

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

1 Purpose/Scope:

The purpose this program is to define sanitation requirements to protect the safety of our employees.

This policy applies to all permanent Company locations.

2 Responsibilities:

2.1 Managers and Supervisors shall ensure that sanitation requirements are maintained at all permanent Company locations.

2.2 Employees are responsible to practice good personal hygiene before, during and after each work/task assignment.

3 Requirements:

3.1 Waste disposal - all sweepings, solid or liquid wastes, refuse, and garbage must be removed in such a manner as to avoid creating a menace to health and as often as necessary or appropriate to maintain the facility in a sanitary condition.

3.2 Vermin control - every enclosed workplace must maintained, so far as reasonably practicable, as to prevent the entrance or harborage or rodents, insects, and other vermin.

3.2.1 An ongoing and effective extermination program must be instituted where their presence is detected.

3.3 Water supply - potable water must be provided for drinking, washing of the person, cooking, washing of cooking or eating utensils, and restrooms.

Portable drinking water dispensers must be serviced so that sanitary conditions are maintained.

3.3.1 A common drinking cup and other common utensils are prohibited.

3.3.2 Portable containers of potable water must be provided for each work location.

The container must be capable of being tightly closed and equipped with a tap.



- 3.5 Washing facilities - must be maintained in a sanitary condition.
  - 3.5.1 Lavatories must be made available except to mobile crews or to normally unattended work locations if employees working at these locations have transportation readily available to nearby washing facilities.
  - 3.5.2 Each lavatory must be provided with hot and cold running water, or tepid running water.
  - 3.5.3 Hand soap or similar cleansing agents must be provided.
  - 3.5.4 Individual hand towels, of cloth or paper, warm air blowers or clean individual sections of continuous cloth toweling, convenient to the lavatories, must be provided.
- 3.6 Showers - whenever shower facilities are required, the showers must be provided as listed below:
  - 3.6.1 One shower must be provided for each 10 employees of each sex, or numerical fraction thereof, who are required to shower during the same shift.
  - 3.6.2 Body soap or other appropriate cleansing agents convenient to the showers must be provided.
  - 3.6.3 Showers must be provided with hot and cold water feeding a common discharge line.
  - 3.6.4 Employees who use showers must be provided with individual clean towels.
- 3.7 Change rooms - whenever employees are required to wear protective clothing because of the possibility of contamination with toxic materials, change rooms equipped with storage facilities for street clothes and separate storage facilities for the protective clothing must be provided.
- 3.8 Eating and drinking areas - no employee is allowed to consume food or beverages in a toilet room, nor in any area exposed to a toxic material.
  - 3.8.1 Waste disposal containers must be provided and used for the disposal of waste food.
  - 3.8.2 Waste disposal containers must be emptied not less frequently than once each working day, unless unused, and must be maintained in a clean and sanitary condition.
  - 3.8.3 Receptacles must be provided with a solid tight-fitting cover unless sanitary conditions can be maintained without the use of a cover.
- 3.9 Sanitary storage - no food or beverages are allowed to be stored in toilet rooms or in any area exposed to toxic materials.

3.10 Food handling - all employee food service facilities and operations must be carried out in accordance with sound hygienic principles.

3.10.1 In all Company locations where all or part of the food service is provided, the food dispensed must be wholesome, free from spoilage, and must be processed, prepared, handled, and stored in such a manner as to be protected against contamination.

4 References:

4.1 29 CFR 1910.141, Sanitation.

4.2 29 CFR 1926.51, Sanitation.

5 Exhibits:

None.