

New Jersey Department of Labor and Workforce Development
Office of Public Employees' Occupational Safety and Health
1 John Fitch Way – 3rd Floor
P.O. Box 386
Trenton, NJ 08625
Phone: (800) 624-1644 Fax: (609) 292-3749



NOTICE OF ORDER TO COMPLY

To:
Jenny Gleghorn, Administrator
Borough of Tuckerton
420 East Main Street
Tuckerton NJ 08087

Inspection Number: 1315796
PEOSH Number: C 69-33-042
Inspection Date (s): 05/11/2018
Issuance Date: 05/25/2018
CSHO: W9516
Reason: Complaint

Inspection Site:
Tuckerton Fire Department
111 North Green Street
Tuckerton NJ 08087

The violation(s) described in this Citation and Notification of Penalty is (are) alleged to have occurred on or about the day(s) the inspection was made unless otherwise indicated within the description given below.

The enclosed Order to Comply describes violations of the Public Employees' Occupational Safety and Health Act. The violations referred to in this Order must be abated by the dates listed unless within 15 working days (excluding weekends and State holidays) from the issuance of this Order to Comply you mail a notice of intent to contest to the Department of Labor and Workforce Development at the address shown above. Please refer to the enclosed Public Employees' Occupational Safety and Health Act which outlines your rights and responsibilities and which should be read in conjunction with this form. The Order will become the Final Order if no notice of intent to contest is filed as provided for in the Act or, if contested, the Order is affirmed by the Review Commission or a court.

Posting - The law requires that a copy of this Notice and the Order to Comply be posted immediately in a prominent place at or near the location of each violation cited herein, or, if it is not practicable because of the nature of the employer's operations, where it will be readily observable by all affected employees. This Order must remain posted until each violation cited herein has been abated, or for 15 working days (excluding weekends and State holidays), whichever is longer.

Informal Conference - An informal conference is not required. However, if you wish to have such a conference you may request one with the Office of Public Employees' Occupational Safety and Health during the 15 working day contest period by contacting the office shown above. During such an informal conference you may present any evidence or views which you believe would support an adjustment to the citation(s).

If you are considering a request for an informal conference to discuss any issues related to the Order to Comply, a written letter of intent to contest must be submitted to the Office of Public Employees' Occupational Safety and Health within 15 working days of issuance of the Order. The contest period is not interrupted by a request for an informal conference.

If you decide to request an informal conference, the Office of Public Employees' Occupational Safety and Health will schedule the conference, which will be conducted within 30 days of receipt of the request. Employees and/or employee representatives will be notified of their right to attend the conference. The Office of Public Employees' Occupational Safety and Health will arrange for representatives of the Department of Health to conduct conferences requested from Orders to Comply issued pursuant to a certification from the Commissioner of Health that an employer violation has been determined to exist within the Department of Health jurisdiction under the Act.

Any and all supporting documentation of existing conditions as well as any abatement steps taken thus far must be brought to the conference. If conditions warrant, an informal settlement agreement, which amicably resolves this matter without litigation or contest may be entered into.

Right to Contest - You have the right to contest this Order to Comply. You may contest all citation items or only individual items. You may also contest abatement dates without contesting the underlying violations. **Unless you inform the Office of Public Employees' Occupational Safety and Health in writing that you intend to contest the citation(s) and/or abatement dates within 15 working days of the issuance of this Order to Comply, then this Order to Comply shall become a final order.**

Penalties - The Act provides that if the time for compliance with an order of the Commissioner elapses, and the employer has not made a good faith effort to comply, the Commissioner shall impose a civil administrative penalty of up to \$7,000 per day for each violation of a provision of N.J.S.A. 34:6A-25 et seq., or of a standard or regulation promulgated under that act, or of an order to comply. Any employer who willfully or repeatedly violates the requirements of this section or any standard, rule, order or regulation promulgated under that act shall be assessed a civil administrative penalty of up to \$70,000 for each violation. Penalties imposed under this section may be recovered with costs in a civil action commenced by the Commissioner by a summary proceeding under "the penalty enforcement law" (N.J.S.A. 2A:58-1 et seq.) in the Superior Court or a municipal court, either of which shall have jurisdiction to enforce "the penalty enforcement law" in connection with this act. If the violation is of a continuing nature, each day during which it continues after the date given for compliance in accordance with the order of the Commissioner shall constitute an additional separate and distinct offense. If this penalty remains unpaid for more than 30 days, this order shall be recorded on the Judgment docket of the Superior Court.

Penalties will be based upon factors such as gravity of the violation, the probability that an injury or illness would result from the hazard, the good faith efforts of the employer to comply, the presence of meaningful safety and health programs and the history of previous violations.

Request to Delay Issuance of Penalty Order to Comply – When an employer submits a request to delay the issuance of an Order to Comply establishing penalties, the employer shall submit such written request 10 calendar days prior to the abatement date(s) established in the original Order to Comply.

Notification of Corrective Action - For each violation which you do not contest, you are required by 29 CFR 1903.19 to submit an Abatement Certification to the New Jersey Department of Health, PEOSH Program. This certification must be sent by you prior to the abatement date indicated on the citation. For **Willful** and **Repeat** violations, documents (example: photos, copies of receipts, training records, etc.) demonstrating that abatement is complete must accompany the certification. Where the citation is classified as **Serious** and the citation states that abatement documentation is required, documents such as those described above are required to be submitted along with the abatement certificate. If the citation indicates that the violation was corrected during the inspection, no abatement certification is required for that item.

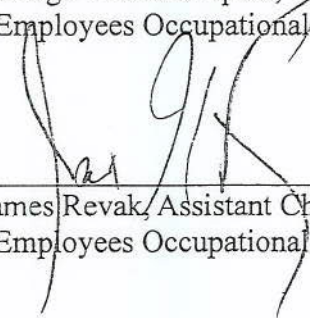
Employer Discrimination Unlawful - The law prohibits discrimination by an employer against an employee for filing a complaint or for exercising any rights under this Act. An employee who believes that he/she has been discriminated against may file a complaint, no later than 180 days after the employee first had knowledge that such discrimination occurred, with the Office of Public Employees' Occupational Safety and Health at the address shown above.

Employer Rights and Responsibilities - The enclosed copy of the Public Employees' Occupational Safety and Health Act outlines additional employer rights and responsibilities and should be read in conjunction with this notification.

Notice to Employees - The law gives an employee or an employee representative the opportunity to object to any abatement date set for a violation if he/she believes the date to be unreasonable. The contest must be mailed to the Office of Public Employees' Occupational Safety and Health at the address shown above and postmarked within 15 working days (excluding weekends and State holidays) of the issuance of this Order to Comply.

Howard Black, Director
Division of Public Safety and Occupational Safety and Health

Through Thomas Lipski, Chief
Office of Public Employees Occupational Safety and Health

BY: 
James Revak, Assistant Chief
Office of Public Employees Occupational Safety and Health

**New Jersey Department of Labor and Workforce Development
Office of Public Employees' Occupational Safety and Health
(OPEOSH)**

NOTICE TO EMPLOYEES

An informal conference has been scheduled with OPEOSH to discuss the Notice of Unsafe or Unhealthy Working Conditions (Notice) issued on 05/25/2018. The conference will be held at the OPEOSH office located at: 1 John Fitch Way, 3rd Floor, P.O. Box 386, Trenton, NJ 08625 on _____ at _____. Employees and/or representatives of employees have a right to attend an informal conference.

Notice of Unsafe or Unhealthful Working Conditions

Employer Name: Tuckerton Fire Department
Inspection Site: 111 North Green Street
Tuckerton NJ 08087

Inspection Number: 1315796
Inspection Date: 05/11/2018
Issuance Date: 05/25/2018
PEOSH Number: C 69-33-042
CSHO: W9516
Reason: Complaint

Citation 1 Item 1 Violation: **Serious**

N.J.A.C 12:100-10.9(a): Head protection did not consist of a protective head device with ear flaps and chin strap which meets the performance, construction and testing requirements of 29 CFR part 1910.156(e)(5) or NFPA 1972-1987: Helmets for Structural Firefighting.

LOC: Firefighter #20: Cairns Helmet

Abated During Inspection: A compliant helmet was issued to the employee and the non-compliant helmet was taken out of service.

The helmet for the listed firefighter did not meet the requirements of NFPA 1972-1987: Helmets for Structural Firefighting, due to missing components including a chin strap, retro-reflective tetrahedrons and lack of positive identification as to which standard, if any, the helmet was designed and constructed to.

Date By Which Violation Must be Abated:

Corrected During Inspection

See pages 1 through 3 of this Citation and Notification of Penalty for information on employer and employee rights and responsibilities.

Notice of Unsafe or Unhealthful Working Conditions

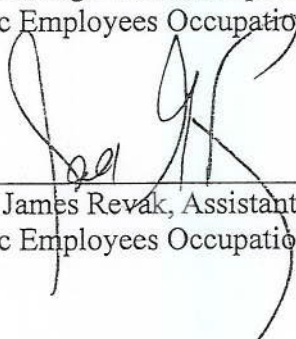
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Inspection Number: 1315796
Inspection Date: 05/11/2018
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PEOSH Number: C 69-33-042
CSHO: W9516
Reason: Complaint

Signed on 05/25/2018 pursuant to the authority vested by law
in the New Jersey Department of Labor and Workforce Development.

Howard Black, Director
Division of Public Safety and Occupational Safety and Health

Through Thomas Lipski, Chief
Office of Public Employees Occupational Safety and Health

BY: 
James Revak, Assistant Chief
Office of Public Employees Occupational Safety and Health

DISCRIMINATORY ACTS AGAINST EMPLOYEES ARE UNLAWFUL – N.J.S.A. 34:6A-45 – No person shall discharge, or otherwise discipline, or in any manner discriminate against any employee because such employee has filed any complaint or instituted or caused to be instituted any proceeding under or related to this section. Any employee who believes that he has been discharged, disciplined, or otherwise discriminated against by any person in violation of this section, may within 180 days after the employee first has knowledge such violation did occur, file a complaint with the Commissioner of Labor and Workforce Development alleging that discrimination.

c: Complainant
Howard Black, Director
Employee Representative(s)

See pages 1 through 3 of this Citation and Notification of Penalty for information on employer and employee rights and responsibilities.

PEOSH Inspection File Documentation Checklist
(Submit with each file)

Last Form Revision Date: 03/30/16

File #

C 69-33-042

Check As Applicable	Order	FORM	Comments
✓	1	PEOSH Information Sheet	Handwritten
✓	2	PEOSH Inspection Diary Sheet	Include a diary sheet with each submittal (i.e. OTC, No Hazard, and Follow-up/Close-out)
✓	3	Inspection Field Notes/ OSHA-1B Worksheet	Handwritten (Legible) & signed by CSHO All information fields must be filled in.
✓	4	Opening Conference Check List	Signed by Employer, Employee Reps, & CSHO (Document any variations w/representatives)
✓	5	OIS - Inspection Report	Print-out from OIS & signed
✓	6	OIS - Violation Work Sheet (includes penalty calculations)	Print-out from OIS (Must be complete and match final OTC citations)
✓	7	Violation Photographs	Must be labeled to corresponding violation(s) and include brief identification description
✓	8	OIS UPA - Referral	Entered by CSHO (if inspection is a referral) Print-out from OIS
✓	9	PEOSH Complaint Form	Supplied by office (if complaint inspection)
✓	10	OIS UPA - Complaint	Supplied by office (if complaint inspection) Print- out from OIS
	11	Receipt of Complaint Acknowledgement Letter <i>Not required both sending one.</i>	Supplied by Office (sent upon receipt of complaint by office) <i>(per J.R., 5/4/18)</i>
✓	12	Complaint Results Cover Letter	Generated by CSHO from OIS Documents standard form letter
	13	OIS UPA Form - Fat/Cat	Entered in OIS by CSHO (if fatality/ catastrophe inspection) Print-out from OIS
	14	OIS - Investigation Summary	Entered in OIS by CSHO (if fatality /catastrophe inspection) Print-out from OIS
	15	Programs (LO/TO, PCSP, HazCom, etc.)	Must include copy of program or relevant section if deficiency is identified
✓	16	OIS OSHA-300A Data Sheet	Print-out from OIS (All Inspections)
✓	17	NJ OSH 300/300A Forms	For current year-to-date and preceding 3 years (All Inspections)
	18	Employee Interviews	All inspections as applicable.
	19	Police/Coroner Reports	(For Accidents/Fatalities)
✓	20	Mailing Lists	Established on OIS Inspection Report (See item 5)

INSPECTION INFORMATION

1. CSHO NO.: W9516
2. INSP. DATES: 5/11/13
3. FEDERAL FILE NO. 1315796
STATE FILE NO.: C 69-33-042
4. FACILITY CODE: 3AF
5. NAICS NUMBER: 92260
6. NAME OF AGENCY: Borough of Tuckerton
7. FACILITY: Fire Department
8. SITE ADDRESS: 111 N. Linden St.
9. CITY: Tuckerton 10. COUNTY: Ocean
11. STATE: NJ 12. ZIP: _____ 13. PHONE: 609 256 4546

MAIL REPORTS TO

14. NAME: Jenny Gleghorn 15. TITLE: Administrator
16. DEPARTMENT/BUILDING: Borough of Tuckerton
17. ADDRESS: 420 E. Main St.
18. CITY: Tuckerton 19. COUNTY: Ocean
20. STATE: NJ 21. ZIP: 08087

EMPLOYER REPRESENTATIVE

22. EMPLOYER REPRESENTATIVE: 23. TITLE 24. PHONE
A. Dale Eggert Fire Chief _____
B. Jenny Gleghorn Administrator _____
C. Amanda Unterer President _____
D. Lee Eggert Assistant Chief _____
25. OPENING CONFERENCE: ABCD 26. WALK AROUND ABCD 27. CLOSING CONFERENCE ABCD

EMPLOYEE REPRESENTATIVE

28. EMPLOYEE REPRESENTATIVE 29. OCCUPATION 30. UNION
A. _____ Firefighter N/A
B. _____
C. _____

31. OPENING CONFERENCE: A 32. WALK AROUND A 33. CLOSING CONFERENCE A

34. CAMPAIGNS/SPECIAL EMPHASIS PROGRAMS: N/A

35. TEMPORARY WORKERS (Yes or No): _____

36. TOTAL NUMBER OF EMPLOYEES: 104

37. NUMBER OF EMPLOYEES AT FACILITY: 30 38. PRIMARY ACTIVITIES: Fire fighting

39. ITEMS: 1

40. INSTANCES: 1

41. ABATEMENT DATE: N/A

PRINT NAME: John Carton

New Jersey Department of Labor & Workforce Development
Office of Public Employees' Occupational Safety & Health

Facility Name: Tuckerton Fire Department

Code & File #: 3AF C 69-33-042

Compliance Officer: John Garton

Signature:

e: John Luth

INSPECTION FIELD NOTES/OSHA-1B Worksheet

New York Department of Labor & Workforce Development
Office of Public Employees' Occupational Safety & Health

Page 1 of 1

Facility Name: Tuckerton Fire Department

Code & File #: 3AF C 69-33-042

Standard		N.J.A.C. 12:100-10.9(a)	
OSHA 1B, Item 20 A: Hazard	Struck by Head injury / improperly constructed helmet per standard		
OSHA 1B, Item 20 B: Equipment	(airing 5A helmet		
OSHA 1B, Item 20 C: Location	PPE	OSHA 1B, Item 20 D: Injury/Illness	Concussion
OSHA 1B, Item 20 E: Measurements	Visual exam	# of EE's Exposed:	1
OSHA 1B, Item 23 Employer Knowledge	ER observed helmet and should have realized lack of chin strap		
Duration of Hazard:	7 = 1 day		Frequency of Hazard: Per fire call
Employee Exposure Name:	[Redacted]		
Address:	[Redacted]		
Telephone:	[Redacted]		
Job Title:	Firefighter		
Days to abate:	OSHA 1B, Item 24 Comments:		

Standard			
OSHA 1B, Item 20 A: Hazard			
OSHA 1B, Item 20 B: Equipment			
OSHA 1B, Item 20 C: Location		OSHA 1B, Item 20 D: Injury/Illness	
OSHA 1B, Item 20 E: Measurements		# of EE's Exposed:	
OSHA 1B, Item 23 Employer Knowledge			
Duration of Hazard:			Frequency of Hazard:
Employee Exposure Name:			
Address:			
Telephone:			
Job Title:			
Days to abate:	OSHA 1B, Item 24 Comments:		

Signature:

John Guter

Garton, John

From: Dale Eggert
Sent: Monday, May 14, 2018 11:46 AM
To: Garton, John
Subject: Fwd: New Requirements per PEOSH

John,

Please see the attached email I put out yesterday to make sure our members are aware of and stay in compliance.

Thanks,
Dale W. Eggert

----- Forwarded message -----
From: Dale Eggert
Date: Sun, May 13, 2018 at 10:45 AM
Subject: New Requirements per PEOSH
To: -

Members,

After the completion of a PEOSH inspection this past Friday, it is important all members abide by these new rules regarding response for emergencies.

1. No member shall respond with a beard that interferes with the seal of an SCBA
2. All members must wear appropriate PPE when operation during an emergency or drill. The necessary PPE is to be determined by the OIC.

Thanks,
Chief Dale W. Eggert

Opening Conference Agenda
File Number C 69-33-042

1. Purpose of Inspection
2. Copies of Employer & Employee Rights
 - a. PEOSH poster
 - b. PEOSH Act
 - c. New Jersey Administrative Code
3. Scope of Inspection
 - a. Comprehensive vs. Partial
 - b. Private interviews of employees
 - c. Physical inspection (walkaround)
4. Discrimination / Retaliation
 - a. Not permitted – see N.J.A.C. 12:110-7
5. Camera Usage
 - a. Used to document conditions in workplace
6. Immediate Abatement
 - a. Encouraged
 - b. Noted as “Corrected during inspection”
7. Document Request
 - a. OSHA 300/300A logs for the last three years
 - b. PPE SOP/SOG
 - c. PPE Hazard Assessment
 - d. Organizational Statement
 - e. Drill records for 2017 & 2018

SAFETY COMPLAINT

LOCATION: 111 N Green St
Tuckerton, NJ 08087

CONTACT: Chief Lee Eggert
(609) 296-4546

UNION: N/A - Volunteer

ISSUE: Pertaining to the following:

1. Department does not have an organizational statement

- a. 12:100-10.3 Organization, training and education
 - i. (a) The employer shall prepare and maintain a statement or written policy which contains the following:
 - 1. The basic organizational structure of the fire service;
 - 2. The expected number of members in the fire service; and
 - 3. The functions that the fire service is to perform.

2. Active members are not participating in drills

- a. PEOSH requirement is that all fire service members receive annual training, with members expected to perform interior structural firefighting receiving quarterly educational sessions / training. (12:100-10.3(c)(2))
3 drills per month. every Tuesday is drill opportunity

3. Fire helmet(s) (President) are not compliant

- a. 12:100-10.9 Protective clothing; head, eye and face protection
 - i. (a) Head protection shall consist of a protective head device with ear flaps and chin strap which meet the performance, construction and testing requirements of 29 CFR Part 1910.156(e)(5) or NFPA 1972-1987, Helmets for Structural Fire Fighting.

4. A pump operator deployed LDH off engine without PPE (helmet)

- a. 29 CFR 1910.132 and PEOSH regulations at 12:100-10.5 – 10.9

*Just took
12 members off
rolls.*

Tuckerton Fire Department Standard Operating Guidelines

Revised: January 2014

Chief: Lee Eggert Jr.

Chain of Command

Chief

Assistant Chief

Captain

1st. Lieutenant

2nd. Lieutenant

Tuckerton Fire Department Past Chief

Senior Firefighter

Alarm Response

1. Structure Fires, Fire Alarms, Gas Leaks, Vehicle Fires, Haz-Mat
 - Engine/Rescue Officer and Firefighters don SCBAs
 - Officer/Senior Firefighter assign crew members assignments en route to alarm
 - Apparatus will respond in respective order until recalled by officer in charge
 - Chief Officer/First due Apparatus Officer must give a brief size-up upon arrival
 - PROPER APPARATUS PLACEMENT IS REQUIRED ON ALL INCIDENTS**
 - First due Engine leave room for ladder truck/option of hitting hydrant
 - Second due Engine standby at nearest hydrant/water supply
 - Rescue will stage as instructed by command
 - third due engine will stage as instructed by command
 - Also be prepared for second alarm apparatus when applicable
2. CO Alarms
 - The first due Engine will respond followed by the Rescue
 - The Officers/Firefighters on each apparatus will don SCBAs unless stated otherwise by the officer in command
 - If CO readings are found the interior crew will advise command and attempt to locate the source and secure the source if possible

3. Motor Vehicle Crashes With/Without Injuries/Entrapment

- Two Firefighters on first engine don SCBAs (when victim (s) are trapped)
- Attack (foam) line will be stretched/charged (when victims (s) are trapped)
- One Firefighter must secure vehicle batteries/ignition source
- When applicable EMT-EMR/Firefighters assist with patient care
- Rescue/additional engine crew will perform rescue duties when applicable

4. Landing Zone Assignments

- Two firefighters on first engine don SCBAs (during medivac landing/take off)
- Second Engine will stage one block away unless otherwise instructed.
- Two firefighters on second engine don SCBAs as well
- Rescue will respond directly to the landing zone location
- Officer in charge will monitor the Medivac/South Jersey Fire Net Channel
- If needed firefighters may assist moving patient to the medivac

5. F.A.S.T. Response

- Rescue will respond with a minimum of five F.A.S.T operation firefighters
- Rescue may respond with four firefighters if Chief/Asst. Chief are en route
- 50-01 or 50-11 may respond if additional F.A.S.T firefighters are present
- Officer in charge will assign crew members duties en route to alarm
- If the structure is multi-story crew members must place ladder on each side
- The officer in charge may appoint a Safety Officer if none are present
- A walk around the structure must be performed every 5-10 minutes by crew
- Probationary/Junior members shall not ride in an SCBA riding position
- F.A.S.T. EQUIPMENT MUST NOT BE GIVEN UP FOR ANY OTHER USE**

6. Mutual Aid

- Station 50 will respond as per request on each alarm
- If only one Engine/Rescue requested, attempt to wait for a full crew
- Responding apparatus will communicate with the incident commander of the requesting fire company for instructions (not our responding Chiefs)
- Upon arrival the crew will approach the fire scene together (no freelancing)
- If responding for manpower only, park apparatus out of the way and the

- driver/operator may gear/pack up as well
- Probationary/Junior members shall not ride in an SCBA riding position

7. All Alarms

- All firefighters must take a portable radio before boarding the apparatus
- Only the Incident Commander will communicate with Ocean County
- Only officer in charge/senior firefighter of each crew will communicate with command via radio
- Accountability tags must be utilized. One on apparatus/One placed where instructed before entry to a structure

8. Responding To Calls For Service

- All members will respond to the station upon receiving any call for service
- The Chief/Assistant may respond directly to any scene or to the station upon receiving any call for service
- The Captain, 1st. Lieutenant, and 2nd. Lieutenant may stop at the scene of any call if the said call is within his/her direct route of travel to the station to relay a proper size-up to responding apparatus. Upon arrival of a Chief Officer or Apparatus the said officer shall transfer command and continue to the station to obtain PPE and assist additional apparatus to the scene
- Line officers shall only drive/operate apparatus during calls for service if no other driver/operators are present, or if more than one line officer is on the apparatus
- Make sure each apparatus has a crew to respond before assembling a crew for the next apparatus
- Probationary and Junior members will board apparatus only when instructed to by the Line Officer/Senior Firefighter in charge of the apparatus (this is to ensure that each apparatus is staffed by an adequate amount of firefighters)
- Firefighters will don all PPE (Turnout Gear) on all calls for service unless otherwise instructed by the officer in charge.

TUCKERTON FIRE DEPARTMENT

1.0 Department Organization

- CHIEF (Dale Eggert)
- Safety Officer (Lee Eggert Jr.)
 - 1 Assistant Chief (Lee Eggert Sr.)
 - 1 Captains (Jerry McCorry)
 - Senior Firefighter / Past Chief(s)
 - Firefighters

2.0 Department Membership

The Department averages 15 interior firefighters and 15 EMS/fire police members. See roll-call sheet for up to date membership.

3.0 Department Functions

The Department provides structural fire suppression, vehicle fire suppression, and woodland / forest fire suppression (structural protection) (supports NJ FFS) services as well as investigation of activated fire alarms, reports of smoke, and basic vehicle extrication. The Department has mutual aid agreements with the following jurisdictions to be used in the event that the Department needs additional resources:

Mystic Island, West Tuckerton, Eagleswood, New Gretna & Stafford Township for 2nd Alarms

Berkeley Twp – Hazmat

Egg Harbor Twp., Toms River Twp., Ocean County RUST – Technical Rescue

In accordance with N.J.A.C. 12:100-10.3


Chief

PROTECTIVE CLOTHING POLICIES

The following are the Tuckerton Fire Department guidelines for wearing protective clothing. These policies apply to all members, line officers or staff.

DEFINITION

Full protective clothing: Helmet with goggles, Nomex hood, turnout coat, boots with turnout pants, gloves, and mask.

Full protective clothing shall be worn by fire fighting personnel while responding to all Station 50 fire alarms. (Optional for drivers, command personnel, etc.)

When responding from quarters, all members shall dress accordingly prior to response.

Company officers may use their discretion to regulate the "suit up" criteria in terms of unusual circumstances such as extremely long responses, out of quarters responses, extreme heat or humidity, or when the vehicle is moving at the time they are dispatched. At no time will employees be permitted to "suit up" without being secured by a seat belt while riding in a moving vehicle.

It is the intent of this guideline that no member shall cause a delay in any fire fighting operation by not being fully prepared to engage in fire fighting activities in a safe manner.

While operating at EMS incidents, all members shall wear whatever protective clothing is required to afford complete personal protection. (I.E. Latex Gloves).

When operating forcible entry equipment and tools, full protective clothing shall be worn.

Safety vest will be worn when operating near moving traffic.

Full protective clothing shall be worn at all times when operating on the fire ground or other incidents requiring full protective clothing for personal protection, whether an actual or a potential hazard exists.

The Nomex hood shall be worn when engaged in firefighting and any other situation where injuries to head and face are likely to occur.

The use of turnout coats and Nomex hoods during overhaul operations will be at the discretion of command.

Goggles shall be utilized at any time the need for eye protection seems apparent such as during overhaul, when operating hand or power tools, and when fighting trash fires, grass fires, and any other fires where the S.C.B.A. face piece is not being worn.

Gloves shall be worn when engaged in firefighting, overhaul, training with hose and ladders, when using hand or power tools, and any other situation where injuries to the hand are likely to occur.

In specific situations for which no guidelines have been provided, the proper protective clothing to protect against all foreseeable hazards shall be worn.

Rings and similar items of jewelry may cause serious injury in many situations. These items should not be worn while on duty.

Tuckerton Fire Department

Drill Schedule 2017

Month	Drill 1	Drill 2	Drill 3	Alternate Drill
January	Ropes & Knots	Reading Smoke	Team Building	Pump/Truck Overview
February	Ice/Water Rescue	Technical Rescue	Down FF Rescue	FF First Aid and Health
March	Scene Size Up	Truck Placement	Forest Fire	Workout
April	Air Management	Basic Extrication	Traffic Safety	Dodgeball
May	Ventilation	Drafting	High Rise/ Standpipe	FH Maintenance
June	Suppression Techniques	Fire Behavior	Chemistry of Fire	Driver/ Pump Training
July	Radios/ Communication	Search and Recovery	Hand Tools	Truck Overview
August	Maze	Water Relay	Bring Me	Hydrant Flushes
September	FF with EMS	Operational Relays	Team Building	Air Test
October	Rope & Knots	Scene Size Up	Ladders	Workout
November	Heavy Extrication	Adding Hose	Hydrant Dressing	Pump/ Truck Overview
December	Adaptors	HAZ MAT	Xmas Party :)	FH Clean Up

Closing Conference Agenda
for file C 69-33-042

1. Verify Correct Mailing Addresses
2. Apparent Violations
3. Employer Rights
 - a. Extension of time (PMA)
 - b. Contest
 - i. 15 working days of issuance
 - c. Informal conferences
 - i. Way to resolve disputes
 - ii. Discuss ways to correct violations
 - iii. Discuss other issues regarding employee safety
 - iv. Does not extend 15 working day period
 - d. Employer responsibilities for communication to employees
 - i. PMA
 - ii. Notice of Contest
 - e. N.J.A.C. 12:110-4 for more details (distributed at Opening Conference)
4. Employee Rights
 - a. May initiate or participate in informal conference
 - b. Shall be afforded right to participate if employer contests citation
 - c. May contest abatement date or provide input on employer's PMA request
 - d. Right to see Order to Comply
5. Employer's Safety Program
 - a. Strengths and weaknesses
 - b. PEOSH Consultation Unit (brochure)
6. Penalties & Classification
 - a. Willful
 - b. Serious
 - c. Other-than-Serious
 - d. Failure to Abate
 - e. Repeat
7. Employee Discrimination
 - a. Prohibited by law
 - i. Discharge
 - ii. Discriminating in any way against an employee who has exercised rights under PEOSH Act
 - b. N.J.A.C. 12:110-7
8. Conclusion
 - a. What happens next
 - b. Follow up inspections
 - c. Thank all for cooperation

OPENING CONFERENCE CHECK LIST

TIME: _____

FILE NUMBER: C 69-33-042

Contact appropriate employer representative prior to conducting opening conference. /

Provide credentials. /

Indicate to the employer that the complainant (if not confidential) and/or an employee representative must be given the opportunity to participate in all phases of the inspection including the opening conference, the walk around, and the closing conference. /

Describe the inspection procedure.

- A. Opening conference.
- B. Walk through.
- C. Closing conference

Explain employees' rights, i.e., no discipline or discrimination for complaining. /

Record information needed on inspection information form. /

Discuss closing conference. Explain that an employer representative who can get the hazards corrected should be at the closing conference or as soon as possible (within 2 days). /

Briefly discuss recordkeeping requirements including LO/TO, Confined Space Program, Etc. N/A

Review OSHA 300 log for accident trends. (Previous 3 years) /

Check for posting of 300 log during the months of February – April each year. /

Encourage the employer to abate hazards during inspection. /

Confirm compliance with Haz. Com. Requirements. D.O.H.

Temporary Workers (If yes, document temporary employee, temporary employment agency, and potential hazard exposures & training/personal protective equipment required/provided). N/A

CLOSING CONFERENCE CHECK LIST

Time: _____

Was appropriate level of management represented? /

Were all hazards discussed? /

Were individual appropriate abatement periods discussed for each violation? /

Was written report discussed? /

Was follow-up procedure discussed? /

REMARKS: _____

John Antonio
Consultant's Signature

Date: 5/11/18

[Signature]
Employer Representative Signature

[Signature]
Union/Employee Representative Signature
(If unavailable, record alternate procedure for employee representation)