations. The inspections

were for International Fire Code and International Property Maintenance Code.

- Annual Fire Alarm Inspection with County vendor (5) five buildings.
  - \* 911 Center
  - \* Records Management
  - \* Cairo Office Building
  - \* Historic Catskill Point
  - \* Freight-masters
- Annual Intrusion Inspection with County vendor at (3) three locations.
- Greene County Youth Fair conducted inspection for fair setup which included electrical cords, lights, exits, walkways, tents, vendors and grounds. Also conducted daily inspections during the event.
- Events at the Historic Catskill Point conducted tent inspection with the Department of State and pre-event inspections of buildings and grounds.
- Parking Lots, conduct Quarterly inspections of (14) fourteen County owned lots. The inspections included pavement condition, pavement markings, ramps, stairs sidewalks and signage.

### **Trainings:**

**A:** the act, process, or method of one that trains.

**B:** the skill, knowledge, or experience acquired by one that trains.

- A.E.D Defibrillator training was given to (20) twenty County Employees from numerous departments.
- Fire and Emergency Evacuation was conducted at the Athens Senior Center for staff members.
- Right to Know and the New GHS/Hazard Communication was conducted for (27) twenty-seven members of the GCSO Corrections Division.
- Asbestos Awareness training was given to (16) sixteen employees of the Building and Grounds Department. This training was part of a consultation visit conducted by the New York Department of Labor.
- Safety Coordinator training for basic and advanced classes were completed. This training was conducted by the County's Insurance Company.

### **Outreach:**

The extending of services or assistance.

- Buildings and Grounds
  - \* Written Program on procedures for lockout/tag out.
  - \* Job Assessment PPE.
- Veterans Service
  - \* Vehicle daily inspections check list.
- Human Services
  - \* Hazardous Materials Right to Know S.D.S Sheets.
  - \* Job Assessment PPE.

- \* Nutritional Centers (Building Code compliance for rented centers).
- Public Health
  - \* Review of Policies as to compliance with 29 CFR 1910 OSHA General Industry Regulations.
- County Attorney
  - \* Assisted with follow up inspections with New York State Department of Labor.

### **Projects:**

An individual or collaborative enterprise that is carefully planned and designed to achieve a particular aim.

- 411 Access Control
  - \* Access control was up graded in the fall of 2018, this system allows employees into the building during off hours.
  - \* Currently (28) twenty-eight departments use the system and (131) one hundred and thirty-one swipe cards have been issued to employees.
  - \* The Access control is intergraded with the buildings Intrusion alarm.
- Hazardous Materials-Right to Know (S.D.S Sheets) Binders.
  - \* Binders are currently being update to the new (16) sixteen section S.D.S format.
  - \* 411 office building uses and stores (220) two hundred and twenty different chemicals.

\* Cairo office building uses and stores (153) one hundred and fifty-three different chemicals.

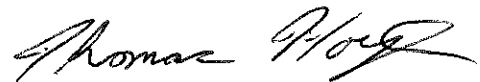
\* The S.D.S Binders for these two buildings have been added to the County wide share point.

### **Goals for 2019:**

- Complete the Safety Coordinator Training.
- Complete Hazardous Materials-Right to Know Binders.
- Establish a County Safety Committee.

In closing I would like to thank the County Legislature and Administrator for their support.

Respectfully Submitted,



Thomas Hoyt  
Safety Officer