

Safety Office Annual Report 2024

Respiratory protection plan expanded, and additional personnel added due to inhalation hazards. Affected employees have completed medical clearances and received documented training. IT employees included in the program, if individual employees elected to do so, to cover voluntary use of respirators due to nuisance dust exposure.

Expanded ladder training requirements to include IT employees due to heavy ladder use. Training uploaded to NEOgov for completion by employees, and spoke on topic at monthly in service training.

Contract entered with Catamount Consulting for compliance with Hearing Conservation Program. DPW employees are scheduled for testing on April 8th, 2025. The plan includes testing and OSHA required training provided by vendor.

Administered CDL Drug Testing Program: Town of Owego Highway established as a suitable location due to adequate parking, suitable testing area and early morning availability of the facility for use. MOU completed by Law Department. Oversaw 4 random test dates for 2024. Contracted with Evolution Consulting for 2025 testing which will continue cost savings for Tioga County and consortium members. Coordinated regularly with consortium members to update all information regarding billing and drivers to be included in the random pool to allow for more efficient and compliant testing of drivers.

ADA handicapped parking education requirements were met with distribution of printed materials in locations throughout the county. Worked on site surveys for ADA compliance with Law Office Paralegal. This remains ongoing as facility upgrades and new construction have identified needs to be addressed to bring Tioga County into compliance.

Workplace Violence Prevention: The annual WPV hazard assessment was conducted at each of the County buildings. An employee representative from CSEA was consulted as required by OSHA and Policy #53. Took over moderation of the WPV advisory committee.

Worked with sites to perform quarterly tests of existing Panic Alarms in the Dougherty Office Building, HHS, Clerk's, Annex, and Probation and Support buildings.

Met with PESH representative to reestablish a voluntary compliance program to mitigate risks and to correct issues before possible punitive actions.

NYMIR: Coordinated and participated in NYMIR's annual risk assessment review of County operations and walk-through inspection of County facilities. No deficiencies found at this assessment.

First Aid Kits: Evaluated and re-stocked the building first-aid kits and ordered the necessary supplies. Continued to work with Public works mechanic staff to make sure required kits in vehicles are available and maintained.

AED - All units serviced and outdated supplies have been replaced. AED training is provided as requested. Additional AED purchased and installed outside Board of Elections along with a Narcan box. Supplies are monitored and replaced from the safety budget.

Building Coordinator Program: Continuing the quarterly building coordinator meetings with emphasis on the monthly safety checklist, building evacuation plan, and floor plan location and visibility. Building evacuation maps updated and posted at 56 Main Street and HHS. Evacuation coordinator list updated as necessary.

Observed the conduct of required fire drills at the Court Annex and the County Courthouse for the purpose of evaluating the Building Evacuation Plan. Coordinated and observed a successful annual fire drill conducted at 56 Main Street.

Updated compliance with Hazard Communication Standard; SDS books updated at multiple locations, and historical information cataloged and on file on Safety Office. This project remains ongoing as records are built and or recreated for compliance.

Provided general safety consulting as requested. Provided safety consulting to County management and employees regarding varied safety/risk management topics.

Annual Safety Training: Rolled out to employees via NEOgov the annual on-line Safety Training, Workplace Violence Training, Sexual Harassment Training, and Title VI training for 400 plus County personnel. Completes safety training, workplace violence, sexual harassment, Title VI and active shooter training with new employees twice monthly as part of new hire orientation. Completed in person training for all Building & Grounds and DPW workers.

LENS (License Event Notification System): Managed the LENS program that monitors the license status of all approved County drivers.

Annual OSHA required PPE Hazard Assessment: Completed the annual review of all buildings and operations to determine what hazards exist and the appropriate level of PPE that personnel must utilize.

Reviewed BPP policy and developed training for DPW B&G workers and cleaners. BBP sharps containers, proper PPE and forceps purchased for B&G and DPW when picking up potentially infectious sharps. Refresher training was provided to all Buildings and Grounds employees and all cleaners.

Completed semi-monthly safety training with Public Works employees on various topics relevant to the work they perform. (200-man hours of safety training and 90 man hours of yearly in person compliance training) Completed and documented all additional PESH required topics. Works with DPW Commissioner on training available from outside agencies that is relevant to their work. Able to find training courses available from outside agencies that are available at no cost and able to be opened for participation with other municipalities. State Police "Road Check" DOT pre-trip inspection training and NYSEG live line training completed January 2025 for all DPW employees at no cost to County.

Continue to purchase updated labor law/PESH posters and maintain compliance boards at each location that is required to post notices. Provides periodic review of any mandatory vs informational changes and makes sure that the postings are updated as necessary. Creates a file for online posting of all required labor law and compliance information on County Attorney webpage.

Worked with DPW to facilitate a solution for nuisance dust issue at Clerk's office. Consulted with PESH regarding permissible limit concerns, and implemented changes to the satisfaction of all parties.

Major Trainings completed:

National Safety Council Flagging Instructor Course
TIMS- National Traffic Incident Management Course
Homeland Security Level III Emergency Management Certificate
OSHAcademy Occupational Health and Safety Professional Course