SCAPE OF THE ON-SITE INSPECTION VISIT

On October 24, 2018, Beverly Crandell, the Safety Program Coordinator provided a safety in-service briefing on various OSHA-related safety topics to the library management team at their scheduled team meeting. The topics ranged from electrical safety work practices, to housekeeping issues in office spaces, the use of household appliances in workspaces and other hazards associated with working in a library environment. Subsequent to the in-service, the library management team asked Ms. Crandell to participate in the “Learning Enrichment Day”, scheduled for the entire Library Department, in May 2019. The library management team felt the information provided during the in-service would be of great benefit for all of the library staff, to ensure a safe and healthy library environment for faculty, staff, students and patrons.

Jacque Dessino, Electronic Services Librarian, volunteered to have her office, on the Portsmouth Campus, undergo an on-site inspection to observe unsafe or unhealthy conditions, in violation of a consensus industry standard, federal and/or state safety regulations, or TCC policies. A courtesy on-site inspection was conducted on November 30, 2018, and the findings shared with the library management team in this report.

The report includes photos of the deficiencies observed, regulatory text (in red) according to federal OSHA and VOSH regulations or a consensus industry practice as well as recommendations for required corrective action necessary to comply with federal and state safety regulations, consensus industry practices as well as Tidewater Community College’s policies. The information provided in this report will assist the library staff enhance their hazard recognition skills, and take appropriate steps to implement corrective action(s).

Please complete the section for the corrective action taken for each deficiency and return the information to TCC’s Safety Program Coordinator. Please contact Beverly Crandell, Safety Program Coordinator, if there are any questions: bcrandell@tcc.edu or 822-1967.
1. Deficiencies Observed on November 30, 2018, Portsmouth Campus, Building A, Room A240D.

Portsmouth Campus, Building A, 2nd Floor Library, Room A240D. A Proctor-Silex hot water kettle, Model K5070, was available for use in the workplace. The appliance is listed and labeled by the manufacturer for household use only as instructed by a nationally recognized testing laboratory (such as Underwriter’s Laboratory).

29 CFR 1910.303(b)(2) Electrical. General. Examination, installation, and use of equipment. Installation and use. Listed or labeled equipment shall be installed and used in accordance with any instructions included in the listing or labeling.

RECOMMENDED CORRECTIVE ACTION:

- All household use only appliances shall be unplugged and removed from service. Only commercial grade appliances shall be used in a workplace setting in accordance with TCC Policy, #3202, Energy Conservation.
- Do not use extension cords, power strips or surge protectors with coffee pots, hot water kettles, refrigerators, microwaves, etc. All appliances are required to be plugged directly into a wall receptacle.
- Read manufacturer’s literature on all cord and plug appliances, and equipment to determine its listing and labeling purpose, as well as other safety-related information. This manufacturer’s user manual states this appliance is for ‘household use only’, and shall not be used with an adaptor.

STATE CORRECTIVE ACTION TAKEN (include date):
2. Deficiencies Observed on November 30, 2018, Portsmouth Campus, Building A, Room A240D

- Plug from an Intertek multi-outlet power strip (15 amps)
- Torch floor lamp plug (using LED bulb – less than 1amp)
- Plug from the Proctor-Silex hot water kettle (13 amps)
- GLOBE six outlet receptacle adapter (15 amps)
Portsmouth Campus, Building A, 2nd Floor Library, Room A240D. A Globe multi-outlet plug-in adapter (15 amp) was not being used to its listing or labeled purpose in that its 15 amp rating was exceeded due to the various items in use. Specifically, a floor torch lamp (in use), a Proctor-Silex hot water kettle, Model K5070 Series (in use), and a six-outlet Intertek power strip providing electrical service to a desk lamp, two computer monitors, a HP computer docking station, adapter cable, and a printer. The 120v duplex receptacle is rated for 20 amps. Exceeding the amperage rating creates a potential fire hazard.

29 CFR 1910.303(b)(2) Electrical. General. Examination, installation, and use of equipment. Installation and use. Listed or labeled equipment shall be installed and used in accordance with any instructions included in the listing or labeling.

Or, in the alternative,

29 CFR 1910.304(b)(4)(ii)[B] Electrical. Wiring design and protection. Outlet devices. Where connected to a branch circuit supplying two or more receptacles or outlets, a receptacle may not supply a total cord- and plug-connected load in excess of the maximum specified in Table S-4.

Table S-4. -- Maximum Cord- and Plug-Connected Load to Receptacle

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RECOMMENDED CORRECTIVE ACTION:

- Read manufacturer’s literature on all cord and plug appliances, and equipment to determine its listing and labeling purpose, as well as other safety information.
- To minimize the need for incandescent or LED lighting fixtures to be used in an office space due to the glare from over-head fluorescent light fixtures, consider having Facilities’ trade technicians remove some of the bulbs to reduce the glare and subsequent eyestrain.
- Extension cords, multi-outlet power strips and 15 amp adapters shall be removed from service; they are not listed or labeled to be used with heat producing appliances such as coffee pots or kettles or heat producing equipment such as lamps, and space heaters. Multi-outlet power strips and surge protectors are only to be used with low voltage items such as computer monitors, printers, scanners, etc.
• All appliances and heat producing equipment must be approved for use in accordance with TCC Policy #3202, Energy Conservation. Multi-outlet power strips are only to be used with low-voltage type equipment, such as but not limited to computers, monitors, scanners, printers, etc.)

STATE CORRECTIVE ACTION TAKEN (include date):
3. Deficiencies Observed on November 30, 2018, Portsmouth Campus, Building A, Room A240D

Portsmouth Campus, Building A, 2nd Floor Library, Room A240D. An Intertek Model No. 096901, 15 amp, relocatable power tap (not a surge protector), with six outlets, was plugged into a Globe 120v multi-outlet receptacle adapter (also plugged into the receptacle adapter was a torch-style floor lamp, and a Proctor-Silex hot water kettle). All six of the relocatable power tap outlets were in use –

1. Desk lamp – plug was warm to touch
2. Printer
3. Computer monitors
4. Printer
5. HP computer docking station
6. Desk speakers

29 CFR 1910.303(b)(2) Electrical. General. Examination, installation, and use of equipment. Installation and use. Listed or labeled equipment shall be installed and used in accordance with any instructions included in the listing or labeling.

Or, in the alternative,

29 CFR 1910.305(g)(1)(iv)[A] Flexible cords and cables. Unless specifically permitted otherwise in paragraphs (g)(1)(ii) of this section, flexible cords and cables may not be used as a substitute for the fixed wiring of a structure.
INSPECTION TYPE: On-site visit – requested by J. Dessino  
CAMPUS/LOCATION: Portsmouth Campus, Building A, 2nd Floor, Room A240D  
DATE CONDUCTED: November 30, 2018  
PARTICIPANTS: Jacque Dessino, Electronic Services Librarian and Beverly Crandell, Safety Program Coordinator, Public Safety Department  
REPORT COMPLETED BY: Beverly Crandell, Safety Program Coordinator  
REPORT DISTRIBUTED: December 19, 2018

Or, in the alternative,

29 CFR 1910.304(b)(4)(ii)[B]  Electrical. Wiring design and protection. Outlet devices. Where connected to a branch circuit supplying two or more receptacles or outlets, a receptacle may not supply a total cord- and plug-connected load in excess of the maximum specified in Table S-4.

Table S-4. -- Maximum Cord- and Plug-Connected Load to Receptacle

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RECOMMENDED CORRECTIVE ACTION:

• All multi-outlet relocatable power taps, and surge protectors will not be used in lieu of permanent wiring, and will not be used to provide electrical service for heat producing equipment, such as appliances or lamps. Read manufacturer’s literature on all cord and plug appliances, and equipment to determine its listing and labeling purpose, as well as other safety information.
• To minimize the need for incandescent or LED lighting fixtures to be used in an office space due to the glare from over-head fluorescent light fixtures, consider having Facilities’ trade technicians remove some of the bulbs to reduce the glare and subsequent eyestrain
• Extension cords, multi-outlet power strips and 15 amp adapters shall be removed from service; they are not listed or labeled to be used with heat producing appliances such as coffee pots or kettles or heat producing equipment such as lamps, and space heaters.
• All appliances and heat producing equipment must be approved for use in accordance with TCC Policy #3202, Energy Conservation. Multi-outlet power strips are only to be used with low-voltage type equipment, such as but not limited to computers, monitors, scanners, printers, etc.)

STATE CORRECTIVE ACTION TAKEN (include date):
4. Deficiencies Observed on November 30, 2018, Portsmouth Campus, Building A, Room A240D

Portsmouth Campus, Building A, 2nd Floor Library, Room A240D. A white power strip with seven outlets (rated for 15 amps), was providing electrical service to a Honeywell portable space heater, and a Honeywell portable fan. The space heater and the fan are listed and labeled for household use only, and are not listed or labeled for use with a power strip (used as an extension cord). In addition, a small desk lamp, and a bar code scanner were also plugged into the power strip.

29 CFR 1910.303(b)(2) Electrical. General. Examination, installation, and use of equipment. Installation and use. Listed or labeled equipment shall be installed and used in accordance with any instructions included in the listing or labeling.

Or, in the alternative,

29 CFR 1910.305(g)(1)(iv)[A] Flexible cords and cables. Unless specifically permitted otherwise in paragraphs (g)(1)(ii) of this section, flexible cords and cables may not be used as a substitute for the fixed wiring of a structure.

Or, in the alternative,

29 CFR 1910.304(b)(4)(ii)[B] Electrical. Wiring design and protection. Outlet devices. Where connected to a branch circuit supplying two or more receptacles or outlets, a receptacle may not supply a total cord- and plug-connected load in excess of the maximum specified in Table S-4.
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RECOMMENDED CORRECTIVE ACTION:

All household use only appliances shall be removed from service. All appliances shall be approved for use in accordance with TCC Policy #3202, Energy Conservation. Extension cords, multi-outlet power strips and surge protectors shall be removed from service; they are not listed or labeled to be used with heat producing appliances. Multi-outlet power strips are only to be used with low-voltage type equipment, such as but not limited to computers, monitors, scanners, printers, etc.

- Read manufacturer’s literature on all cord and plug appliances, and equipment to determine its listing and labeling purpose, as well as other safety information.
- To minimize the need for incandescent or LED lighting fixtures to be used in an office space due to the glare from over-head fluorescent light fixtures, consider having Facilities’ trade technicians remove some of the bulbs to reduce the glare and subsequent eyestrain.
- Extension cords, multi-outlet power strips and 15 amp adapters shall be removed from service; they are not listed or labeled to be used with heat producing appliances such as coffee pots or kettles or heat producing equipment such as lamps, and space heaters.
- All appliances and heat producing equipment must be approved for use in accordance with TCC Policy #3202, Energy Conservation. Multi-outlet power strips are only to be used with low-voltage type equipment, such as but not limited to computers, monitors, scanners, printers, etc.)
5. Deficiencies Observed on November 30, 2018, Portsmouth Campus, Building A, Room A240D

Portsmouth Campus, Building A, 2nd Floor Library, Room A240D. A black power strip with six outlets (rated for 15 amps), was providing electrical service to a portable desk lamp, a floor torch lamp, an electric stapler and an electric pencil sharpener. The power strip was being used as an extension cord.

29 CFR 1910.303(b)(2) Electrical. General. Examination, installation, and use of equipment. Installation and use. Listed or labeled equipment shall be installed and used in accordance with any instructions included in the listing or labeling.

Or, in the alternative,

29 CFR 1910.305(g)(1)(iv)[A] Flexible cords and cables. Unless specifically permitted otherwise in paragraphs (g)(1)(ii) of this section, flexible cords and cables may not be used as a substitute for the fixed wiring of a structure.

Or, in the alternative,

29 CFR 1910.304(b)(4)(ii)[B] Electrical. Wiring design and protection. Outlet devices. Where connected to a branch circuit supplying two or more receptacles or outlets, a receptacle may not supply a total cord- and plug-connected load in excess of the maximum specified in Table S-4.

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PARTICIPANTS: Jacque Dessino, Electronic Services Librarian and Beverly Crandell, Safety Program Coordinator, Public Safety Department  
REPORT COMPLETED BY: Beverly Crandell, Safety Program Coordinator  
REPORT DISTRIBUTED: December 19, 2018

RECOMMENDED CORRECTIVE ACTION:

All household use only lighting fixtures shall be removed from service. All appliances shall be approved for use in accordance with TCC Policy #3202, Energy Conservation. Extension cords, multi-outlet power strips and surge protectors shall be removed from service; they are not listed or labeled to be used with heat producing appliances. Multi-outlet power strips are only to be used with low-voltage type equipment, such as but not limited to computers, monitors, scanners, printers, etc.

- Read manufacturer’s literature on all cord and plug appliances, and equipment to determine its listing and labeling purpose, as well as other safety information.
- To minimize the need for incandescent or LED lighting fixtures to be used in an office space due to the glare from over-head fluorescent light fixtures, consider having Facilities’ trade technicians remove some of the bulbs to reduce the glare and subsequent eye strain.
- Extension cords, multi-outlet power strips and 15 amp adapters shall be removed from service; they are not listed or labeled to be used with heat producing appliances such as coffee pots or kettles or heat producing equipment such as lamps, and space heaters.
- All appliances and heat producing equipment must be approved for use in accordance with TCC Policy #3202, Energy Conservation. Multi-outlet power strips are only to be used with low-voltage type equipment, such as but not limited to computers, monitors, scanners, printers, etc.)

STATE CORRECTIVE ACTION TAKEN (include date):
RESOURCES:

The following resource links provided are supplemental information in support of the recommendations for corrective action of the deficiencies observed during the on-site inspection at the Portsmouth Campus, Building A, Room A240D. Please review and if there are any questions, contact Beverly Crandell, TCC’s Safety Program Coordinator, bcrandell@tcc.edu or 757-822-1967.


http://files.esfi.org/file/Reaching-to-Safety-Use-Extension-Cords-Properly-82C1.pdf - Proper Use of Extension Cords


Virginia Department of Labor and Industry – Virginia Occupational Safety & Health (VOSH) Program: SIGNIFICANT CHANGES IN THE VOSH PROGRAM – AFFECTING PUBLIC SECTOR EMPLOYERS

This regulation, effective November 1, 2018, will apply to all VOSH inspections of public sector employers (state agencies) where the Opening Conference conducted is on or after December 1, 2018.