

Risk Management Division

January 14, 2013

Ms. Marcia D. Jones, SFO, Business Manager
Erie County Technical School
8500 Oliver Road
Erie, PA 16509-4699

Subject: Policy Number MWC 117528-12

Dear Ms. Jones:

On Wednesday January 9, 2013, I visited the Erie County Technical School to perform a safety inspection of your buildings and grounds. Mr. Thomas Giblin of Wagner Giblin Insurance was also in attendance.

I looked at all areas of both educational buildings on the Erie County Technical School's Campus.

Attached are several recommendations for improvement to possibly reduce your risk to employee injuries.

In October 2013, I will develop a claims' analysis and will contact you to review my findings and offer any necessary assistance.

Thank you for your time and interest in reducing the frequency and severity of employee injuries. I look forward to working with you in the future.

In the interim, should you have any questions or need risk management assistance, please call me at 866-401-6600, extension 153.

Very truly yours,

Mark A. Nease

Mark A. Nease
Risk Management Consultant

C: Mr. Thomas J. Giblin, CPCU, CIC, Wagner Giblin Insurance
Mr. Roy E. Jacobs, III, PSBA
Ms. Lori Locust, PSBA

RECOMMENDATIONS

GRAPHIC ARTS' ROOM – MISSING LABEL ON CONTAINER

- 13-01 A container was observed in the Graphic Arts' room having no label identifying its contents. In order to reduce the possibility of an injury or illness due to misuse of these chemicals, consideration should be given to applying labels to these bottles.

Applying labels to this bottle will also keep you in compliance with the Pennsylvania Right-To-Know Act.

ART & DESIGN ROOM – KEEP COMBUSTIBLE MATERIALS' CABINET LOCKED

- 13-02 In the Art & Design Room, there was observed a cabinet with a sign indicating, "Combustible Materials". Also, a sign was affixed to the cabinet door stating, "Keep Locked". Although observation in the cabinet showed no combustible materials, the door should still be locked, based on the signage.

The cabinet door was observed unlocked. In order to possibly reduce an injury to students due to misuse or mishandling of the contents of the cabinet, the cabinet should be kept locked.

If the contents of the cabinet can safely be handled by students and staff and it is unnecessary for the cabinet door to be locked, then the sign stating, "Keep Locked" should be removed.

HEALTH OCCUPATION ROOM – REMOVE EXTENSION CORD

- 13-03 A custom extension cord was observed in the Health Occupation Room. The components of this cord consisted of a junction box, two 110-Volt wall receptacles, a cover plate, plug and an electrical cord. Because the junction box and receptacles are designed to be used only for permanent use (mounted in a wall), this extension cord should not be used for temporary use, such as an extension cord. The cord should be removed from service and the use of these devices should be prohibited.

EARLY CHILDHOOD EDUCATION ROOM – SECURE CARPET MAT

- 13-04 A large carpet mat was observed in the Early Childhood Education Room with its edge curled up against a piece of furniture. The mat in this condition becomes a trip hazard.

Please note:

A survey of your premises, equipment and operations has been undertaken for the purpose of supporting the functions of risk underwriting. The information contained within this report is intended to assist you with your risk management efforts but should not be construed as an attempt to address all possible safety-related exposures within your school entity, nor is it intended as a substitute for advice from a safety expert or legal counsel you may retain for your own purposes. The recommendations stated are not intended to supplant any legal duty you may have to provide safe premises, workplace, product or operations.

In order to possibly reduce an injury to staff or students due to tripping and falling over this mat, consideration should be given to ensuring the mat is always secured flat to the floor.

AUTO SHOP – REPAIR PARTS WASHER

- 13-05 A parts washer was observed in the auto shop with its lid open, leaning against the wall located behind it. The hinge on the lid was broken.

Parts washers are manufactured with a self-closing hinged lid that is held open by a fusible link that melts at a specific temperature. Should a fire develop, the fusible link will melt and the lid will automatically close extinguishing the fire.

A label was observed on the underside of the lid warning users to maintain the hinge with a fusible link.

In order to reduce the possibility of a fire and to comply with the parts washer's label, the hinge on the parts washer lid should be repaired. Until this repair occurs, the parts washer's lid should be kept closed and taken out of service.

BUILDING TRADES – BLOCKED EXIT DISCHARGE

- 13-06 The exit discharge to the outside from the building trades' room was observed blocked with stored material. The material currently interferes with egress from the exit since it is an impediment to free movement of occupants to a safe area during the exit discharge. This is a violation of the NFPA 101(Life Safety Code) 7.1.10.1 guideline.

Consideration should be given to removing these materials and always maintaining this area clear of storage.

FACILITIES' ROOM – FIRE EXTINGUISHER BLOCKED

- 13-07 A fire extinguisher was observed blocked by shop vacuum cleaners in the Facilities' Room. In order to allow the fire extinguisher to be visible and accessible in the case of an emergency, access to this device should be kept open. A clear path of travel to this device should always be maintained.

FACILITIES' ROOM – REPLACE GUARD ON MITER SAW

- 13-08 A Milwaukee miter saw was observed in the Facilities' Room with a non-function blade guard. In order to possibly prevent personal injury to the operator, the blade guard should be repaired so that it automatically retracts

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when the saw is lowered onto a work-piece and re-covers the blade when the saw is raised.

FACILITIES' ROOM – HYDRAULIC SHEAR MACHINE UNGUARDED

- 13-09 A student was observed in the Facilities Room using a hydraulic shear machine without the guard in place. In order to reduce the possibility of a severe finger injury to operators of this machine, consideration should be given to making improvements to the guarding system.

The existing guard is only effective when the operator moves it into place. In order to ensure the guard is always in place when the blade cycles, consideration should be given to installing a switch onto the machine so that the machine will only operate when the guard is moved into place to protect the operator.

The switch can be designed so that when the guard is moved into place, the guard will push in the switch, which will allow power to go to the electric motor of the machine. Likewise, when the guard is moved away from the point of operation the switch will retract to an "off" position and prevent power from going to the machine's electric motor.

WELD SHOP BENCH GRINDER – INSTALL TONGUE GUARDS

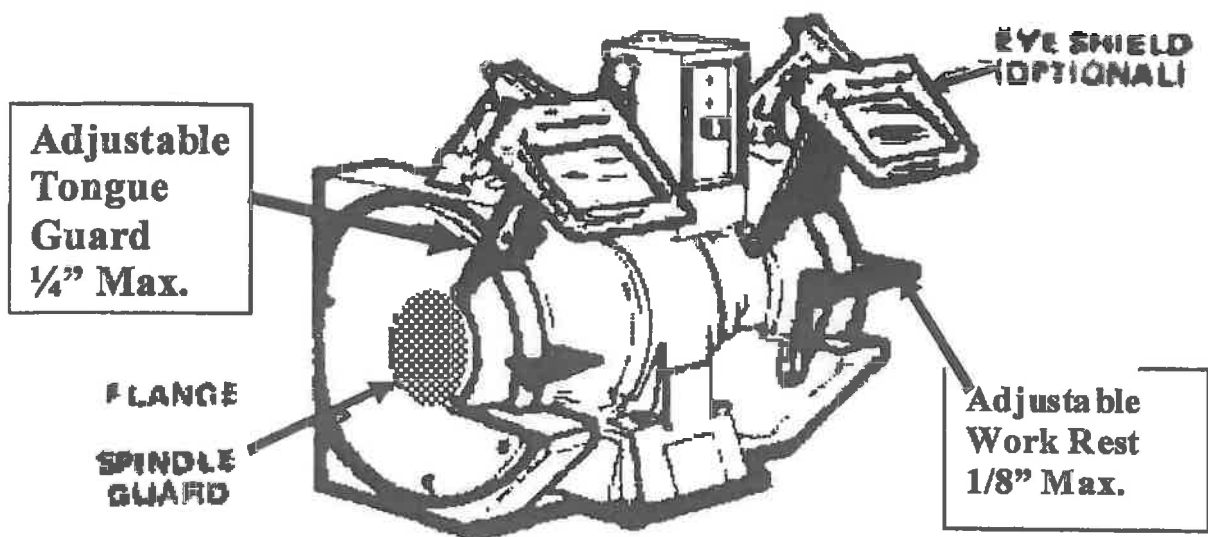
- 13-10 There was no tongue guards on the bench grinder located in the weld shop. Tongue guards should be installed to prevent the operator from being struck by sparks or other grinding debris, causing personal injury. As the grinding wheels wear, the tongue guards must be adjusted to within ¼ inch to the grinding wheels to provide adequate protection. Refer to the bench grinder diagram on the last page for an illustration of this guard.

REPLACE BATTERY CHARGER'S PLUG – MAINTENANCE SHOP

- 13-11 A Craftsman bench grinder and two utility lights were observed in the Skill Center room having no third-pronged grounding plugs. In order to reduce the possibility of individuals receiving an electrical shock while using this equipment, the plugs should immediately be replaced with three-pronged grounding plugs.

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February 21, 2013

Mark Nease
School Claims Service
Loss Control Division
P.O. Box 811
New Cumberland, PA. 17070-0811

Dear Mr. Nease:

The following actions have been taken in response to your insurance survey of January 9, 2013 relating to workers' compensation:

13-01-Graphics Arts Room-Missing Label on Container

Proper labels have been applied to bottles in accordance with the Pennsylvania Right to Know Act.

13-02-Art & Design Room-Keep Combustible Materials Cabinet Locked

The sign has been removed from the cabinet as it does not contain any combustible materials.

13-03-Health Occupations Room-Remove Extension Cord

Both the custom extension cord and the two- pronged extension cord have been removed from the room by the instructor.

13-04-Early Childhood Education Room-Secure Carpet Mat

The two carpets with frayed, curling edges have been removed from the room and discarded. The instructor will be ordering new carpets to replace these.

13-05-Auto Shop-Repair Parts Washer

This equipment was locked out immediately following your visit. The self-closing hinge has been purchased from the manufacturer and installed.

13-06-Building Trades-Blocked Exit Discharge

The stored material has been removed from the exit to allow for free movement of occupants during a exit discharge. During a follow-up inspection conducted on February 13, 2013 the exit remained clear.

13-07-Facilities Room-Fire Extinguisher Blocked

The blocked fire extinguish was cleared by the instructor during the insurance survey. During a follow-up inspection conducted on February 13, 2013 the area remained clear.

13-08-Facilities Room-Replace Guard on Miter Saw

The guard on the Milwaukee miter saw was repaired and was properly functioning during the follow-up inspection conducted on February 13, 2013.

13-09-Facilities Room-Hydraulic Sheer

The hydraulic sheer has been removed from the lab and was sold on at our surplus auction on February 2, 2013.

13-10-Weld Shop Bench Grinder-Install Tongue Guards

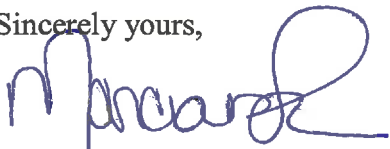
The tongue guards have been installed in accordance to the bench grinder diagram provided with the insurance recommendations.

13-11 Replace Battery Charger's Plug-Maintenance Shop

An electrician was contracted to replace all cords in the Skill Center classroom that did not have a proper third pronged grounding plug. All equipment is now properly grounded.

Thank you for your help and recommendations relating to our workers' compensation insurance program.

Sincerely yours,



Marcia D. Jones
Business Manager
814-464-8662
majones@ects.org

cc: Del Von Volkenburg, ECTS
Natalie Fatica, ECTS
Aldo Jackson, ECTS
Thomas Giblin, Wagner-Giblin Insurance