



SAFETY MANUAL

April 1, 2020

Brock Lawn and Pest Control, Inc.

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PROPRIETARY USE

This Safety Manual has been specifically and exclusively developed for Brock Lawn and Pest Control, Inc. (BLPC) and may not be reproduced, used, copied, or distributed in part or in full by any other party for any purpose other than as intended or mutually agreed upon by Brock Lawn and Pest Control Inc. and Seay Management, Inc. This handbook supersedes all other previous safety manuals for Brock Pest Control or Brock Lawn and Pest Control, Inc. as of April 2020.

MANAGEMENT COMMITMENT

As President of Brock Lawn and Pest Control (BLPC), Inc., I want to assure you of our commitment to provide a safe and healthful workplace for you—our employees. To support this objective, employees are required to refrain from performing any work task that is considered unsafe and to immediately report any unsafe condition, accident or injury to the Supervisor/Manager, Vice President of Operations, Safety Coordinator, or me. Employees will not be penalized, retaliated against or provided any other disincentive because of making such a report.

We encourage your recommendations for workplace safety and health improvements. Such suggestions will be given thorough consideration by the management team, and financial resources will be allocated to correct unsafe conditions.

Since many workplace accidents and injuries are caused by unsafe behaviors, each employee is required to follow established safety rules. Any employee who willfully or repeatedly violates a workplace safety rule will be subject to disciplinary action, up to and including immediate suspension or termination. An employee may be ineligible for Unemployment Benefits if terminated for a safety rule violation, and an injured employee who violates a safety rule may lose Worker's Compensation medical and indemnity benefits to which he or she may otherwise be entitled.

The primary responsibility for coordinating, implementing and maintaining the workplace safety program has been assigned to:

Marty Pittman – Training and Safety Coordinator: (850) 265-5702

Senior management will participate with employees in establishing and maintaining an effective safety program. The Safety Program Coordinator, Safety Manager/VP of Operations, other managers and/or I will participate with employee representatives in ongoing safety and health program activities which include:

- Promoting Safety Committee participation.
- Providing safety and health education and training; and,
- Reviewing and updating workplace safety rules.

This policy statement expresses our commitment to and involvement in providing a safe and healthful workplace for each of its employees. The safety guidelines presented in this Safety Manual have been accepted as workplace standards for Brock Lawn and Pest Control. Each employee is required to comply with these safety rules as a condition of employment.

Sincerely,



Timothy S. Brock, President

SAFETY COMMITTEE

SAFETY COMMITTEE ORGANIZATION

A Safety Committee has been established to assist the management of Brock Lawn and Pest Control Inc. in identifying improvements to the workplace safety program and implementing corrective measures to control or eliminate known safety and health hazards. The Safety Committee is comprised of employee representatives from each department and service center throughout the Company. The number of management members on the committee shall not exceed the number of employee representatives. Members are subject to change with or without notice. Current members of the Safety Committee include:

- Marty Pittman, Training and Safety Coordinator: (850) 265-5702
- Kelly Pankowski, Customer Service Rep: (850) 265-5702
- Perry Bryan, Employee Representative: (850) 234-1099
- Tim Smitherman, Employee Representative: (850)-234-1099
- Pasco Lindsey, Employee Representative: (850) 244-9507
- Thomas Maddox, Employee Representative: (850) 244-9507
- Kyle Compton, Employee Representative: (850) 265-5702

RESPONSIBILITIES

The Safety Committee shall participate in safety and health training. The committee is responsible for assisting management in:

- Communicating procedures for evaluating the effectiveness of control measures used to protect employees from safety and health hazards in the workplace.
- Reviewing and updating workplace safety rules based on accident investigation findings, inspection findings, and employee reports of unsafe conditions or work practices.
- Accepting and addressing anonymous complaints and suggestions from employees.
- Updating the workplace safety program by evaluating employee accident and injury records, identifying trends and patterns, and formulating corrective measures to prevent recurrence.
- Promoting safety and health awareness.
- Evaluating employee workplace accident and illness prevention programs.
- Promoting safety and health awareness and employee participation through continuous improvements in the workplace safety program; and,
- Monitoring workplace safety and health education and training to ensure that it is in place, effective and documented.

Management will provide a written response to any written recommendations submitted by the Safety Committee.

COMMITTEE MEETINGS

The Safety Committee shall meet quarterly or more often, if needed. Each committee member will be compensated based on the employee's base salary or hourly wage rate, excluding overtime, bonuses, commissions or other earnings when engaged in safety committee activities. Since commissioned employees generally do not suffer a loss of income during short absences, they are not compensated when engaged in safety committee activities. The minutes of each meeting will be posted in a conspicuous place and shall be available to all employees. All Safety Committee records will be maintained for a period of no less than three (3) calendar years.

SAFETY COMMITTEE MINUTES

Date of Meeting:
Minutes Prepared By:
Date Posted:
Members in Attendance:

Time:
Location:
Date Filed:

Previous Action Items:

Review of Accidents Since Previous Meeting:

Recommendations for Prevention: _____

Recommendations from Anonymous Employees: _____

Suggestions from Employees:

Recommended Updates to Safety Program: _____

Recommendations from Accident Investigation Reports: _____

Safety Training Recommendations:

Comments: _____

SAFETY AND HEALTH TRAINING

SAFETY AND HEALTH ORIENTATION

Each employee will begin a workplace safety and health orientation on the first day of employment or job transfer. A copy of this Safety Manual is available through the supervisor for review and future reference. Each employee will be provided a personal copy of the safety rules, policies, and procedures pertaining to his or her job. The supervisor will question each employee to ensure his or her knowledge and understanding of the safety policies, rules and job-specific safety procedures in this Safety Manual. The supervisor shall also answer any questions the employee may have about the safety program. Employee compliance with the safety rules described in this Safety Manual is required as a condition of employment.

JOB-SPECIFIC TRAINING

Supervisors will:

- Initially, services managers will oversee training and/or train employees on how to perform assigned job tasks.
- Carefully review with each employee the specific safety rules, policies, and procedures that are applicable and described in the workplace Safety Manual.
- Give employees verbal instructions and specific directions on how to safely perform the work.
- observe employees as they perform the work.
- If necessary, demonstrate safe work practices or provide remedial instruction to correct training deficiencies before employees are permitted to work without supervision.
- Provide safe operating instructions to employees on seldom used or new equipment prior to use; and,
- Review safe work practices with employees before permitting the performance of new, non-routine, or specialized procedures.

PERIODIC RETRAINING

All employees will be retrained periodically on safety rules, policies, and procedures. Training will also occur when changes are made to the workplace safety rules or Safety Manual.

Individual employees will be retrained after the occurrence of a work-related injury caused by an unsafe act or work practice, or when a supervisor observes an employee performing unsafe acts, practices or behaviors.

FIRST AID PROCEDURES

Emergency Telephone Numbers

Training and Safety Coordinator: Marty Pittman: 1-850-265-5702

Fire, Sheriff, Police: 911

Emergency Medical Services: 911

Poison Control: 1-800-222-1222

CHEMTREC: 1-800-424-9300

Medical Clinic: Coastal Urgent Care: 850-571-5844

Hospitals: Gulf Coast Medical Center: 449 W 23rd St, Panama City, FL 850-769-8341

Fort Walton Beach Medical Center: 1000 Mar Walt Drive, Ft. Walton Beach, FL 850-659-2763

Jackson Hospital: 4250 Hospital Dr., Marianna, FL 850-526-2200

Minor First Aid Treatment

The first aid kits are in the Office and Company vehicles. If you are injured or are involved in an accident requiring minor first aid treatment:

- Inform your supervisor.
- Administer first aid treatment to the injury or wound.
- If a first aid kit is used, indicate usage on the accident investigation report.
- Access to the first aid kit is not intended to be a substitute for medical treatment.
- Provide details for the completion of the accident investigation report.

Non-emergency Medical Treatment

For non-emergency work-related injuries requiring professional medical attention, management must first authorize treatment. If you sustain an injury requiring treatment other than first aid:

- Inform your supervisor.
- Go to the posted medical facility. Your supervisor will assist with transportation if necessary.
- Provide details for the completion of the accident investigation report.

Emergency Medical Treatment

If you sustain a severe injury requiring medical treatment:

- Call for help and seek assistance from a co-worker.
- Refer to emergency telephone numbers and instructions posted next to the telephone in your work area or in your mobile phone to request assistance and transportation to the local hospital emergency room.
- Provide details for the completion of the accident investigation report.

First Aid Training

Each employee will receive training and instructions regarding first aid procedures.

FIRST AID INSTRUCTIONS

In all cases requiring emergency medical treatment, immediately call or have a co-worker call to request emergency medical assistance.

Wounds

Minor: Cuts, lacerations, abrasions, or punctures

- Wash the wound using soap and water, rinse well.
- Cover the wound using clean dressing.

Major: Large, deep and bleeding

- Stop the bleeding by pressing directly on the wound using a bandage or cloth.
- Keep pressure on the wound until medical help arrives.

Broken Bones

- Do not move the victim unless necessary.
- If the victim must be moved, “splint” the injured area using a board, cardboard, or rolled newspaper as a splint.

Burns

Thermal (Heat):

- Rinse the burned area, without scrubbing; immerse in cold water; do not use ice water.
- Blot the area dry and cover it using sterile gauze or a clean cloth.

Chemical

- Immediately flush the exposed area with cool water for 15 to 20 minutes.

Eye Injury

Small particles:

- Do not rub your eyes.
- Use the corner of a soft clean cloth to draw particles out or hold the eyelids open and flush continuously with water.

Large or struck particles:

- If a particle is stuck in the eye, do not attempt to remove it.
- Cover both eyes with a bandage.

Chemical:

- Immediately irrigate the eyes and under the eyelids with water for 30 minutes.

Neck and Spine Injury

- If the victim appears to have injured his or her neck or spine or is unable to move his or her arm or leg, do not attempt to move the victim unless necessary.

Heat Exhaustion

- Loosen the victim's tight clothing and give "sips" of cool water.
- Have the victim lie down in a cooler place with legs and feet slightly elevated.
- Spray or sponge the victim with cool water and fan.

ACCIDENT INVESTIGATION

ACCIDENT INVESTIGATION PROCEDURES

The supervisor for the worksite where the incident occurred shall conduct an accident investigation. The Safety Coordinator is responsible for assuring the accident investigation reports are filled out, and recommendations are addressed. Supervisors shall investigate all accidents, incidents, injuries, and occupational diseases using the following investigative procedures:

- Implement temporary control measures to prevent any further injuries to employees.
- Review the equipment, operations, and processes to gain an understanding of the accident situation.
- Identify and interview each witness and any other person who might provide clues as to the cause of the accident.
- Investigate causal conditions and unsafe acts; draw conclusions based on existing facts.
- Complete the Accident Investigation Report.
- Provide recommendations for corrective actions.
- Indicate the need for additional or remedial safety training.

Accident Investigation Reports must be submitted to the Safety Coordinator within 24 hours of occurrence.

ACCIDENT INVESTIGATION REPORT

Report Number _____

1. Name of Injured _____ SS # _____

2. Sex: M F Age _____ Date of Accident _____

3. Time of Occurrence _____ a.m. /p.m. (Circle one) Day of Occurrence _____

4. Employee's Job Title _____

5. Length of experience on job _____ (Years) _____ (Months)

6. Address where accident occurred _____

7. Nature of injury, injury type, and part of body affected _____

8. Describe the accident and how it occurred _____

9. Cause of the accident _____

10. Was use of personal protective equipment required? Yes No Was it provided? Yes No

11. Was it being used? Yes No If "No," explain _____

12. Was it being used as trained by the supervisor or designated trainer? Yes No If "No," explain _____

Witness(es) _____

13. Safety training provided to the injured. Yes No If "No," explain _____

14. Interim corrective actions taken to prevent recurrence _____

15. Permanent corrective action recommended to prevent recurrence _____

16. Date of report _____ Prepared by _____

Supervisor Signature _____ Date _____

17. Status and follow-up taken by Safety Coordinator _____

Safety Coordinator Signature _____ Date _____

ACCIDENT INVESTIGATION REPORT INSTRUCTIONS

An investigation of an accident is not designed to find fault or place blame but is an analysis of the accident or incident to determine causes that can be controlled or eliminated.

(Items 1-6) Identification: This section is self-explanatory.

(Item 7) Nature of Injury: Describe the injury, e.g., strain, cut, burn, fracture. **Injury Type:** First aid—injury resulted in a minor injury/treated on premises; Medical—injury treated off premises by physician; Lost time—injured missed more than one day of work; No injury—no injury, near-miss type of incident; **Part of Body:** Part of body directly affected, e.g., foot, arm, hand, head.

(Item 8) Describe the accident: Describe the accident, including what, where and how it happened. Describe the equipment or materials involved.

(Item 9) Cause of the accident: Describe all conditions or acts which contributed to the accident, i.e.,

- a) Unsafe conditions—spills, grease on the floor, poor housekeeping, or other physical conditions.
- b) Unsafe acts—unsafe work practices such as failure to warn, failure to use required personal protective equipment.

(Item 10) Personal Protective Equipment: Self-explanatory

(Item 11) Witness(es): List name(s), address(es), and phone number(s).

(Item 12) Safety training provided: Was any safety training provided to the injured related to the work activity being performed?

(Item 13) Interim corrective action: Measures taken by supervisor to prevent recurrence of incident, i.e., barricading accident area, posting warning signs, shutting down operations.

(Item 14) Self-explanatory.

(Item 15) Self-explanatory.

(Item 16) Follow-up: Once the investigation is complete, the safety coordinator shall review and follow-up the investigation to ensure that corrective actions recommended by the safety committee and approved by the employer are taken, and control measures have been implemented.

RECORDKEEPING PROCEDURES

Record-keeping Procedures

The Safety Coordinator shall control and maintain all employee accident and injury records. Records must be maintained for a minimum of three (3) years and include:

- Accident Investigation Report.
- Workers' Compensation Notice of Injury Reports (Form DFS-F2-DWC-1); and,
- Log & Summary of Occupational Injuries and Illnesses (OSHA Forms 300, 300A and 301), if required.

EMERGENCY ACTION PLAN

EMERGENCY PLAN COORDINATOR

The Emergency Plan Coordinator is Marty Pittman - Safety Manager/Coordinator: **850-265-5702**

REPORTING EMERGENCIES

In the event of an emergency, employees shall immediately warn other employees by providing a public address or verbal alarm and then notify the proper authorities:

EMERGENCY	REPORT TO	PHONE NUMBER
Fire/Explosion	Fire Department	911
Tornado/Weather	Emergency Management	911
Bomb Threat	Sheriff's Department	911
Chemical Spill/Leak	CHEMTREC	1-800-424-9300
Violence	Police Department	911
Medical	Fire Department	911
Poisoning	FL Poison Information	800-222-1222

EMERGENCY PROVISIONS

1. Emergency Escape Procedures and Routes:

Emergency escape procedures and route assignments are posted in each building, and all employees have been trained by supervision in the correct procedures to follow. New employees are trained when assigned to the work area. Escape procedures and the escape route sheets are attached in Addendum 1.

2. Employees Who Perform Critical Operations Before They Evacuate:

In the event of any emergency requiring evacuation, area supervisors shall inspect their area to ensure customers, vendors and other visitors are directed out of the building to appropriate rally sites. The designated area supervisor shall inspect bathrooms, offices, and other spaces before exiting the building to ensure all visitors and employees have been evacuated. Individuals who do not speak English or those with disabilities may require special assistance. All Safety Committee Members shall assist in emergency evacuation procedures. No other critical operations are required during an evacuation.

3. Employee Accountability Procedures After Evacuation:

Each supervisor must account for all assigned employees, personally or through a designee, by having all such employees report to a predetermined rally point and conducting a head count. Each assigned employee must be accounted for by name. All supervisors are required to report their head count (by name) to the Emergency Plan Coordinator. A summary of the evacuation rally points, together with the identities of supervisors and assigned employees who must report to each other is attached in Addendum 2.

4. Rescue and Medical Duties:

Local emergency service and treatment providers will provide rescue and medical duties.

5. Emergency Notification System:

In the event of an emergency, employees shall be notified through the public-address system, voice warnings, telephones, or personal contact.

6. Training:

Training is provided for employees when:

- The Plan was initiated.
- Responsibilities or the plan changed; and,
- New employees are hired or transferred.

EMPLOYEE ACCOUNTABILITY

1. Rally points have been established for all evacuation routes and procedures. These points are designated on each posted work area escape route.
2. All work area supervisors and employees must report to their designated rally points immediately following an evacuation.
3. Each employee is responsible for reporting to his or her supervisor to provide an accurate head count. Supervisors will check off the names of all those reporting and will report those not checked off as “missing” to the Emergency Plan Coordinator.
4. The Emergency Evacuation locations:
 - A. Primary Location: Main Parking Lot
 - B. Secondary Location: The back lot
 - C. Tertiary Location: Adjacent parking lot
5. The Emergency Plan Coordinator will determine the method to be used to locate missing personnel.

HURRICANE PREPAREDNESS

HURRICANE BASICS

A hurricane can be a massive storm that begins to form over water and moves towards land. Hurricanes can include heavy rain, strong winds, flooding, rip currents and tornadoes. The hurricane season for our area runs from June 1 to November 30 with a higher peak time of mid-August and late October.

Preparedness Tips:

- Have a place to evacuate to. If you are ordered to evacuate, know local routes to take and have a place to stay.
- Have an emergency supply or go bag which includes flashlight, batteries, cash, first aid supplies, medications and copies of pertinent information you may need.
- If you are not ordered to evacuate, have supplies for your home in case you lose power or water for several days.
- Contact your local emergency management agency for more information
- Have emergency contact information with fellow employees and leadership positions to check in with each other.

Home Preparedness Tips:

- Secure rain gutters and downspout and clear clogged areas to prevent water damage to your property.
- Strong winds can cause trees and branches to fall, so trim or clear damaged limbs to keep your property safe.
- Secure windows and doors with wood or reinforcing doors such as garage doors.
- Purchase a portable generator to use for power outages. NEVER try to power a home by plugging a generator into a wall outlet.

BROCK HURRICANE PREPAREDNESS

Employee Preparedness: Communications

- We will have employee contact information as well as some other contact number to keep in touch with each other.
- We will provide a list of those emergency contact numbers to certain individuals to be the go-to person and those people will report back to a member of management.
- Stay in touch with your contact buddies before, during and after the storm to see how everyone is doing and if we can help in any way.

Employee Preparedness: Planning for Home and Family

- Secure rain gutters and downspouts and clear clogged areas to prevent water damage to your property.
- Strong winds can cause trees and branches to fall, so trim or clear damaged limbs to keep your property safe.
- Secure windows and doors with wood or reinforcing doors such as garage doors.
- Purchase a portable generator to use for power outages. NEVER try to power a home by plugging a generator into a wall outlet.

Employee Preparedness: Brock

- Make sure every vehicle is filled up with gas as well as any gas cans for all other equipment.
- Make sure technicians only mix up what is needed for that day. This will provide empty tanks to help prevent chemical spills if vehicle is struck by a tree limb or other flying debris.
- Secure buildings and warehouse areas in the best way possible to make sure buildings are reinforced to help prevent damage.
- Make sure vehicles are parked away from trees to keep them safe from damage.

Employee Preparedness: Assessing Damage and Back to Work

- Safety #1 Priority
- DO NOT drive down severely flooded roads.
- DO NOT put yourself in harm's way.
- We will identify one or more employees to check and inspect office after the storm.
- Back to work will be largely dependent on the size and the strength of the storm, but rest assured that our employee's safety is our #1 concern.

FIRE SAFETY PLAN

FIRE HAZARD RECOGNITION

Preventing unwanted fires from occurring is the safest and most efficient way to handle them. This Fire Safety Plan has been developed to complement the Emergency Action Plan.

Employees shall be trained to recognize and prevent fire hazards in their area upon initial assignment and shall receive annual reviews of fire prevention procedures to help them protect themselves. Such training shall include:

- Potential sources of ignition and their control.
- Housekeeping procedures for storage of flammable materials.
- The type of fire protection equipment necessary to control each major hazard.
- Cleanup procedures for flammable waste.
- Handling and packaging procedures for flammable waste, including recycling; and
- Safety rules regarding smoking, welding, grinding and other workplace sources of ignition.

FIRE PREVENTION

To prevent unwanted fires:

- Obey all posted notices and warning signs.
- Do not block fire exits, doors, aisles, stairwells or other pathways.
- Any product or chemical labeled “flammable,” “combustible,” or “explosive” must be used and stored as directed by its corresponding Safety Data Sheet (SDS).
- Avoid potential sources of ignition, such as spark- or heat-producing operations or equipment, electrostatic charges, heat sources, and reactive chemicals.
- Use an appropriate absorbent to immediately clean up spills of oil, fuel, and other flammable materials. The waste material must then be disposed of in covered fire-proof container that is appropriately designated, labeled, and stored.
- Keep oily rags and other combustible waste in labeled and covered metal or other fire-proof containers.
- Smoking is strictly prohibited inside any building or near any fire hazard. Smoking is permitted only in an outside area designated as a smoking area.
- Do not throw butts, ashes, and matches in a garbage can or wastebasket. Properly dispose of them using a sand urn or other appropriate receptacle.
- Empty trash receptacles daily.
- Do not perform welding, brazing, or grinding operations near flammable, combustible, or explosive materials. Such operations may create sparks or heat that can ignite a fire.
- Prior to use, all heat producing equipment must be inspected, properly cleaned and maintained to prevent the buildup of flammable residues.
- Do not block access to or store materials on portable fire extinguishers.

ACCOUNTABILITIES

The Supervisor/Manager for each office is responsible for inspecting fire extinguishers and heat producing sources monthly. He or she must immediately report any deficiencies or concerns to the Vice President for correction.

FIRE EXTINGUISHERS

Employees shall familiarize themselves with the location of the portable fire extinguishers located throughout the facility and in company vehicles.

In the event of a fire, only employees who have been trained and authorized shall attempt to use a fire extinguisher to control a blaze. All other employees and site visitors shall be evacuated as directed under the Emergency Action Plan. *Under no circumstance should an employee attempt to fight a fire with an extinguisher unless he or she can safely do so.*

HAZARD COMMUNICATION PROGRAM

COMPANY POLICY

To ensure its affected workers know the dangers of all hazardous chemicals in the workplace, Brock Lawn and Pest Control has adopted and implemented the following hazard communication (HazCom) program. Under this program, workers will be informed of the Occupational Safety and Health Administration(OSHA) Hazard Communication Standard 29 CFR 1910.1200, operations where exposure to hazardous chemicals may occur, and how to access this HazCom Program and its provisions including, but not limited to, labels and Safety Data Sheets (SDS).

In 2012, OSHA adopted the Global Harmonization System (GHS), an internationally standardized means of classifying chemical hazards and communicating such hazards through labeling and Safety Data Sheets. While OSHA's original HazCom Standard was designed to provide workers with the "right to know" about chemical hazards, the GHS provisions enhance workers' "right to understand."

This HazCom Program applies to all work operations where workers may be exposed to hazardous chemicals under normal working conditions or during a foreseeable emergency. All work areas that involve potential exposure to chemicals are part of the HazCom Program. Copies of the HazCom Program are available for review in employee breakrooms or from the supervisor or the Safety Coordinator.

The Hazard Communication (HazCom) Coordinator is Marty Pittman. He has overall responsibility for the HazCom Program, including reviewing and revising the plan as needed.

LIST OF HAZARDOUS CHEMICALS

The Hazard Communication Coordinator will maintain a list of all hazardous chemicals used in the facility and update the list as necessary. The hazardous chemical list will be updated upon receipt of hazardous chemicals at the facility. The list of hazardous chemicals is maintained within the Labelsds.com mobile application.

CONTAINER LABELING

Marty Pittman, the HazCom Program Coordinator and/or supervisors and managers, will ensure that all containers received for use are clearly labeled in accordance with the requirement of OSHA's revised HazCom Standard. Labels shall include a product identifier; pictogram, hazard statement, signal word, precautionary statements, as well as the supplier's contact information (name, address and telephone number).

The supervisors for each location and technicians will ensure all secondary containers are labeled with either an extra copy of the original manufacturer's label or an alternative workplace label. For assistance with labels, please contact the HazCom Program Coordinator, Marty Pittman.

Labeling is not required for immediate use containers, small containers in which materials are poured for use on that shift by the employee drawing the material. For the labeling of other in-house containers, refer to the label supplied by the manufacturer. All labels for in-house containers will be approved by the HazCom Program Coordinator prior to their use.

The HazCom Program Coordinator will review the Company's labeling procedures each month and update labels as required.

SAFETY DATA SHEETS (SDS)

The HazCom Program Coordinator is responsible for establishing and monitoring the Safety Data Sheet Program and ensuring that procedures are developed and implemented to obtain the necessary SDSs. Copies of SDSs for all hazardous chemicals to which workers are exposed or potentially exposed are:

- Recorded on a master list;
- Electronically available to workers; and,
- Copied, distributed and filed in the SDS binder in the employee breakroom at each Company office.

SDSs will be readily available to all workers during their work shift through either hardcopy or electronic format.

The HazCom Program Coordinator is responsible for reviewing SDSs received for safety and health implications and initiating any changes in workplace practices if needed.

All new products must be cleared by the HazCom Program Coordinator. Whenever possible, the least hazardous substance will be purchased. The SDS for any potentially hazardous chemical purchased from a vendor must be received at the facility either prior to or at the time of receipt of the first shipment. It may be necessary to discontinue procurements from vendors failing to provide approved SDSs in a timely manner.

Format of SDS's as part of Global Harmonization System

Section 1, Identification includes product identifier; manufacturer or distributor name, address, phone number; emergency phone number; recommended use; restrictions on use.

Section 2, Hazard(s) identification includes all hazards regarding the chemical; required label elements.

Section 3, Composition/information on ingredients includes information on chemical ingredients, trade secret claims.

Section 4, First-aid measures includes important symptoms/ effects, acute, delayed; required treatment.

Section 5, Fire-fighting measures lists suitable extinguishing techniques, equipment, chemical hazards from fire.

Section 6, Accidental release measures lists emergency procedures; protective equipment; proper methods of containment and cleanup.

Section 7, Handling and storage lists precautions for safe handling and storage, including incompatibilities.

Section 8, Exposure controls/personal protection lists OSHA's Permissible Exposure Limits (PELs); Threshold Limit Values (TLVs); appropriate engineering controls; personal protective equipment (PPE).

Section 9, Physical and chemical properties lists the chemical's characteristics.

Section 10, Stability and reactivity lists chemical stability and possibility of hazardous reactions.

Section 11, Toxicological information includes routes of exposure; related symptoms, acute and chronic effects; numerical measures of toxicity.

Section 12, Ecological information*

Section 13, Disposal considerations*

Section 14, Transport information*

Section 15, Regulatory information*

Section 16, Other information, includes the date of preparation or last revision.

*Note: Since other Agencies regulate this information, OSHA will not be enforcing Sections 12 through 15(29 CFR 1910.1200(g)(2)).

Pictograms

Health Hazards



Environmental Hazards



Environmental Hazard

Physical Hazards



Explosive Hazard



Flammable Hazard



Oxidizing Hazard



Compressed Gas Hazard



Corrosive Hazard



Transportation Hazards



TRAINING

The HazCom Program Coordinator is responsible for employee information and training related to the HazCom Program. Each employee who will be potentially exposed to hazardous chemicals will receive initial training on the HazCom Standard and this HazCom Program before starting work.

The training program for new workers includes the following elements:

- A summary of the Hazard Communication Standard and the HazCom program.
- Properties of hazardous chemicals including visual appearance and odor and methods that can be used to detect the presence or release of hazardous chemicals.
- Physical and health hazards associated with potential exposure to workplace chemicals.
- Procedures to protect against hazards, such as personal protective equipment, work practices, and emergency procedures.
- Hazardous chemical spill and leak procedures; and,
- The location and format of SDSs and how to obtain and use appropriate hazard information.

Prior to introducing a new chemical hazard into a work area, each worker in that work area will be given information and training as outlined above for the new chemical hazard. The training format may include:

- Classroom instruction.
- Safety meetings.
- Audiovisual and/or computer-based programs.
- Handouts; and,
- Other instructional or communication methods.

The Hazard Communication Coordinator will monitor and maintain records of employee training and advise the Company President of training needs.

NON-ROUTINE TASKS

On occasion, workers are required to perform non-routine tasks that are hazardous (e.g., confined space entry, tank cleaning, etc.). Prior to starting work on such projects, the supervisor should consult with the HazCom Program Coordinator. The HazCom Program Coordinator will provide each affected employee with information about the hazardous chemicals he or she may encounter during such activity. This information will include specific chemical hazards; protective and safety measures the worker should use; and, steps the Company is taking to reduce the hazards including ventilation, respirators, the presence of another worker (buddy system), and emergency procedures.

CONTRACTORS AND OTHER "OUTSIDE" EMPLOYERS

It is the responsibility of the HazCom Program Coordinator to provide other employers and contractors with information about hazardous chemicals that their workers may be exposed to in the normal course of their work on Company premises and to recommended precautions for workers. The HazCom Program Coordinator is responsible for obtaining information about hazardous chemicals used by other employers to which the Company's workers may be exposed. Other employers and contractors will be provided with SDSs for hazardous chemicals generated by Brock Lawn and Pest Control operations. The SDSs shall be made available to contractors and outside employers in hardcopy or electronically. Additionally, outside employers and contractors will be informed of hazard labels used by the Company and necessary precautionary measures to protect workers exposed to operations performed by Brock Lawn and Pest Control. In the event, alternative labeling systems are used, the other employers will be provided with information to understand the labels used for hazardous chemicals to which their workers may be exposed.

LIST OF HAZARDOUS CHEMICALS

A list of all known hazardous chemicals in the workplace is contained within the LAbelssds.com mobile application. This list includes the name of each chemical and the work areas in which each chemical is used. Additional information regarding each chemical may be obtained from the SDS section.

The list of hazardous chemicals shall be updated before or as soon as new chemicals are received, and no more than one week (five business days) after the new chemical is introduced into the workplace.

CHEMICALS IN UNLABELED PIPES

In the event chemicals are transferred through unlabeled pipes, the HazCom Program Coordinator shall inform workers about the identity and hazards of the chemicals in the pipes as well as the required precautionary measures that must be followed.

PROGRAM AVAILABILITY

A copy of this program will be made available upon request to workers, their designated representatives and OSHA.

ADDITIONAL INFORMATION

Please contact the HazCom Program Coordinator at (850) 265-5702 for additional information regarding the Hazard Communication Standard, product labels, Safety Data Sheets, or other provisions of this Hazard Communications Program.

RESPIRATORY PROTECTION PROGRAM

PURPOSE

Brock Lawn and Pest Control has determined that employees in the Termite, General Household Pest Control, and Lawn departments are exposed to respiratory hazards during routine operations. These hazards include chemical solutions, gases, vapors, mists, particulates, dust and other hazards. The purpose of this program is to ensure that all Brock Lawn and Pest Control employees are protected from exposure to these respiratory hazards.

As a first line of defense, Brock Lawn and Pest Control has implemented engineering controls such as ventilation and the substitution of less toxic materials. When engineering controls are not feasible or do not completely control identified hazards, the Company requires the use of respirators and other protective equipment. Respirators are also needed to protect employees' health during emergencies. Work processes requiring respirator use at Brock Lawn and Pest Control are outlined below in the Scope and Application section of this program.

Some employees may choose to voluntarily wear respirators during certain operations that do not require respiratory protection. As a general policy, the Company will review each of these requests on a case-by-case basis. If the use of respirator protection in a specific case will not jeopardize the safety or health of the employee(s), Brock Lawn and Pest Control will provide respirators for voluntary use. Voluntary use of respirators is subject to requirements listed below in the Scope and Application section of this program.

SCOPE AND APPLICATION

This Respiratory Protection Program applies to all employees who are required to wear respirators during normal work operations and some non-routine or emergency operations, such as a spill of a hazardous substance. This includes workers in the General Household Pest Control, Termite, and Lawn departments. All employees working in these areas and engaged in certain processes or tasks listed below must be enrolled in the Company's Respiratory Protection Program.

Additionally, any employee who voluntarily wears a respirator when respirator use is not required is subject to medical evaluation, cleaning, maintenance, and storage provisions of this program, and must be provided with information specified in this section of the program.

Table 1: Voluntary and Required Respirator Use at Brock Lawn and Pest Control, Inc.

Type of Respirator	Employee Work Area	Conditions of Use
NIOSH-approved respirator with organic vapor cartridge with any R, P, or HE pre-filter*	Indoors and Outdoors	As required by the product label and SDS
Filtering Face Masks (Dust Mask)	Crawl Spaces, Attics and other Enclosed Areas	During inspections and when dust or other particulates are present
Full face shield plus Filtering Face Mask (required) or APR with organic vapor cartridge (optional)	Outdoors	Mosquito Control, power spraying

RESPONSIBILITIES

PROGRAM ADMINISTRATOR

The Program Administrator for the Brock Lawn and Pest Control Respiratory Protection Program is Marty Pittman, Training and Safety Coordinator. The Program Coordinator is responsible for administering the respiratory protection program. Duties of the Program Administrator include:

- Identifying work areas, processes or tasks requiring the use of respirators, and evaluating hazards.
- Ensuring adequate air quality, quantity, and flow of breathing air for atmosphere-supplying respirators (See (c)(1) of the OSHA Respiratory Protection Standard).
- Selection of respiratory protection options.
- Monitoring respirator use to ensure that respirators are used in accordance with their certifications.
- Arranging for and/or conducting training.
- Ensuring proper storage, cleaning inspections and maintenance of respiratory protection equipment.
- Conducting qualitative fit testing with Bitrex.
- Administering the medical evaluation program.
- Maintaining records required by the program.
- Evaluating the Respiratory Protection Program; and,
- Updating the written program, as needed.

SUPERVISORS

Supervisors are responsible for ensuring that the Respiratory Protection Program is implemented in their work areas. In addition to having knowledge about the program for their own protection, supervisors must ensure the program is understood and followed by workers under their supervision.

The duties of supervisors include:

- Ensuring that employees under their supervision, including new hires, have received appropriate training, fit testing and the annual medical evaluation.
- Ensuring the availability of appropriate respirators and accessories.
- Being aware of tasks requiring the use of respiratory protection.
- Enforcing the proper use of respiratory protection, when necessary.
- Ensuring respirators are properly cleaned, maintained, inspected, and stored per this plan.
- Ensuring that respirators fit properly and do not cause discomfort.
- Continually monitoring work areas and operations to identify respiratory hazards.
- Coordinating with the Program Administrator to address respiratory hazards or other concerns regarding this program; and,
- Ensuring adequate air quantity, quality and flow of breathing air for atmosphere-supplying respirators (See (c)(1) of the OSHA Respiratory Protection Standard).

EMPLOYEES

Each employee is responsible for:

- Wearing his or her respirator when and where required and in the way, they were trained.
- Caring for and maintaining their respirators as instructed and storing them in a clean and sanitary location.
- Informing their supervisor if the respirator is damaged or no longer fits well and request a new one that fits properly.
- Informing their supervisor or Program Administrator of any respiratory hazards they feel are not adequately addressed in the workplace and of any other concerns they have regarding the program; and,
- Informing their supervisor of the need for a medical re-evaluation.

PROGRAM ELEMENTS

SELECTION PROCEDURES:

The Program Administrator will:

- Select respirators to be used on site, based on the hazards to which workers are exposed and in accordance with all applicable OSHA standards.
- Conduct a hazard evaluation for each operation, process, or work area where airborne contaminants may be present in routine operations or during an emergency. The hazard evaluation shall include:

- Identifying and developing a list of hazardous substances used in the workplace by department or work process.
- Reviewing work processes to determine where potential exposures to the hazardous substances may occur. This review is to be conducted by surveying the workplace, reviewing process records; and talking with employees and supervisors.
- Monitoring exposure to quantity potential hazardous exposures (monitoring may be contracted out). If worker exposures have not been or cannot be evaluated, they must be considered IDLH; and,
- Selecting respirators based on the workplace hazards evaluated and workplace and user factors affecting respirator performance and reliability.
- Respirators shall be selected based on the Assigned Protection Factors (APFs) and calculated Maximum Use Concentrations (MUCs).
- Enough respirator sizes and models must be provided to the employee during fit testing to identify the acceptable respirator that correctly fits the user.
- The Company has not identified any hazard that is immediately dangerous to life or health.
- For Non-IDLH atmospheres, respirators are:
 - Selected as appropriate for APFs and MUCs.
 - Selected as appropriate for the chemical nature and physical form of the contaminant.
 - Equipped with NIOSH-certified HEPA filters (or other filters certified by NIOSH for particulates under 42 CFR Part 84) if the respirators (APRs) are to be used for protection against particulates.
- Organic vapor cartridges are changed every 90 days or sooner, as needed.

NOTE: When monitoring is contracted out, an example of the type of statement needed in the respirator protection program:

Brock Lawn and Pest Control currently has a contract with (company} to provide monitoring when needed. Table 2 at the end of this program contains the sampling data on which this section was based. The results of the current hazard evaluation are based on the following:

[provided as example:]

- Chemical mixing: Exposures are kept within PELs by ventilation. Vapors could leak into the ??? area if the ventilation system is not running efficiently. While Brock Lawn and Pest Control notes that respiratory is not required in this area, employees who are concerned about breathing vapors may voluntarily choose to wear a half facepiece APR with organic vapor cartridges when working in this area
- Chemical application: APR with the appropriate organic vapor cartridge and pre-filter are required per the product warning label and SDS. Exposures are kept within PELs by ventilation.

Table 2: Hazard Assessment (with Date of Assessment) Is this available?

Department	Contaminants	Exposure Level (8-hr TWA)	PEL	Controls

UPDATING THE HAZARD ASSESSMENT

The Program Administrator:

- Must revise and update the hazard assessment any time a work process changes and may potentially affect exposure and as needed. If an employee feels that respiratory protection is needed during an activity, he or she shall contact the supervisor or Program Administrator. The Program Administrator will:
 - Evaluate the potential hazard, arranging for outside assistance as needed.
 - Communicate the results of the assessment to the employees. If it is determined that respiratory protection is necessary, all other elements of this program will be in effect for those tasks, and this program will be updated accordingly.
 - Ensure that all respirators are certified by the National Institute for Occupational Safety and Health (NIOSH) and are used in accordance with the terms of the certification.
 - Ensure that all filters, cartridges, and canisters must be labeled with the appropriate NIOSH certification label. *The label must not be removed or defaced while it is in use.*

Brock Lawn and Pest Control will provide respirators at no charge to employees for voluntary use for the following work processes:

- Technicians may wear half facepiece APRs with organic vapor cartridges while working in chemical mixing areas, chemical application areas, and tank clean-up areas.
- Technicians may wear full-face shield with at least a dust mask (required) or a respirator (optional) with an organic vapor cartridge and prefilter.
- Technicians may wear filtering facepieces where dust or other particulates are present.

The Program Administrator will also:

- Provide all employees who voluntarily choose to wear either of the above respirators with a copy of Appendix D of the Respiratory Protection Standard (29 CT 1910.134, Appendix D) which details the requirements for voluntary use of respirators by workers. Workers choosing to use half facepiece APR must comply with the procedures for medical evaluation, respirator use, cleaning, maintenance, and storage.
- Authorize voluntary use of respiratory protective equipment as requested by all other workers on a case-by-case basis, depending on specific workplace conditions and the results of the medical evaluations. Voluntary use does not require compliance with these specific provisions of the standard.

MEDICAL EVALUATION

Employees who are required to wear respirators or who choose to voluntarily wear an air purifying respirator (APR) must pass a medical examination before being permitted to wear a respirator on the job. Employees are not permitted to wear a respirator until a physician or other licensed health care provider (PLHCP) has determined that they are medically able to do so. Any employee refusing the medical evaluation will not be allowed to work in an area requiring respirator use. Initial medical evaluations will be conducted by First Choice Health Services. Employee responses to the confidential medical questionnaire will be reviewed by a **licensed health care provider** who will make recommendations for further medical testing, if needed. If further medical

evaluation is recommended, the employee will be sent to **Coastal Urgent Care** for additional assessment.

Medical evaluations procedures are as follows:

- The medical evaluation will be conducted using a Respiratory Medical Evaluation Questionnaire, which is equivalent to the questionnaire found in Appendix C of the Respiratory Protection Standard.
- To the extent feasible, the PLHCP will assist employees who cannot read by providing help in reading the questionnaire. Otherwise, the employee will be sent directly to the physician for medical evaluation.

All affected employees will be given access to copy of the medical evaluation to complete.

Employees will be:

- Permitted to fill out the questionnaire on Company time.
- Granted follow-up medical exams as required by the Respiratory Protection Standard, and/or as deemed necessary by PLHCP reviewing the Medical Evaluation; and,
- Granted the opportunity to speak with the physician about their medical evaluation, if they so request.

The Program Administrator has provided 3M and Coastal Urgent Care physicians with a:

- A copy of this program and a copy of the Respiratory Protection Standard.
- The list of hazardous substances by work area, and a list of each employee requiring evaluation by his or her work area or job.
- The employee's job title, proposed respirator type and weight, length of time required to wear the respirator, expected physical workload (e.g., light, moderate, or heavy), potential temperature and humidity extremes, and any additional protective clothing required.

Any employee required to wear a positive pressure air purifying respirator for medical reasons will be provided with a powered air purifying respirator.

After an employee, has received clearance and begun to wear his or her respirator, additional medical evaluations will be provided if:

- The employee reports signs and/or symptoms related to his or her ability to use a respirator, such as shortness of breath, dizziness, chest pains or wheezing.
- The PLHCP or supervisor informs the Program Administrator that the employee needs to be reevaluated or additional medical evaluation is needed.
- Information from this program, including observations made during fit testing and program evaluation, indicates a need for re-evaluation.
- There has been a change in workplace conditions that may result in increased physiological burden on the employee; or,
- Other supervisory observations or PLHCP recommendations for additional medical evaluation.

A list of Brock Lawn and Pest Control employees currently included in medical surveillance is provided in Table 3 of this program. All examinations and questionnaires are to remain confidential between the employee and the physician.

FIT TESTING

Fit testing is required for employees wearing half facepiece air-purifying respirators (APRs) for exposure to chemical fumes in General Household Pest Control, Termite and Lawn Departments. Employees voluntarily wearing half facepiece APRs may also be fit tested upon request.

Employees who are required to wear half facepiece APRs will be fit tested:

- Prior to being allowed to wear any respirator with a tight fitting facepiece.
- Annually, and,
- When there are changes in the employee's physical condition that could affect respirator fit (e.g., obvious change in body weight, facial scarring, etc.).

Employees will be fit tested with the make, model and size of respirator they will wear. Employees will be provided with several models and sizes of respirators so they may find an optimal fit. Fit testing of powered air-purifying respirators is to be conducted in the negative pressure mode. The program administrator will conduct fit tests following the OSHA approved Bitrex Solution Aerosol QLFT Protocol in Appendix A of the Respiratory Protection Standard. The Program Administrator has determined that QNFT is not required for the respirators used under current conditions at Brock Lawn and Pest Control. If conditions affecting respirator use change, the Program Administrator will evaluate on a case-by-case basis whether QNFT is required.

RESPIRATOR USE

Employees are responsible for:

- Using their respirators under conditions specified by this program and in accordance with the training they receive on the use of each model. Additionally, the respirator must not be used in a manner for which it is not certified by NIOSH or the manufacturer.
- Conducting user seal checks each time they wear their respirator using either the positive or negative pressure check (depending on which works best for them) specified in Appendix B-1 of the Respiratory Protection Standard.
- Leaving the work area to maintain their respirator for the following reasons:
 - To clean the respirator if it is impeding their ability to work.
 - To change filters or cartridges, or to replace parts; or,
 - To inspect the respirator if it stops functioning as intended.
- Notifying their supervisor before leaving the area.
- Not wearing tight-fitting respirators if they have any condition such as facial scarring, facial hair or missing dentures, that prevents them from achieving a good seal; and,
- Not wearing headphones, jewelry or other articles that may interfere with the facepiece-to-face seal.

EMERGENCY PROCEDURES

No foreseeable emergency has been identified.

In the event of a fire or other emergency, all employees must immediately evacuate the building. Brock Lawn and Pest Control's Emergency Action Plan describes these procedures (including proper evacuation routes and rally points) in greater detail.

Brock Lawn and Pest Control employees are not trained as emergency responders and are not authorized to act in such a manner.

RESPIRATOR MALFUNCTION

For any malfunction of an air-purifying respirator (APR), including breakthrough, facepiece leakage, or improperly working valve, the respirator wearer must immediately go to the designated safe area to maintain the respirator and notify the supervisor that the respirator no longer functions. The supervisor must ensure the employee receives the needed parts to repair the respirator or is provided with a new respirator.

CLEANING, MAINTENANCE, CHANGE SCHEDULES AND STORAGE

CLEANING

The Program Coordinator will ensure an adequate supply of appropriate cleaning and disinfecting material at the cleaning station. If supplies are low, employees should notify the Program Administrator or Safety Manager.

- Respirators are to be regularly cleaned and disinfected at the designated respirator cleaning station located in the breakroom.
- Respirators issued for the exclusive use of an employee are to be general clean with each use, and a deep cleaning at least monthly.
- The following procedure shall be used when cleaning and disinfecting respirators:
 - Disassemble the respirator, removing any filters, canisters, or cartridges.
 - Wash the facepiece and associated parts in a mild detergent with warm water. Do not use organic solvents. Rinse completely in clean, warm water.
 - Wipe the respirator with disinfectant wipes (70% Isopropyl Alcohol) to kill germs.
 - Air dry in a clean area.
 - Reassemble the respirator and replace any defective parts.
 - Place in a clean, dry plastic bag or other airtight container.

MAINTENANCE

Employees are permitted to leave their work area and go to a designated area free from respiratory hazards when they need to wash their face and respirator facepiece to prevent any eye or skin irritation; to replace the filter, cartridge or canister; when they detect vapor or gas breakthrough or leakage in the facepiece; or detect any other damage to the respirator or its components. Respirator maintenance will include the following:

- Respirators are to be properly maintained always to ensure that they function properly and adequately protect the employee.

- Maintenance involves a thorough visual inspection for cleanliness and defects. Worn or deteriorated parts will be replaced prior to use.
- No components will be replaced, or repairs made beyond those recommended by the manufacturer.
- Repairs to regulators or alarms of atmosphere-supplying respirators will be conducted by the manufacturer.
- When inspecting respirators, the following checklist will be used:
 - Facepiece:
 - Cracks, tears, or holes
 - Facepiece distortion
 - Cracked or loose lenses or face shield
 - Valves:
 - Residue or dirt
 - Cracks or tears in valve material
 - Head straps:
 - Breaks or tears
 - Broken buckles
 - Filters/Cartridges:
 - Approval designation
 - Gaskets
 - Cracks or dents in housing
 - Proper cartridge or filter for hazard
 - Air Supply Systems:
 - Breathing air quality/grade
 - Condition of supply hoses
 - Hose connections
 - Settings on regulators and valves.

CHANGE SCHEDULES

Employees wearing APRs or PAPRs with P100 filters for protection against dust and other particulates need to change the cartridges on their respirators when they first begin to have trouble breathing (i.e., resistance) while wearing their masks.

Based on discussions with the respirator distributor about Brock Lawn and Pest Control's workplace exposure conditions, employees voluntarily wearing APRs with organic vapor cartridges must change the cartridges on their respirators at the end of each 90-day period to ensure the continued effectiveness of the respirators.

STORAGE

Respirators must be stored in a clean, dry area and in accordance with the manufacturer's recommendations. Each employee will clean and inspect his or her own air-purifying respirator in accordance with the provisions of this program and will store their respirator in a plastic bag in the Company vehicle assigned to him or her. Each employee will have his or her name on the bag, and that bag will only be used to store that employee's respirator.

The Program Administrator will store the Company's supply of respirators and respirator components in their original manufacturer's packaging in the storage area of the warehouse.

DEFECTIVE RESPIRATORS

Respirators that are defective or have defective parts must be taken out of service immediately. If, during an inspection, an employee discovers a defect in a respirator, he or she shall bring the defect to the supervisor's attention. Supervisors will give all defective respirators to the Program Administrator, who will decide whether to:

- Temporarily take the respirator out of service until it can be repaired.
- Perform a simple fix on the spot, such as replacing a head strap; or,
- Dispose of the respirator due to an irreparable problem or defect.

When a respirator is taken out of service, the respirator will be tagged "Out of Service," and the employee will be given a replacement of the same make, model and size. If the employee is not given a replacement of the same make, model and size, the employee must be fit tested. All tagged out of service respirators will be properly discarded.

TRAINING

The Program Administrator will provide training to respirator users and their supervisors on the contents of the Brock Lawn and Pest Control Respiratory Protection Program and their responsibilities under it and the OSHA Respiratory Protection Standard. Training must be comprehensive, understandable, and conducted annually, or more often, if necessary.

Employees and supervisors must be trained prior to using a respirator in the workplace. Supervisors shall also be trained prior to supervising workers who must wear respirators, even if the supervisors themselves do not use a respirator. Supervisors will provide the basic information on respirators in Appendix D of the Respiratory Protection Standard to employees who wear respirators when not required by the employer to do so. Supervisors shall ensure that each employee can demonstrate knowledge of at least the following:

- Why the respirator is necessary and how improper fit, usage or maintenance can compromise the protective effect of the respirator.
- The limitations and capabilities of the respirator.
- How to use the respirator effectively in emergency situations, including situations in which the respirator malfunctions.
- How to inspect, put on, remove, use, and check the seals of the respirator.
- The procedures for maintenance and storage of the respirator.
- Recognizing medical signs and symptoms that may limit or prevent the effective use of respirators; and,
- The general requirements of the Respiratory Protection Standard.

Supervisors will ensure that employees will be re-trained annually or as needed (e.g., if they change departments and need to use a different respirator). A new employee who has received training within the last 12 months that addresses the elements above is not required to repeat such training if the employee can demonstrate knowledge of those elements. Previous training not initially

repeated by the employer must be provided no later than 12 months from the date of the prior training.

Retraining shall be administered annually, and when the following changes occur:

- Changes in the workplace or the type of respirator render previous training obsolete.
- Inadequacies in the employee's knowledge or use of the respirator indicate that the employee has not retained the requisite understanding or skill; or,
- Any other situation arises in which re-training appears necessary to ensure safe respirator use.

The basic advisory information on respirators, as presented in Appendix D of the Respiratory Protection Standard, shall be provided by the employer in any written or oral format to employees who wear respirators when such use is not required by this section or by the employer.

PROGRAM EVALUATION

The Program Administrator will conduct periodic evaluations of the workplace to ensure the provisions of this program are being implemented. The evaluations will include regular consultations with employees who use respirators and their supervisors, site inspections, air monitoring, and a review of records. Factors to be evaluated include, but may not be limited to:

- Respirator fit, including the ability to use respirators without interfering with effective workplace performance.
- Appropriate respirator selection for the hazards to which the employee is exposed.
- Proper respirator uses under the working conditions the employee encounters; and,
- Proper respiratory maintenance.

Problems identified will be noted in an inspection log and corrected by the Program Administrator. These findings will be reported to the management of Brock Lawn and Pest Control, and the report will list plans to correct deficiencies in the respiratory program with target dates for implementing those corrections.

DOCUMENTATION AND RECORDKEEPING

A written copy of this program will be distributed to each technician. A copy of this program and the OSHA Respiratory Protection Standard is kept in the breakroom, Safety Manager's office and is available to all employees who wish to review them. The Program Administrator shall also maintain copies of training materials and copies of fit test records, which will be updated as new fit tests are conducted. These records will be updated as new employees are trained and existing employees receive refresher training.

The Program Administrator will also maintain copies of the records for all employees covered under the respirator program, except for medical records. The completed medical questionnaire and the PLHCP's documented findings are confidential and will remain First Choice Health Services and Coastal Urgent Care. The Company will only retain the physician's written recommendations regarding each employee's ability to wear a respirator.

SAFETY RULES AND PROCEDURES

The safety rules presented herein have been prepared to protect employees against identified workplace hazards. Each employee is required to follow these rules, review them often, and exercise common sense in carrying out assigned job duties.

ALL EMPLOYEES

HOUSEKEEPING

- 1) Do not place materials such as boxes or trash in walkways or passageways.
- 2) Do not leave or store items on stairways.
- 3) Do not block or obstruct access to safety or emergency equipment such as fire extinguishers, fire alarms, or power panels.
- 4) Using a broom and dustpan, sweep up debris such as metal shavings or broken glass.
- 5) Immediately clean up spills and leaks using a paper towel, rag, or mop and bucket.
- 6) Use caution signs and cones to barricade slippery areas such as freshly mopped or greasy floors.
- 7) Straighten or remove rugs or mats that do not lie flat on the floor.
- 8) Return tools to their storage places after using them.
- 9) Do not use unlabeled chemicals.
- 10) Do not use gasoline for cleaning purposes.
- 11) Remove protruding nails and staples or bend them down with a hammer.

LIFTING PROCEDURES

- 1) Plan the move before lifting; remove obstructions from the chosen pathway.
- 2) Test the weight of the load before lifting by pushing the load along its resting surface.
- 3) If the load is too heavy or bulky, use a carrying aid such as a hand truck, or get assistance from a co-worker.
- 4) If assistance is required to perform a lift, communicate and coordinate your movements with those of your co-worker's.
- 5) Position your feet 6 to 12 inches apart with one foot slightly in front of the other.
- 6) Face the load.
- 7) Bend at the knees and keep your back straight.
- 8) Get a firm grip on the object with your hands and fingers. Use handles when present.
- 9) Hold objects as close to your body as possible.
- 10) Perform lifting movements smoothly and gradually; do not jerk the load.
- 11) If you must change direction while lifting or carrying the load, pivot your feet and turn your entire body; do not twist at the waist.
- 12) Set objects down in the same manner as you pick them up, except in reverse.
- 13) Never lift anything if your hands are greasy or wet.
- 14) Wear protective gloves when lifting objects with sharp corners or jagged edges.
- 15) Do not lift an object from the floor to a level above your waist in one motion; set the load down on a table or bench and adjust your grip before lifting it higher.

LADDERS AND STEPSTOOLS

- 1) Read and follow the manufacturer's instruction label affixed to the ladder.
- 2) Do not use ladders that have loose rungs, cracked or split side rails, missing rubber footpads, or are otherwise visibly damaged.
- 3) Keep ladder rungs clean and free of grease. Remove buildup of material such as dirt or mud.
- 4) Do not place ladders in a passageway, blind corner or doorway without posting warning signs or cones or roping off the area to divert pedestrian traffic away from your work.
- 5) Allow only one person on the ladder at a time.
- 6) Face the ladder when climbing up or down it.
- 7) Maintain a three-point contact by keeping both hands and one foot or both feet and one hand on the ladder always when climbing up or down the ladder.
- 8) When performing work from a ladder, face the ladder, and do not lean backward or sideways from the ladder.
- 9) Do not stand on a table, chair, box or other improvised climbing device to reach high places. Use the ladder or stepstool.
- 10) Do not stand on the top two rungs of any ladder.
- 11) Do not stand on a ladder that wobbles, or that leans to the left or right of center.
- 12) When using a straight or extension ladder, extend the top of the ladder at least 3 feet above the edge of the landing.
- 13) Secure the ladder in place by having another employee hold it if it cannot be tied to the structure.
- 14) Do not move a rolling ladder while someone is on it.
- 15) Do not place ladders on barrels, boxes, loose bricks, pails, concrete blocks or other unstable bases.
- 16) Do not carry items in your hands while climbing up or down a ladder.
- 17) Do not try to "walk" a ladder by rocking it. Climb down the ladder, then move it.
- 18) Do not use a ladder as a horizontal platform.

ELECTRICAL

- 1) Do not use frayed, cut or cracked electrical cords.
- 2) Do not plug multiple electrical cords into a single outlet.
- 3) Do not use extension or power cords that have the ground prong removed or broken off.
- 4) Use a cord cover or tape the cord down when running electrical cords across aisles, between desks or across entrances or exits.
- 5) Turn the power switch to "Off" and unplug machines before adjusting, lubricating or cleaning.

FANS

- 1) Do not use fans that have excessive vibration or missing guards.
- 2) Do not place floor-type fans in walkways, aisles, or doorways.

STAIRS

- 1) Use the handrails when ascending or descending stairs or ramps.
- 2) Do not run on stairs or take more than one step at a time.

SALES AND OFFICE ACTIVITIES

GENERAL RULES

- 1) Do not stand on furniture to reach high places.
- 2) Do not kick objects out of your pathway; pick them up or push them out of the way.
- 3) Use a ladder or step tool to retrieve or store items above your head.
- 4) Do not jump from ladders or step stools.
- 5) Do not block your view by carrying large or bulky items; use a dolly or hand truck or get assistance from a fellow employee.
- 6) Do not throw matches, cigarettes, or other smoking material into trash baskets.
- 7) Do not tilt the chair you are sitting in. Keep all chair legs on the floor.
- 8) Obey all posted signs and warnings.

DOORS

- 1) Keep doors in hallways fully open or fully closed.
- 2) Use the handle when closing doors.

FILES

- 1) Open only one file cabinet drawer at a time. Close the filing cabinet drawer you are working in before opening another filing drawer in the same cabinet.
- 2) Put heavy files in the bottom drawers of the filing cabinets.
- 3) Use the handle when closing drawers and files.

SHARP OBJECTS

- 1) Store sharp objects such as pens, pencils, letter openers or scissors in drawers or with the tips pointing down in a container.
- 2) Carry pencils, scissors, and other sharp objects with the tip pointing down.

PAPER CUTTER AND SHREDDER

- 1) Position hands and fingers on the handle of the paper cutter before pressing down on the blade.
- 2) Keep the paper cutter handle in the closed or locked position when it is not in use.
- 3) Do not use paper cutting devices if the finger guard is missing.
- 4) Do not place your fingers in or near the feed of a paper shredder.

STAPLERS

- 1) Point the ejector slot away from yourself and bystanders when refilling staplers.
- 2) Keep fingers away from the ejector slot when loading or testing stapling devices.
- 3) Use a staple remover, not your fingers, for removing staples.

COMPUTERS AND ERGONOMICS

- 1) Use a chair that is padded, stable, mobile, swivels and allows operator movement.
- 2) Sit straight up in your chair and, when needed, use a footrest that has an adjustable height and is large enough to allow operator movement.

- 3) Adjust the computer screen and keyboard so they are directly in front of you. Use a table large enough to hold the keyboard, screen and all necessary documents.
- 4) Place the keyboard low enough so you are not required to reach up or out to the keys.
- 5) Keep wrists and hands in a straight position while keystroking by keeping forearms parallel to the floor and elbows at your side.
- 6) Take periodic rest breaks from repetitive or prolonged activities by standing up and stretching.

ATTEMPTED ROBBERY

- 1) In the event of a robbery, stay calm and do as instructed. Do not resist or argue with the robber.
- 2) Do not do more than the robber demands.
- 3) If the robber gives a note, set it aside; do not give it back.
- 4) Keep hands visible always and warn the robber of any movements you are going to make.
- 5) Try to notice physical or identifying characteristics such as height, build, coloring, facial features, voice, clothing, vehicle, and direction of flight.
- 6) Do not be drawn outside for any reason.
- 7) Lock the doors immediately to prevent the robber from returning.
- 8) Do not attempt to pursue or capture the robber.
- 9) Call the police or sheriff as soon as the robber leaves.
- 10) Move customers and employees to a safe area. Ask them to stay until the police arrive and to *not* discuss the robbery with other witnesses. Have them complete a description of the robber as soon as possible.
- 11) Block off the area affected by the robbery. Do not let anyone touch the area where the robbery took place.

PEST CONTROL OPERATORS AND TECHNICIANS

CHEMICAL AND PESTICIDE SAFETY

- 1) Read and follow the instructions in the all labels and corresponding SDSs for products used or stored in your workplace.
- 2) Read and follow all safety rules, signage, and warning labels in your workplace.
- 3) Do not perform “hot work” such as welding, metal grinding or other spark-producing operations within 50 feet of containers labeled “Flammable” or “Combustible.”
- 4) Never drag a container labeled “Flammable” or “Combustible.”
- 5) Do not handle or spray pesticides if you have open cuts or scratches on exposed skin surfaces of your arms or hands.
- 6) Keep containers labeled “Pesticide” tightly closed when you have finished using them.
- 7) Do not transfer pesticides or any other chemical into an unmarked or unlabeled container.
- 8) Always spray downwind; do not stand downwind when others are spraying.
- 9) Never smoke or carry tobacco or smoking materials while handling or spraying from containers labeled “Pesticide.”
- 10) Carry fresh water and soap in your vehicle when going to apply a pesticide.
- 11) Before going to a pesticide-spraying job, refill containers on the service vehicle labeled “hand wash,” “soap cleanser,” and “drinking water.” Never drink from the “hand wash” container, and do not wash hands from the “drinking water” container.
- 12) Remove work clothes immediately whenever clothing becomes wet with liquids from containers labeled “Pesticide.”

- 13) Wash pesticide-contaminated close separately from other clothing.
- 14) Walk through areas to be sprayed before spraying. Remove and flag low branches, clothes lines and other hazards before spraying. Stand clear of trip hazards as you spray.
- 15) Do not re-use empty pesticide or chemical containers. Pesticide containers must be triple rinsed and triple punctured. Runoff from chemical containers must be collected in the Pre-treat tank. Chemical containers must be disposed of properly. Never eat or drink from a container that once contained a pesticide or other hazardous chemical.

PERSONAL PROTECTIVE EQUIPMENT

- 1) Use the appropriate personal protective equipment to protect against chemical, radiological, physical, electrical, mechanical and other hazards in the workplace.
- 2) Wear long-sleeves, long pants, and personal protective equipment such as neoprene gloves, rubber boots and aprons, shoe covers, or protective eye equipment when using chemicals labeled "Toxic" "Flammable," "Corrosive," "Oxidizing," "Caustic," "or "Explosive."
- 3) Wear close-toed shoes with non-slip soles.
- 4) Inspect personal protective equipment prior to and after each use. Never use protective clothing or equipment that has split seams, pinholes, cuts, tears or other visible signs of damage.
- 5) Do not continue to work if any of your personal protective equipment becomes damaged or is not working properly.
- 6) Wear safety glasses or other appropriate eye and face protection (e.g., face shields) while operating grinders or saws or where dust, dirt, mists, particles, chemical or other objects could enter the eye.
- 7) Do not continue to work if your safety glasses become fogged. Stop work and clean the glasses until the lenses are clear.
- 8) Wear earplugs or earmuffs in areas posted "Hearing Protection Required."
- 9) Wear a hard hat where there is a potential for head injury from falling or flying objects, fixed objects or contact with electrical conductors.
- 10) Long hair must be tied back and secured; avoid wearing rings, necklaces, loose clothing or other objects that could get caught in machine parts.
- 11) Wear appropriate gloves to protect against sharp edges, flying sparks or shards, chemicals or other potential hazards.
- 12) After each use, wash gloves before removing them; wash hands after removing gloves.
- 13) Wear an appropriate respirator when working in environments where harmful dust, fumes, mists, gases, smoke, vapors or other air contaminants are present.

RESPIRATORY PROTECTION

- 1) Do not perform any operation requiring a respirator unless you have been approved, fitted, and trained for the use of respirators in accordance with the Company's respiratory protection program.
- 2) Inspect respirators for cracked or worn parts before and after each use and after cleaning.
- 3) Do not work in an area that requires the use of respiratory equipment if you fail to obtain a tight seal between the respirator and your face.
- 4) Do not wear a respirator if facial hair prevents a tight seal between the respirator and your face.
- 5) Clean and sanitize respiratory equipment per the manufacturer's recommendations after each use.
- 6) Store respiratory equipment in a clean and sanitary location.
- 7) Wear only the respirator that has been issued to you.

MACHINE GUARDING

- 1) Replace guards before starting machines or after adjusting or repairs to the machine.
- 2) Do not remove, alter, or bypass any safety guards or devices when operating any piece of equipment or machinery.
- 3) Read and obey safety warnings posted on or near any machinery.

HYDRAULIC JACKS AND LIFTS

- 1) Set the grooves of the jack head under the vehicle so the frame rests along the grooves.
- 2) Do not exceed the jack's rated lifting capacity noted on the jack label.
- 3) Clear all tools, equipment and other obstructions from under the vehicle before lowering it.
- 4) Use wheel blocks to chock the wheels of the vehicle before using a hydraulic jack to raise the vehicle.
- 5) Wear eye protection when working under vehicles to block dirt, debris and particles from entering your eyes.
- 6) When using a lift, watch the clearance from the top of the vehicle so it does not hit ceiling fixtures.
- 7) Use, never by-pass, the safety latches on the hydraulic lift contact pads.
- 8) Do not stand in front of cars that are being driven onto the lift.
- 9) Never let a customer drive a vehicle onto the lift.
- 10) Do not raise a vehicle with anyone inside it.

EQUIPMENT SAFETY

- 1) Do not use dented, cracked or other visually damaged compressed air sprayers.
- 2) Visually inspect hoses and fittings on pressurized spraying equipment for wear and tear before and after use. Do not use if the hose or fitting is cracked or otherwise damaged.
- 3) Tighten all connections of spraying equipment prior to use.
- 4) Do not force hose connectors that do not fit easily on compressed air sprayers.
- 5) While operating the sprayer, do not point the sprayer tip toward any part of your body or at anyone else.
- 6) Do not use a compressed air sprayer to clean the work area, equipment or yourself.

HAND TOOL SAFETY

- 1) Inspect tools before use. Do not use any tool if its handle has splinters, burrs, cracks or splits, or if the head of the tool is loose.
- 2) Do not carry any sharp or pointed hand tool such as a screwdriver, file, or chisel in your pocket. Carry all sharp tools in a sheath or holster.
- 3) Do not carry tools in your hand while climbing; carry tools in a tool belt or hoist them to the work area with a hand line.
- 4) Use a toolbox or tool belt to transport hand tools.
- 5) Secure all tools, toolboxes and cargo when transporting by vehicle.
- 6) Do not use any tool if your hands are wet, oily or greasy.

HAMMERS

- 1) Use a claw hammer for pulling nails.
- 2) Never strike nails or other objects with the cheek of the hammer.

SCREWDRIVERS

- 1) Always match the size and type of screwdriver blade to fit the head of the screw.
- 2) Do not hold the work piece against your body while using a screwdriver.
- 3) Do not put your fingers near the blade of the screwdriver when tightening a screw.
- 4) Use an awl, drill or nail to make a starting hole for screws.

PLIERS

- 1) Do not use pliers as a wrench or hammer.
- 2) Do not attempt to force pliers by using a hammer on them.
- 3) Do not use pliers that are cracked, broken or sprung.

WRENCHES

- 1) Do not use wrenches that are bent, cracked or badly chipped, or that have broken or loose handles.
- 2) Do not use a shim to make a wrench fit.
- 3) Size an adjustable wrench to fit the nut before turning.
- 4) Do not use a wrench with broken or battered points.
- 5) Discard any wrench with spread, nicked, or battered jaws or if the handle is bent.
- 6) Use box or socket wrenches on hexagonal nuts and bolts as a first choice, and open-end wrenches as a second choice.
- 7) Do not slip a pipe over a single head wrench handle for increased leverage.
- 8) Use a split box wrench on flare nuts.

HANSAWS

- 1) Do not use a saw that has a dull blade.
- 2) When using a handsaw, hold the work piece firmly against the worktable.
- 3) Keep hands and fingers away from the saw blade while using the saw.
- 4) Keep control of saws by releasing downward pressure at the end of the stroke.
- 5) Never carry a saw by its blade.
- 6) Oil saw blades after each use.

CARPENTRY

- 1) Do not use woodworking equipment such as circular saws, radial saws or joiners if they do not have guards on the saw blades.
- 2) Do not use dull, cracked or bent drill bits.

ELECTRIC POWER TOOLS

- 1) Do not use power equipment or tools unless you are trained and authorized.
- 2) Inspect tools before use. If there is visible damage, tag the tool "Out of Service."
- 3) Do not use cords that have splices, exposed wires or cracked or frayed ends.
- 4) Do not use extension cords or other grounded three-pronged power cords that have the ground prong removed or broken.
- 5) Do not run extension cords through doorways or holes in ceilings, walls or floors.
- 6) Do not use an adapter, such as a cheater plug, that eliminates the ground.

- 7) Do not connect multiple electrical tools into a single outlet.
- 8) Do not drive over, drag, step on, or place objects on a power cord.
- 9) Do not operate power tools or portable appliances while holding a part of the metal casing or holding an extension cord in your hand. Hold all portable power tools by the plastic handgrip or other nonconductive areas designed for gripping.
- 10) Disconnect the tool from the outlet by pulling on the plug, not the cord.
- 11) Turn the tool “Off” before plugging or unplugging it.
- 12) Turn off electrical tools and disconnect the power source before attempting repairs or service work.
- 13) Do not leave tools that are “On” unattended.
- 14) Do not handle or operate electrical tools when your hands are wet or when standing on a wet floor or surface.
- 15) Do not operate spark-inducing tools such as grinders, drills or saws near containers labeled “Flammable.”

PNEUMATIC TOOLS

- 1) Do not point a compressed air hose at bystanders or use it to clean clothing.
- 2) Place “Out of Service” tags on damaged tools to prevent usage.
- 3) Do not use tools that have handles with burrs or cracks.
- 4) Do not use a compressor if the belt guard is missing; replace belt guards before use.
- 5) Turn to tool “Off” and let it come to a complete stop before leaving it unattended.
- 6) Disconnect the tool from the airline before adjusting or repairs.

TOOLBOXES/CHESTS/CABINETS

- 1) Use the handle when opening and closing a drawer or door.
- 2) Do not stand on toolboxes, chests or cabinets to gain extra height.
- 3) Open only one drawer of a toolbox at a time.
- 4) Lock the wheels on large toolboxes, chests or cabinets to prevent them from rolling.
- 5) Do not use a toolbox or chest as a workbench.
- 6) Close and lock all drawers and doors before moving a tool chest to a new location.
- 7) Push large chests, cabinets or toolboxes; do not pull them.
- 8) Never move a toolbox, chest or cabinet if it has loose tools or parts on the top.
- 9) Tape over or fill off sharp edges on a toolbox, chest or cabinet.

VEHICLES AND FUELING SAFETY

- 1) Only employer-authorized personnel may operate any company vehicle.
- 2) Smoking or vaping inside a Company vehicle is strictly prohibited.
- 3) Make sure all cargo is secured for transport.
- 4) Do not operate a vehicle if you are ill or fatigued, have consumed alcohol or an illegal drug, or are taking medication that may cause drowsiness or other impairing side effects.
- 5) Do not use a cellular phone, GPS or other mobile device while operating a vehicle. If a mobile device must be used, pull off to a safe location--not the shoulder of the road.
- 6) Shut all doors and fasten seat belt before moving the vehicle.
- 7) Obey all traffic patterns and signs always.
- 8) Do not drive on the shoulder of the road.
- 9) Use side and rearview mirrors before making lane changes, turns and sudden stops.

- 10) Maintain a three-point contact using both hands and one foot or both feet and one hand when climbing into or out of vehicles.
- 11) Do not drive faster than five (5) MPH when driving a vehicle on the Company lot.
- 12) Stand clear of vehicles driven by others.
- 13) Do not approach any vehicle until the driver stops and exits.
- 14) Turn off the vehicle, cell phones and other mobile devices before fueling.
- 15) Do not smoke or vape while fueling a vehicle.
- 16) Wash hands with soap and water if you spill gasoline on your hands.
- 17) Do not carry lighters or matches on your person while performing fueling operations.

STOREROOM/WAREHOUSE

- 1) When handling chemicals, read and follow the safe handling instructions listed on the label of each container and its corresponding Safety Data Sheet.
- 2) Place heavier loads on the lower or middle shelves.
- 3) Place items on shelves so they lie flat and do not lean against each other.
- 4) Do not let items overhang from shelves into walkways or aisles.
- 5) Remove one object at a time from shelves.
- 6) Never smoke or vape while handling chemicals labeled "Flammable."
- 7) Do not store chemicals labeled "Flammable" or "Explosive" near sources of ignition such as space heaters or sparking tools.
- 8) Do not handle or load any chemical containers that are cracked or leaking.
- 9) Obey all safety and warning signs posted in the workplace.
- 10) Store case cutters, exacto knives or other sharp tools in sheaths when not in use.