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| <i>HEALTH AND SAFETY MANUAL</i> | |  |
| Title: Ventilation | | |
| Approved by: Greg Savoy | | Rev. 1/1/08 |

1 Purpose/Scope:

This program provides minimum requirements for ventilation at Company facilities.

This program applies to all Company; owned, and /or operated facilities. This document covers all employees and contractors at these facilities.

2 Responsibilities:

2.2 Responsibilities:

2.2.1 Facility Managers shall:

- Ensure that ventilation at their facility meets the requirements of this program.
- Provide adequate resources and training for employees to ensure their ability and knowledge of the ventilation systems and how to properly use them to maintain a safe work place.

2.2.2 All employees shall:

- Utilize ventilation equipment provided and adhere to The Company's Personal Protective Equipment requirements.

3 Requirements:

3.1 Ventilation Assessment:

- 3.1.1 All work areas and buildings shall be assessed for ventilation needs according to the work activity and the occupancy. This includes all welding, grinding, buffing, machining, abrasive blasting, spay finishing, metal spraying or anywhere airborne contaminants may affect the air available for employees to breathe.

3.1.2 Periodic Assessments:

- A ventilation system must be re-evaluated anytime the effectiveness of the system is in question.
- The Safety Department shall assist with these assessments and utilize industrial hygiene resources to conduct surveys when necessary.

3.2 General:

3.2.1 Spray finishing operations:

- Spray booth structures shall be constructed and tested per manufacturer's instructions in order to maintain a level of contaminants below explosive and toxic levels in conjunction with respirator systems. Ventilation systems shall exhaust at a safe distance from work areas outside the spray booth structure to prevent hazards to other employees. Refer to Personal Protective Equipment, Spray Finishing Operations and Flammables and Combustibles programs. Spray finish ventilation systems shall be retested every five years to ensure the effectiveness of the system.

3.2.2 Metal spray operations:

- Metal spray enclosures and ventilation systems shall be constructed and tested per manufacturer's instructions.
- The exhaust shall be set up to prevent toxic exposures to the operator and employees in other work areas.
- Metal spray enclosures and ventilation systems shall be retested every five years to ensure the effectiveness of the system.

3.2.3 Sand and bead blast operations:

- Sand and bead blast operations shall be conducted in enclosures or other areas that in conjunction with respirator systems prevent toxic exposures to employees.
- Exhaust systems shall be set up to prevent a toxic atmosphere from affecting other work areas.

3.2.4 Welding and grinding and other work areas:

- All work areas shall be reviewed and tested, if deemed necessary, for adequate ventilation to eliminate employees from exposure to a toxic atmosphere.
- Ventilation systems shall be designed to remove air contaminants including excessive heat from welding areas.

3.3 Inspections:

3.3.1 Ventilation systems shall be inspected and maintained in accordance with the manufacturer's instructions, but not less than annually.

3.4 Training:

3.4.1 All employees, before starting their initial assignment or immediately upon transfer to a new area with a local ventilation system, shall be trained on the ventilation functions and requirements for their work area.

4 References:

29 CFR 1910.94, Ventilation.

5 Exhibits:

None.