

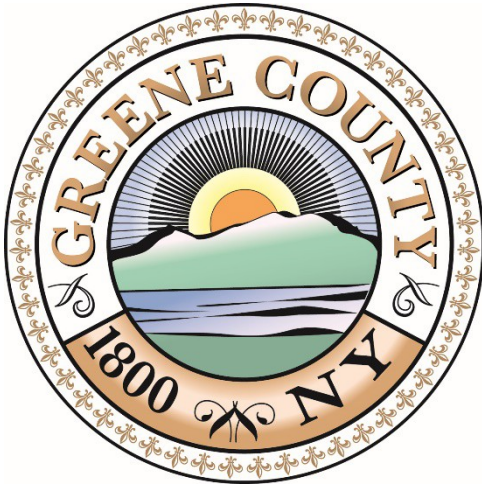
GREENE COUNTY

OCCUPATIONAL

SAFETY AND HEALTH

2020

ANNUAL REPORT



**Greene County Occupational
Safety and Health Department
411 Main Street, Suite 428-A
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**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
 - * Athens Senior Center (1) kit located in Dining Hall.
- 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 (40) forty County owned buildings were inspected at (25) twenty-five 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.
- Gyms/Fitness Centers Inspections were conducted for Greene County Public Health as part of the States reopening plan.
- Tent inspections were conducted for the Department of State at 411 Main Street and Cairo Mental Health buildings as pre-Covid-19 restrictions.
- Parking Lots, conduct Quarterly inspections of (14) fourteen County owned lots. The inspections included pavement condition, pavement markings, ramps, stairs sidewalks and signage.
- Worksite Safety Observation inspections were conducted for the Highway department. The inspections included safety procedures, housekeeping, personal protective and equipment/ vehicle operations.

Trainings:

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

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

- Forklift/Powerlift truck Training was given to employees of the Highway and Solid Waste Departments. Training was provided by the County's insurance company.
- Lockout/Tagout policy and procedures training was given to (15) fifteen employees of the Highway Department.
- Right to Know and the New GHS/Hazard Communication was conducted for (15) fifteen employees of the Highway Department.
- Flagger Training was given to (2) two employees of the Highway Department, (13) thirteen employees from the Town of Cairo and (3) three employees from the Village of Hunter.
- Fire Extinguisher training was conducted for Public Health and Family Planning.
- Active Shooter training was conducted with the Sheriff's Department for 411 Main Street (all departments and staff).
- General Work Place Awareness training was conducted for 411 Main Street (all departments and staff).
- Stop The Bleed training was conducted with Emergency Preparedness Coordinator for 411 Main Street (all departments and staff).
- Online Webinars conducted by County's insurance company (NYMIR) were completed for Chainsaw & Wood Chipper, Snow & Ice and Backhoe & Loader.

Outreach:

The extending of services or assistance.

- Buildings and Grounds
 - * Assisted (PESH) Public Employee Safety and Health on consultation report for the 911 center.
- Tourism
 - * Assisted with safety plan for annual Catskill Cat Auction as per New York State reopening plan.
- Human Services
 - * Assisted with Farm to Market program at Nutritional Centers. (Acra, Jewett, Catskill and Coxsackie).
 - * Nutritional Centers (Building Code compliance for rented centers).
- Public Health
 - * Performed follow ups for complaint referrals from New York State on pause enforcement.
 - * Drop offs and Pickups for staff working off site as per COVID-19.
 - * Traffic and Site Safety for Drive-Thru Flu shots and COVID-19 test sites. (Acra, Athens, Catskill, Coxsackie, Greenville, Hunter, Jewett and Windham).
- Highway
 - * Assisted with follow up inspections with New York State Department of Labor.
 - * Developed Lockout/Tagout Policy and Procedures.

- Emergency Services
 - * Picked up PPE from New York State distribution centers.
 - * Handed out face masks at County drive-thru distribution sites.
 - * Dropped off PPE to Retirement, Nursing Homes and Rehabilitation Centers within the County.
 - * Dropped off PPE to County Coroners.
- County Attorney
 - * SDS Binder for County Court House.
- Board of Elections
 - * COVID-19 signage for fall elections.
 - * Dropped off PPE for fall elections.
- Sheriff
 - * Worked with Corrections Transition Team on Emergency Action Plan for new jail.

Projects:

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

- 411 Access Control
 - *Currently (150) 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 Building Three (Ashland) completed.
 - * Highway Building Five (Hunter) completed.
- Weekly Safety Pins.
- Administrative Manual.
 - * Hazard Communication Program.
 - * Emergency Action Plan (Written Program).

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

Respectfully Submitted,

Thomas Hoyt
Safety Officer

