

# GARAGE

7/20/18

MEET WITH JOSH AND DAN GAM

REVIEWED PACIF DEFECIENCYs TO DO UPDATED WITH WADE/PACIF

①		HAZARD	# 2196	Complete
②		"	# 2197	"
③		"	# 2198	"
④		"	# 2199	"
⑤		"	# 2201	" WRITTEN PROGRAM?
* ⑥	2/14	"	# 2203	To Do
⑦	9/17	"	# 2204	To <del>FINISH</del>
⑧	9/17	"	# 2205	MIKE TO DO
* ⑨	2/4	"	# 2206	To Do
⑩		"	# 2207	Complete
⑪	9/17	"	# 2208	To Do
⑫	9/17	"	# 2224	IN PROGRESS
⑬		"	# 2209	Complete
⑭		"	# 2223	"
⑮	9/17	"	# 2211	IN PROGRESS
⑯		"	# 2212	Complete
⑰		"	# 2214	"
⑱		"	# 2215	"
⑲	9/17	"	# 2218	ORDER LADDERS
⑳	9/17	"	# 2219	IN PROGRESS

21	HAZARDOUS	# 2220	Removed STAIRWAY Complete
22	"	# 2221	Complete
23	"	# 2222	"
24	"	# 2217	"
25	2/14	# 2213	To Do
26	9/17	# 2200	To Finish
27	CHECK ON	# 2210	To Do
28	To Do	# 2202	To Finish

**PACIF Loss Control Report**

**Member:** Windham Town

**Visit Date:** 04/26/2018

**Consultant:** Wade Masure

**Location:** Town Garage

**Location Detail:** Stairs to Mezzanine

NO PHOTO TAKEN

**Hazard ID:** 2196

**Priority:** LOW

**Suggested Correction Date:** 07/25/2018

**Status:** Open

**Hazard:** Various items and materials were being stored on the stairs. These presented a trip/fall hazard and/or could impede egress.

1

Done

**Recommendation:** Remove all stored items on the stairs/steps to the overhead storage area and maintain them in this condition.

**Location:** Town Garage

**Location Detail:** Extension Cords

NO PHOTO TAKEN

**Hazard ID:** 2197

**Priority:** LOW

**Suggested Correction Date:** 07/25/2018

**Status:** Open

**Hazard:** There was evidence of damage to an extension cord or equipment power cord.

2

Done

**Recommendation:** Extension cords or powered equipment with damaged wiring must be removed from service until repaired or permanently removed from service. For items that will be repaired, it is best to place an "out of service" tag on them. This is for a couple of extension cords observed with electrical tape in use.

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PACIF Loss Control Report

Member: Windham Town

Visit Date: 04/26/2018

Consultant: Wade Masure

Location: Town Garage      Location Detail: Exterior Soffit

Hazard ID: 2205      Priority: LOW      Suggested Correction Date: 07/25/2018      Status: Open

Hazard: Exterior building features and/or elements show evidence of deterioration such that it poses a potential risk to visitors, building occupants or to the structure itself.

Recommendation: Complete repairs to the area in question and otherwise maintain the building to eliminate this hazard potential. This is regarding the loose satellite dish on the front soffit/eaves of the building.

Location: Town Garage      Location Detail: Garage Area

Hazard ID: 2206      Priority: LOW      Suggested Correction Date: 07/25/2018      Status: Open

Hazard: Oily, greasy and/or solvent filled rags are not being kept in a fire-resistant container with tight fitting lid.

Recommendation: Oily and similar used "shop rags" should be stored in a UL-approved metal container with a tight-fitting lid. Special metal containers with foot operated, self-closing lids are best. Containers should be stored away from other combustible materials and should be emptied regularly by a qualified vendor.

NO PHOTO TAKEN

8

Dove \*

NO PHOTO TAKEN

9

PENDING  
REPAIRS

Done

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**PACIF Loss Control Report**

**Member:** Windham Town

**Visit Date:** 04/26/2018

**Consultant:** Wade Masure

**Location:** Town Garage

**Location Detail:** Cold Storage Area

NO PHOTO TAKEN

**Hazard ID:** 2207

**Priority:** LOW

**Suggested Correction Date:** 07/25/2018

**Status:** Open

**Hazard:** An extension cord was being used in lieu of permanent wiring.

18

**Recommendation:** Extension cords shall only be used for temporary wiring, the extension cord to the live in the cold storage area should be removed.

WIRING CORD

**Location:** Town Garage

**Location Detail:** Mezzanine Area

NO PHOTO TAKEN

**Hazard ID:** 2208

**Priority:** LOW

**Suggested Correction Date:** 07/25/2018

**Status:** Open

**Hazard:** Stored items are disorganized and the area has significant clutter that creates egress challenges and trip/fall hazards.

0

Dose \*

**Recommendation:** Reduce storage and organize remaining items. Maintain clear paths of travel within the facility.

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PACIF Loss Control Report

Member: Windham Town

Visit Date: 04/26/2018

Consultant: Wade Masure

Location: Town Garage

Location Detail:

NO PHOTO TAKEN

Hazard ID: 2224

Priority: LOW

Suggested Correction Date: 07/25/2018

Status: Open

12

Hazard: Trucks, heavy equipment and other large vehicles were not equipped with back up cameras that could reduce the potential for backing claims.

DONE ✖

Recommendation: Equip back up cameras on vehicles that have limited rear view. The truck involved in the backing incident dated 1/22/18 is not equipped with a back up camera.

Location: Town Garage

Location Detail: Truck Bays

NO PHOTO TAKEN

Hazard ID: 2209

Priority: LOW

Suggested Correction Date: 07/25/2018

Status: Open

13

Hazard: Outlets in an automotive garage were not GFCI protected.

Recommendation: All electrical outlets in an automotive garage must be protected by GFCIs. This may be accomplished at the outlet or at the panel breaker. All electrical work must be completed by licensed electrician. Although some outlets were GFCI protected there appeared to be some that were not or were not functioning properly.

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PACIF Loss Control Report

Member: Windham Town

Visit Date: 04/26/2018

Consultant: Wade Masure

Location: Town Garage

Location Detail: Truck Bays AM/FM Radio

NO PHOTO TAKEN

Hazard ID: 2223

Priority: LOW

Suggested Correction Date: 07/25/2018

Status: Open

Hazard: There was evidence of damage to an extension cord or equipment power cord.

14

Recommendation: Extension cords or powered equipment with damaged wiring must be removed from service until repaired or permanently removed from service. For items that will be repaired, it is best to place an "out of service" tag on them.

Location: Town Garage

Location Detail: Garage Area

NO PHOTO TAKEN

Hazard ID: 2211

Priority: LOW

Suggested Correction Date: 07/25/2018

Status: Open

Hazard: Portable municipal equipment such as but not limited to chain saws and power tools are not stored in a secure room or container.

15

Recommendation: In buildings without centrally monitored security systems, expensive tools and other high-value portable equipment should be stored in a locked room or contractor-type "job box" overnight to reduce theft potential.

Done

Camera System?

MAINT

MAINT

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PACIF Loss Control Report

Member: Windham Town

Visit Date: 04/26/2018

Consultant: Wade Masure

Location: Town Garage

Location Detail: Highway Garage

NO PHOTO TAKEN

Hazard ID: 2212

Priority: LOW

Suggested Correction Date: 07/25/2018

Status: Open

Hazard: Fire extinguishers were not being inspected on a monthly basis.

Recommendation: Fire extinguishers should be inspected each month for accessibility, tampering and pressure and this should be noted on the attached tag. Best practice is to initial the tag and note the month and year of inspection. This includes the extinguishers in the vehicles.

16  
N.V.  
inspected

Location: Town Garage

Location Detail: Truck Bays

NO PHOTO TAKEN

Hazard ID: 2214

Priority: LOW

Suggested Correction Date: 07/25/2018

Status: Open

Hazard: There was no evidence that the heating system had been inspected and serviced within the last 12 months.

Recommendation: Have the heating system inspected and serviced by a qualified vendor. This should be performed on an annual basis. Also the overhead fuel supply line was partially secured with a bungee cord which should be removed and replaced with an approved hanger.

17  
Done \*

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PACIF Loss Control Report

Member: Windham Town

Visit Date: 04/26/2018

Consultant: Wade Masure

Location: Town Garage

Location Detail: Work Bench

NO PHOTO TAKEN

Hazard ID: 2215

Priority: LOW

Suggested Correction Date: 07/25/2018

Status: Open

Hazard: There were no safety signs at workbenches and/or other fixed locations to remind employees to use appropriate personal protective equipment (PPE).

Recommendation: Best practice is to provide signage at locations where employees are regularly exposed to hazards that require the use of certain types of PPE. The required PPE should be indicated on the signage (for example: "A faceshield and safety glasses are required when grinding").

18 Done \*

Location: Town Garage

Location Detail: Truck Bays

NO PHOTO TAKEN

Hazard ID: 2218

Priority: LOW

Suggested Correction Date: 07/25/2018

Status: Open

Hazard: A ladder or step ladder with a weight rating of 200 or 225 lbs. was present. Although the ladder is in good condition, normal use conditions could exceed its rated capacity.

Recommendation: All ladders and step ladders must be rated to accommodate the anticipated load of the user plus any tool or equipment that the person may carry. Best practice is to only purchase ladders or stepladders with 300 lb. or high load ratings. Items that have lower ratings should have limited use or be removed from the workplace altogether.

19 NO PHOTO TAKEN  
To Purchase  
New  
Ladder  
NO SIGNERS

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**PACIF Loss Control Report**

**Member:** Windham Town

**Visit Date:** 04/26/2018

**Consultant:** Wade Masure

**Location:** Town Garage

**Location Detail:** Garage Bays

NO PHOTO TAKEN

**Hazard ID:** 2219

**Priority:** LOW

**Suggested Correction Date:** 07/25/2018

**Status:** Open

**Hazard:** Employees are exposed to overhead hazards from tools, equipment or other moving elements.

**Recommendation:** The hand tools should be on hangers which will not pose a hazard of the tool inadvertently falling off the hanger, the hangers should be properly sized to support the tool.

**Location:** Town Garage

**Location Detail:** Mezzanine Area

NO PHOTO TAKEN

**Hazard ID:** 2220

**Priority:** LOW

**Suggested Correction Date:** 07/25/2018

**Status:** Open

**Hazard:** The mezzanine did not have a load rating posted on it.

**Recommendation:** Post a load rating on the mezzanine. This may be available from building specifications or can be calculated by a qualified person.

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**PACIF Loss Control Report**

**Member:** Windham Town

**Visit Date:** 04/26/2018

**Consultant:** Wade Masure

**Location:** Town Garage

**Location Detail:**

NO PHOTO TAKEN

**Hazard ID:** 2221

**Priority:** LOW

**Suggested Correction Date:** 07/25/2018

**Status:** Open

**Hazard:** Light switches and/or outlets were damaged.

**Recommendation:** Repair the switches/outlets. All work must be completed by a licensed electrician. This is in regards to the outlet for the pressure washer.

**Location:** Town Garage

**Location Detail:** Office area

NO PHOTO TAKEN

**Hazard ID:** 2222

**Priority:** MEDIUM

**Suggested Correction Date:** 06/25/2018

**Status:** Open

**Hazard:** An extension cord was being used in lieu of permanent wiring.

**Recommendation:** Extension cords shall only be used for temporary wiring and shall not be substituted for permanent wiring. The extension cord providing power to the office area should be removed and replaced with approved permanent wiring.

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**PACIF Loss Control Report**

**Member:** Windham Town

**Visit Date:** 04/26/2018

**Consultant:** Wade Masure

**Location:** Town Garage

**Location Detail:** Office Room

NO PHOTO TAKEN

**Hazard ID:** 2217

**Priority:** MEDIUM

**Suggested Correction Date:** 06/25/2018

**Status:** Open

**Hazard:** An electrical outlet had a non-UL approved multiple outlet adapter plugged into it.

**Recommendation:** Remove this device and instead use a UL-approved power strip. Note that power strips are only approved for low amperage electrical devices such as computers, stereos, calculators, monitors, etc.

Whenever multiple electrical devices are powered through a single outlet using a power strip, use caution to ensure that the demand on the circuit does not exceed 80% of its rated capacity. Appliances should NEVER be plugged into a power strip and power strips should never be run in series.

**Location:** Town Garage

**Location Detail:** Garage

NO PHOTO TAKEN

**Hazard ID:** 2213

**Priority:** MEDIUM

**Suggested Correction Date:** 06/25/2018

**Status:** Open

**Hazard:** Plow blades and/or carbides are currently stored on the floor or in a location which necessitates considerable bending, lifting or reaching when handling them, thus exposing employees to an increased risk of back and other injuries.

**Recommendation:** Develop a more ergonomically friendly way to handle these heavy items (such as using a lift). In addition, fabricate or purchase heavy-duty wall shelving or rack to store these blades at a safer handling height. Rack height should be at 26-36" from the floor to minimize bending. Access to the rack should be kept clear so that employees can get as close as possible to the blade when handling.

Alternatively, a mechanized way to handle and move these heavy objects (such as using forks) is acceptable if the vehicle equipped with the forks is designed to accommodate them and the forks are designed for the equipment to which they are attached.

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**PACIF Loss Control Report**

**Member:** Windham Town

**Visit Date:** 04/26/2018

**Consultant:** Wade Masure

**Location:** Town Garage

**Location Detail:** Highway Department

NO PHOTO TAKEN

**Hazard ID:** 2200

**Priority:** MEDIUM

**Suggested Correction Date:** 06/25/2018

**Status:** Open

**Hazard:** A personal protective equipment (PPE) assessment has not been completed to identify and document hazards associated with tasks that employees perform.

**Recommendation:** VOSHA requires all employers to review tasks that expose employees to hazards (such as noise, flying projectiles, heat, cuts, welding arc, etc.) to evaluate them for the presence of hazards that require personal protective equipment.

The "assessment" results should be documented and retained. Many employers will use the assessment results to identify what the PPE requirement is for each task and will post this prominently for employees. Guidance documentation has been provided via email to facilitate compliance with this item.

216

**Location:** Town Garage

**Location Detail:** Garage

NO PHOTO TAKEN

**Hazard ID:** 2210

**Priority:** MEDIUM

**Suggested Correction Date:** 06/25/2018

**Status:** Open

**Hazard:** There was no eyewash present, where employees were exposed to corrosive or injuries liquids.

**Recommendation:** Provide an eye wash that complies with the functional requirements of ANSII/SEA Z358.1-2014. Note that the tepid water requirement does not apply. The unit may be plumbed or unplumbed and placed in a location that is promptly accessible to employees in the area where they use the corrosive chemicals.

If an unplumbed unit is selected, make sure that the solution is changed routinely, in accordance with the manufacturer's recommendations.

217

To DO

Purchase  
Eyewash

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**PACIF Loss Control Report**

**Member:** Windham Town

**Visit Date:** 04/26/2018

**Consultant:** Wade Masure

**Location:** Town Garage      **Location Detail:** Highway Department

NO PHOTO TAKEN

**Hazard ID:** 2202      **Priority:** MEDIUM      **Suggested Correction Date:** 06/25/2018      **Status:** Open

**Hazard:** No written procedures and/or program had been established to control employee exposures to releases of hazardous energy (e.g. no Lockout/tagout or energy control program or procedures).

**Recommendation:** A written energy control program must be developed and implemented as required by VOSHA 1910.147. The program must include the following key elements:

1) Identify key exposures (including vehicle maintenance if applicable) and develop written energy control procedures for each piece of equipment. Similar equipment may be able to use the same set of procedures. The procedures must outline specific sources of uncontrolled energy, sequential steps that outline how employees will implement energy controls, and the appropriate steps to safely restore the equipment to normal operating condition for each task;

2) Employee training overview. Outline the training of authorized and affected persons and reference training rosters and content used to provide this worksite specific training;

3) Outline the procedure used to complete periodic (minimum annual) self-inspection of the program. This should address who completes the self-inspection, its frequency and the method used to complete it and how this information is retained by the employer and used for program improvement. A checklist may be used to complete this process.

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28

NO LOCKOUT TAG TRAINING