

**Appendix B – Employer Report of Action Taken**

From: Town of Easton, Town of Easton  
 3 Station Rd Town Office  
 Easton, ME 04740

Visit Activity: 183275

Opening Conference Date: 09/12/2017

Item Number	1	Hazard Type	Serious	# of Instances	1
Correction Due Date	12/13/2017	Hazard Corrected Date	11/06/2017		
Standard	1910.38(b)				
Describe Corrective Action Taken	An Emergency Action Plan was created indicating specific elements for employees in case of a fire or other emergency. Evacuation routes are located in each office.				
Action Taken to Prevent Recurrence	A copy of the Emergency Action Plan will be handed to each new employee and an annual review of the Plan for existing employees.				

Item Number	2	Hazard Type	Serious	# of Instances	1
Correction Due Date	12/13/2017		Hazard Corrected Date	11/06/2017	
Standard	1910.38(f)				
Describe Corrective Action Taken	A training matrix was established for all employees in the Town Office to ensure an annual review was conducted with each employee.				
Action Taken to Prevent Recurrence	Each employee has reviewed the new Emergency Action Plan.				

Item Number	3	Hazard Type	Serious	# of Instances	1
Correction Due Date	12/13/2017	Hazard Corrected Date	11/20/2017		
Standard	1910.1200(e)(1)				
Describe Corrective Action Taken	Using the example from the SafetyWorks! website, a Hazard Communication Program was developed and implemented for all employees to be trained annually or whenever a new product that needs a safety data sheet is new to the office.				
Action Taken to Prevent Recurrence	The newly developed Hazard Communications Program has been placed at the Town Office for annual review.				

Item Number	4	Hazard Type	Serious	# of Instances	1
Correction Due Date	12/13/2017		Hazard Corrected Date	11/20/2017	
Standard	1910.1200(h)(1)				
Describe Corrective Action Taken	A training matrix was developed to ensure that training of the Hazard Communications Program is reviewed annually for each employee as well as any new employee.				
Action Taken to Prevent Recurrence	All employees have been trained on materials that are identified as hazardous chemicals through the safety data sheets and will be trained annually.				



Item Number	5	Hazard Type	Serious	# of Instances	1
Correction Due Date	12/13/2017		Hazard Corrected Date	11/01/2017	
Standard	1910.157(e)(2)				
Describe Corrective Action Taken	Each fire extinguisher has been visibly inspected and initialed.				
Action Taken to Prevent Recurrence	Inspect fire extinguishers as required once a month.				

Item Number	6	Hazard Type	Serious	# of Instances	1
Correction Due Date	12/13/2017	Hazard Corrected Date	11/24/2017		
Standard	1910.305(j)(2)(iv)				
Describe Corrective Action Taken	A GFI outlet was installed as required in a damp or wet location.				
Action Taken to Prevent Recurrence	Ensure that all damp or wet locations are protected by GFI outlets.				

Item Number	7	Hazard Type	Serious	# of Instances	1
Correction Due Date	12/13/2017	Hazard Corrected Date	11/14/2017		
Standard	T.26Ch.2-A§252.3				
Describe Corrective Action Taken	Video Display Terminal Training material was created from the SafetyWorks! Website to formally initiate a VDT Training Handbook.				
Action Taken to Prevent Recurrence	Employees have been trained on VDT operations and will be trained annually.				



Employer's signature

JAMES P. GARDNER JR. 6 Dec 2017

Print Name

Date signed and sent