

Township of Hamilton

Department of Public Works

Safety Division

Annual Report of Activities for 2017

The following activities and/or actions were administered during the above referenced time period.

1. Attend scheduled Workman's Compensation Review meetings held at the Municipal Building at the request of our Personnel Department. Report current cases from Public Works and make recommendations to reduce our Occupational Liabilities.
2. Attend scheduled monthly GSMJIF safety committee meetings. Provide a report to the committee on safety related topics from the Public Works Department.
3. Continued to review our GPS system which allows us the ability to track our vehicles location and speed. Prepare reports as needed or requested.
4. Continue to review and coordinate the required CDL Drug and Alcohol random tests for all CDL licensed employees. Also tested "At Will" employees.
5. Prepare Cost Statements and submit to the appropriate department. This has allowed the township to recover just over \$37,000 from motor vehicle incidents involving township vehicles, equipment and property.
6. Document employee issues that were reported to the Safety Department. Work with involved superintendents to find a resolution.
7. Document and assist with fire extinguisher inspections. Make necessary corrections as required.
8. Assist with various Q-Alerts. Perform inspections and find reasonable solutions to reported issues.
9. Document all Radio and GPS repairs. Create file for review of tampering or repeat issues.

10. Document work related case files involving employees and assist the Personnel Department as required.
11. Document employee safety violations. Meet with employee and superintendent to discuss and correct the issue. Recommend discipline when / as required.
12. Coordinate, review and order various levels of clothing for the Office of Emergency Management.
13. Coordinate the calibration of the Hazardous Materials Air Monitors. These six monitors are calibrated twice a year.
14. Assist with the coordination of the Winter Operations process. This program is applied during snow removal operations.
15. Coordinate and schedule meetings with Emergency Services Representatives to establish a Hazardous Incident / Active Shooter Standard Operating Procedure. Establish, Prepare and Submit an Active Shooter / Hazardous Incident Standard Operating Procedure as a result of these meetings.
16. Document and Assist Emergency Operations with hazardous events as reported to the Safety / O.E.M. office. These incidents include such events as Motor Vehicle Accidents, Gas Leaks, Fires and Missing Persons.
17. Investigate, Review and Document all motor vehicle accidents involving township owned vehicles / equipment and employee injuries as a result of snow removal operations. Meet with involved employee, supervisor and superintendent to establish cause and prevention. Recommend discipline when / as required.
18. Assist with the coordination and preparation of work zone safety plans. Distribute these plans to the appropriate supervisors prior to work areas being set up and started.
19. Coordinated the "No Parking" striping of the Public Works Yard located around various buildings. This striping will allow for emergency vehicle access in the event of an emergency incident.
20. Investigate and Document acts of criminal mischief to township property and vehicles.
21. Investigate and Document property damage to township property as well as Hamilton resident's property if resulting from a township act. There were 10 incidents of township property damage and 2 incidents of township resident's property damage as a result of our actions.
22. Attend O.E.M. related training programs as required.
23. Coordinate and provide training materials to employees for programs such as pesticide applicator licenses and ASE mechanic certification.

24. Investigate, Review and Document all work related employee personal injuries. Meet with involved employee / employees to cite cause and prevention. Establish electronic folders to monitor repeaters.
25. Investigate, Review and Document all work related Motor Vehicle Accidents. Meet with involved employee / employees to determine cause and discuss preventative measures. Meet with department superintendents to discuss and / or recommend discipline if required.
26. Coordinate and purchase safety equipment to enhance the safety of our employees and residents where needed or required. Examples include upgraded Personal Protective Equipment, First Aid Supplies, Traffic Safety Supplies and Foul Weather Gear.
27. Perform safety inspections at township work areas on a routine basis. These inspections ensure safe work site set-up, proper personal protective equipment and safe working operations.
28. When requested, supplied and generated messages on our variable message boards for both scheduled and emergency events.

