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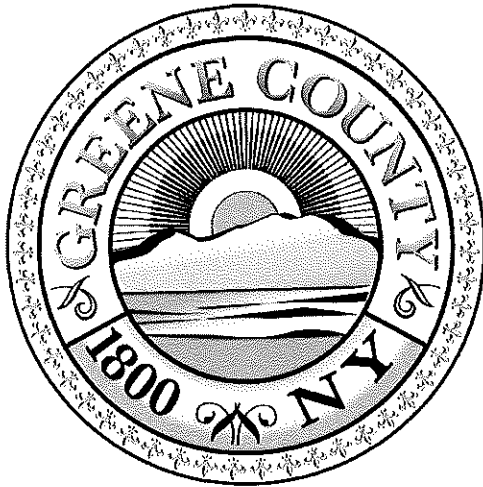
GREENE COUNTY

OCCUPATIONAL

SAFETY AND HEALTH

2019

ANNUAL REPORT



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

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

The department has focused on four main objectives for Safety and Health 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.
- Monthly Inspections of Stop the Bleed Kits
 - * 411 Building (4) kits, one located on each floor.
 - * Cairo Office building (1) kit located at Security office.
- 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.
- 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.

- Annual Safety Training was given to (43) forty three employees of the highway department. Training was provided by the County's insurance company.
- Safety during snow and ice removal operations was given to (29) employees of the highway department. Training was provided by the County's insurance company.
- Right to Know and the New GHS/Hazard Communication was conducted for (18) eighteen employees of the human services department.
- Flagger Training was given to (43) forty three employees of the highway department and (7) seven employees from the Town of Windham.
- Flagger Instructor Training was completed. Certification was obtained from The National Safety Council.
- Stop The Bleed training was completed.
- New York 811 Excavation and Education Program was completed.
- Crowd Manager for Facilities Staff and Management was completed. Certification was obtained from the New York State Office of Fire Prevention and Control.
- New York State Emergency Management Certification and Training (EMC&T) Tier 3 was completed.
- 511 Occupational Safety and Health Standards for General Industry was completed. Certification was obtained from the Rochester Institute of Technology.

- Recordkeeping training was completed. This training was conducted by New York State Department of Labor.
- Perma Certified Safety Coordinator was achieved.

Outreach:

The extending of services or assistance.

- Buildings and Grounds
 - * Hazardous Materials Right to Know S.D.S Sheets.
- Tourism
 - * Assisted with Traveling Vietnam Wall Project.
 - * Hazardous Materials Right to Know S.D.S Sheets.
- Human Services
 - * Senior Day at Historical Catskill Point.
 - * Nutritional Centers (Building Code compliance for rented centers).
- Public Health
 - * Review of Policies as to compliance with 29 CFR 1910 OSHA General Industry Regulations.
 - * Standard Operating Procedure for medical waste pickup.
- Highway
 - * Assisted with follow up inspections with New York State Department of Labor.
- District Attorney
 - * Building permit for front desk security.
- Mental Health
 - * Fire drill accountability.

Projects:

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

- 411 Access Control
 - *Currently (156) swipe cards have been issued to employees. The system allows employees into the building during off hours.
- 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.
 - * Highway Shop One (Athens) completed.
 - * Highway Building Four (Freehold) completed.
 - * Buildings and Grounds (Allen St) completed.
 - * Tourism completed.
 - * Records Building completed.
 - * Historical Catskill Point completed.
- Weekly Safety Pins.
- Historical Catskill Point.
 - * Temporary repair was completed for Dock (Mooring Dolphins) for the Cruise Ships.

Goals for 2020:

- Complete Emergency Action Plan.

- Complete Active Shooter training with all departments and general work place awareness for employees work areas.

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

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'Thomas Hoyt', with a long horizontal flourish extending to the right.

Thomas Hoyt
Safety Officer