

Due - Sept. 5th



July 8, 2025

Leigh Gronau
Municipal Clerk
Borough of Milford
40 Frenchtown Road
P.O. Box 507
Milford, NJ 08848-0507
Municipalclerk@milfordnj.gov

**Re: PAIC Loss Control Safety Survey
Borough of Milford**

Dear Leigh Gronau:

On July 2, 2025, Dan Schaefer from T&M Associates completed a PAIC Loss Control Safety Survey of the Borough of Milford. The primary focus of the safety survey was to assess compliance with the PEOSH Standards, New Jersey, and Federal compliance issues as well as potential exposures for loss were also taken into consideration as a means to determine an overall liability assessment of the location.

The safety survey involved an on-site walkthrough of the location, as well as interviews with Borough representatives and discussion of current loss runs. In reviewing the site-specific safety survey, there were some concerns noted. T&M attempts to discuss any concerns with a representative from your facility during the onsite survey.

The survey was part of the regular service that PAIC provides to its members in an effort to minimize exposures and reduce losses. As you know, it is important for everyone to be proactively involved if our combined safety efforts are to be effective.

During the survey, the following items were addressed:

- Borough Hall, 40 Frenchtown Road
- Borough Garage, 160 York Road
- Water Department, 119 York Road
- Public Library, 40 Frenchtown Road
- Loss Control procedures were discussed and evaluated
- Current PAIC initiatives were reviewed



Public Alliance Insurance Coverage Fund (PAIC)
51 Everett Drive, Suite B40
West Windsor, NJ 08550
BOROUGH OF MILFORD
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PAIC would like to remind you of additional programs that are available to assist you with your Loss Control efforts which include:

- The MEL offers webinar PEOSH training courses on a monthly basis, list supplied monthly.
- PAIC web site (www.PAICFUND.com) with Loss Control information available under the "Members Only" section. This information includes handouts, checklists, reference material, and other Loss Control services. If you need a Username and Password, please contact me.
- The MEL web site (www.nimel.org) has been made available by PAIC to provide you with free on-line training courses and safety video rentals.

T&M on behalf of PAIC would like to thank Borough of Milford for taking advantage of the training that is available and offered by the MEL.

The attached report is intended to be utilized as a compliance tool for your facility, and identifies the concerns, the regulation mandating compliance with the concern and a recommended course of action to obtain compliance or minimize loss. The report is organized by the location, the regulatory citation, a recommendation of how to mitigate the finding and any clarifying notes.

It is T&M's intention to identify the types of concerns which may lead to citations, penalties, or loss, should your facility undergo an inspection by a State or Federal inspector. T&M recommends you consider, and address identified concerns as soon as possible to ensure the success of your regulatory compliance program.

Thank you for the opportunity to be of service to you on this project. If we can be of any further assistance, please do not hesitate to contact me at 732-671-6400.

Sincerely,

T&M ASSOCIATES on Behalf of PAIC

Mark Worthington
Group Manager

T&M ASSOCIATES, 11 Tindall Road, Middletown, NJ 07748

P 732.671.6400 F 732.671.7365 W tandmassociates.com

cc: Barbara Murphy: bmurphy@rlm-inc.org



PEOSHA-REQUIRED COURSES

In terms of PEOSHA training that is required, you should consider the following courses offered by MSI, depending on your exposures:

- Asbestos Awareness: Required upon initial assignment and annual retraining.
- Bloodborne Pathogens: Required upon initial assignment and annual retraining.
- CDL Controlled Substances and Safety Regs: Required upon initial assignment.
- CDL - Supervisors Reasonable Suspicion: Required upon initial assignment.
- Chipper and Chain Saw Safety: Required upon initial assignment and retraining every three years.
- Confined Space Awareness (i.e., catch basin work, limited access, questionable air quality): Required upon initial assignment.
- Excavation, Trenching and Shoring (greater than 4-foot excavation depth): Required upon initial assignment and retraining every three years.
- Fall Protection (greater than six feet in height): Initial training required and suggested retraining every three years.
- Fire Extinguisher Safety: Required upon initial assignment and annual retraining.
- Fire Safety: Required upon initial assignment and annual retraining.
- Flagger / Work Zone Safety: Required upon initial assignment and retraining every three years.
- Hazard Communication: Required upon initial assignment and retraining every two years.
- Hazardous Materials (respond to hazardous material spills): Required upon initial assignment and annual retraining.
- Hearing Conservation: Required upon initial assignment and annual retraining.
- Ladder Safety: Required upon initial assignment and retraining every three years.
- Leaf Vac Safety: Required upon initial assignment and retraining every three years.
- Lockout / Tagout: Required upon initial assignment and retraining every three years.
- Shop and Tool Safety: Required upon initial assignment and retraining every three years.
- Personal Protective Equipment: Required upon initial assignment and retraining every three years.
- Powered Industrial Truck / Forklift: Required upon initial assignment and retraining & evaluation every three years unless operator has incident.
- Respiratory Protection Awareness: Required upon initial assignment and annual retraining.
- Sanitation and Recycling: Required upon initial assignment.



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STATUS OF RECOMMENDATION COMPLIANCE

In order for PAIC to update the status of the recommendations, we are requesting that this form be returned to our office within 60 days of the date of this letter. This form can be mailed, faxed, or picture/scan and emailed to the following address:

T&M Associates on Behalf of PAIC
Shari Haines
11 Tindall Road
Middletown, NJ 07748
Fax: 732-671-7365
shaines@tandmassociates.com and mworthington@tandmassociates.com

RECOMMENDATIONS COMPLETED (Indicate by location and number):

Borough Garage - Fire extinguisher
Water Department - Fire extinguisher

RECOMMENDATIONS NOT COMPLETED (Indicate by location and number and date of estimated completion):

Water Department - Wooden Stairs. To be fixed within 6 months.

RECOMMENDATIONS THAT NEED FURTHER CLARIFICATION OR DISCUSSION (Indicate by location and number):

RECOMMENDATIONS THAT ARE BUDGET ITEMS (Indicate by recommendation number):

Public library #1 & #2

Signature: [Signature] Title: Road Supervisor

Member: _____ Date: _____

Sorted by Location

PAIC Loss Control Safety Survey - Borough of Milford - July 2, 2025

Location: Borough Hall, 40 Frenchtown Road (current location)

Finding: none

Citation: none

Recommendation: Keep up the good work.

Notes:

Sorted by Location

PAIC Loss Control Safety Survey - Borough of Milford - July 2, 2025

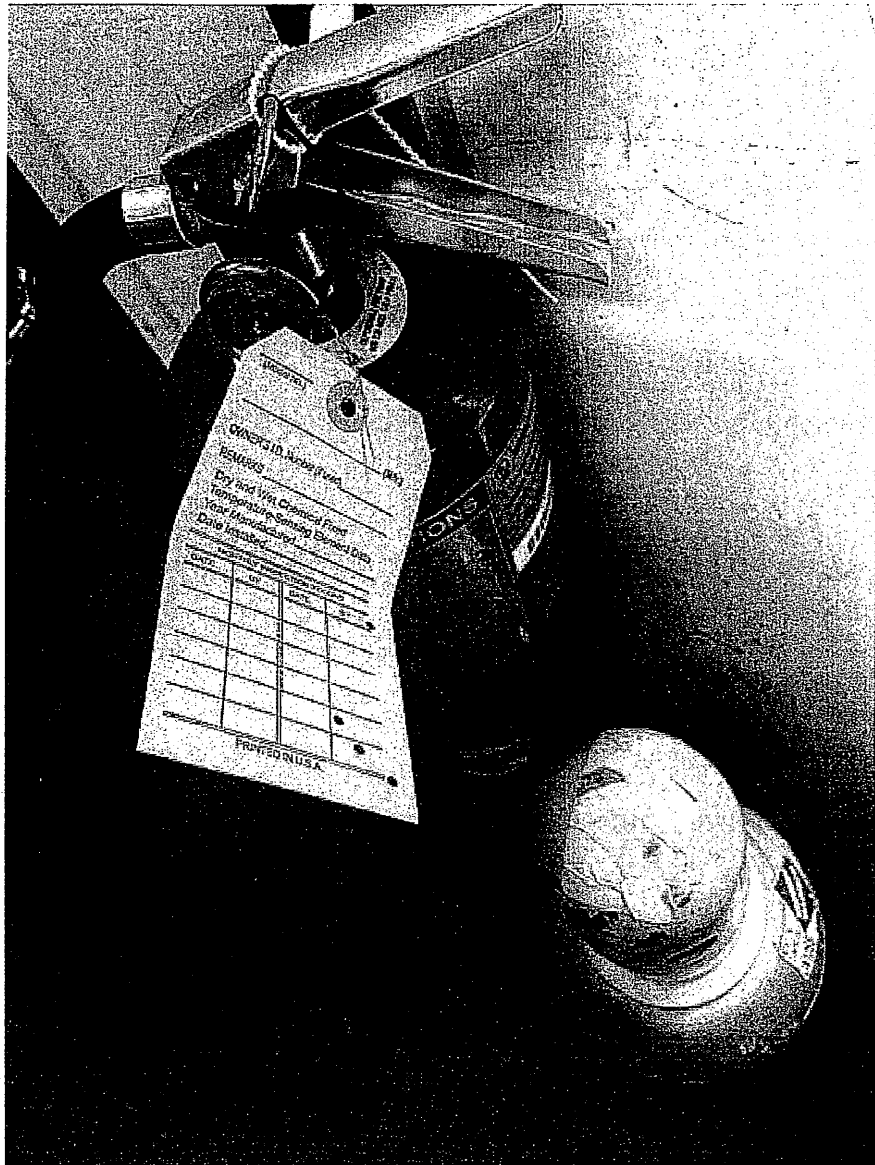
Location: 1.Borough Garage: Fire Extinguisher

Finding: There was no evidence that the portable Fire Extinguisher(s) were inspected monthly.

Citation: Portable fire extinguishers or hose used in lieu thereof . . . Shall be visually inspected monthly - 1910.157(e)(2) Where required: All hand operated portable fire extinguishers shall be selected, distributed, inspected, maintained, tested and recharged in accordance with NFPA 10 - NJAC 5:70 3.2(a)3,F519.2

Recommendation: All portable fire extinguishers must be inspected monthly. The date and initials of the inspector should be recorded on the tag attached to the extinguisher for that purpose.

Notes:



Sorted by Location

PAIC Loss Control Safety Survey - Borough of Milford - July 2, 2025

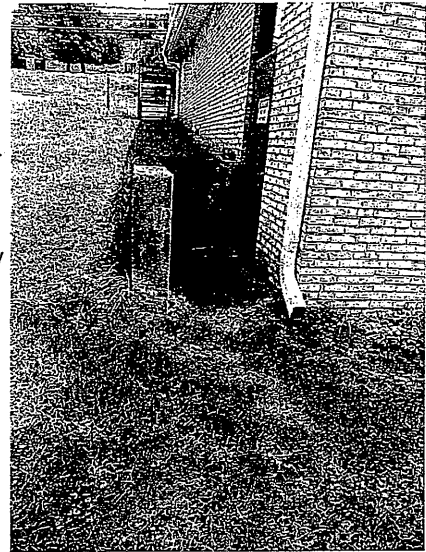
Location: 1.Public Library

Finding: The outdoor exit did not have an adequate walkway with a hard surface and leading to an area of refuge.

Citation: The outdoor exit route must be covered if snow or ice is likely to accumulate along the route, unless the employer can demonstrate that any snow or ice accumulation will be removed before it presents a slipping hazard - 1910.36(h)(2); The outdoor exit route must be reasonably straight and have smooth, solid, substantially level walkways - 1910.36(h)(3)

Recommendation: Ensure that outdoor exit ways have smooth, solid walkways and that any obstructions such as snow, ice, or vegetation are promptly removed from the exit way.

Notes: Missing walkway for the emergency exit stairs and back exit (weeds).



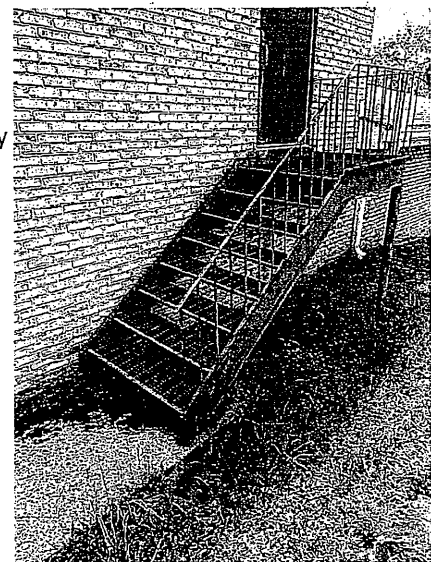
Location: 2.Public Library

Finding: The Stairs were damaged and/or not designed/constructed to carry sufficient weight.

Citation: Fixed stairways shall be designed and constructed to carry a load of five times the normal live load anticipated but never of less strength than to carry safely a moving concentrated load of 1,000 pounds. - 29CFR 1910.24(c)

Recommendation: Repair or redesign the stairs.

Notes: The emergency exit stairs were askew from settling.



Sorted by Location

PAIC Loss Control Safety Survey - Borough of Milford - July 2, 2025

Location: 1. Water Department: Fire Extinguisher

Finding: There was no evidence that the portable Fire Extinguisher(s) were inspected monthly.

Citation: Portable fire extinguishers or hose used in lieu thereof . . . Shall be visually inspected monthly - 1910.157(e)(2)
Where required: All hand operated portable fire extinguishers shall be selected, distributed, inspected, maintained, tested and recharged in accordance with NFPA 10 - NJAC 5:70 3.2(a)3,F519.2

Recommendation: All portable fire extinguishers must be inspected monthly. The date and initials of the inspector should be recorded on the tag attached to the extinguisher for that purpose.

Notes:



Location: 2. Water Department: Wooden Stairs

Finding: Stairs had worn, or no, slip-proof treads.

Citation: All treads shall be reasonably slip-resistant and the nosings shall be of nonslip finish - 1910.24(f)

Recommendation: Repair/apply stair treads.

Notes: The ground floor wooden stairs do not have anti-slip material.

