

CHAPTER 27

ENVIRONMENTAL CONTROLS PROGRAM

MANAGEMENT POLICY STATEMENT

The management of HTS AmeriTek and its subsidiaries considers employee safety and health as a fundamental value of the organization. HTS AmeriTek is committed to support this value by promoting safety and health protection with as much vitality as they do any other organizational purpose. Therefore, it is the policy company to provide and maintain safe working conditions, avoid unsafe conditions, control or eliminate hazardous or other exposure to injury or illness. Accomplishment of this goal will protect the wellbeing of all employees as well as any individual who chooses to visit our facility. The ultimate goal of HTS AmeriTek is to create and maintain an accident and injury free environment.

SCOPE

This program is to be taught, enforced and checked to ensure its provisions are adhered to. The HTS AmeriTek supervision, safety director, safety persons, supervisors and employees are charged with implementing and enforcing this program.

DEFINITIONS:

- **Non-water carriage toilet facility** – a toilet facility not connected to a sewer.
- **Number of employees** – unless otherwise specified, the maximum number of employees present at any one time on a regular shift.
- **Personal service room** – a room used to activities not directly connected with the
- **Potable water** – water which meets the quality standards prescribed in the U.S. Public Health Service Drinking Water Standards, published in 42 CFR part 72, or water which is approved for drinking purposes by the State or local authority having jurisdiction.
- **Toilet facility** – a fixture maintained within a toilet room for the purpose of defecation or urination, or both.
- **Toilet room** – a room maintained within or on the premises of any place of employment, containing toilet facilities for use by employees.
- **Toxic material** – a material in concentration or amount which exceeds the applicable limit established by a standard, such as 1910.1000 and 1910.1001 or, in the absence of an applicable standard, which is of such toxicity so as to constitute a recognized hazard that is causing or is likely to cause death or serious physical harm.
- **Urinal** – means a toilet facility maintained within a toilet room for the sole purpose of urination.
- **Water closet** – means a toilet facility maintained within a toilet room for the purpose of both defecation and urination and which is flushed with water.
- **Wet Process** – means any process or operation in a workroom which normally results in surfaces upon which employees may walk or stand becoming wet.
- **Housekeeping:** – All places of employment shall be kept clean to the extent that the nature of the work allows. The floor of every workroom shall be maintained, so far as practicable, in a dry condition. Where wet processes are used, drainage shall be maintained and false floors, platforms, mats, or other dry standing places shall be provided, where practicable, or appropriate waterproof footwear shall be provided. To facilitate cleaning, every floor, working place, and passageway shall be kept free from protruding nails, splinters, loose boards, and unnecessary holes and openings.

WASTE DISPOSAL

Any receptacle used for solid or liquid waste shall be so constructed that it does not leak and may be thoroughly cleaned and maintained in a sanitary condition. Such a receptacle shall be equipped with a solid tight-fitting cover. This requirement does not prohibit the use of receptacles which are designed to permit the maintenance of a sanitary condition without regard to the aforementioned requirements.

All sweeping, solid or liquid wastes refuse, and garbage shall be removed in such a manner as to avoid creating a menace to health and as often as necessary or appropriate to maintain the place of employment in a sanitary condition.

VERMIN CONTROL

Every enclosed workplace shall be so constructed, equipped, and maintained, so far as reasonably practicable, as to prevent the entrance or harborage of rodents, insects, and other vermin. A continuing and effective extermination program shall be instituted where their presence is detected.

POTABLE WATER

Potable water shall be provided in all places of employment, for drinking. Potable drinking water dispensers shall be designed, constructed, and serviced so that sanitary conditions are maintained. They shall be capable of being closed and be equipped with a tap. Open containers such as barrels, pails, or tanks for drinking water from which the water must be dipped or poured, whether or not they are fitted with a cover, are prohibited. A common drinking cup and other common utensils are prohibited.

NON-POTABLE WATER

Outlets for non-potable water, such as water for industrial or firefighting purposes, shall be posted or otherwise marked in a manner that will indicate clearly that the water is unsafe and is not to be used for drinking, washing of the person, cooking, washing of food, washing of cooking or eating utensils, washing of food preparation or processing premises, or personal service rooms, or for washing clothes. Construction of non-potable water systems or systems carrying any other non-potable substance shall be such as to prevent backflow into a potable water system. Non-potable water shall not be used for washing any portion of the person, cooking or eating utensils, or clothing. Non-potable water may be used for cleaning work premises, other than food processing and preparation premises and personal service rooms: provided that this non-potable water does not contain concentrations of chemicals or other substances which could create unsanitary conditions or be harmful to employees.

TOILET FACILITIES

Except as otherwise indicated in this paragraph (c)(1)(i), toilet facilities, in toilet rooms shall be provided in all places of employment in accordance with table J-1 of this section. The number of facilities to be provided shall correlate to the number of employees on site. Toilet rooms will be occupied by no more than one person at a time, able to be locked from the inside, and contain at least one water closet, separate toilet rooms for each sex need not be provided. Where such single-occupancy rooms have more than one toilet facility only one such facility in each toilet room shall be counted for the purpose of table J-1.

Table J-1

Number of Employees	Min. # of Water Closets
1 to 15	2
16 to 35	4
36 to 55	6
56 to 80	8
81 to 110	10
111 to 150	12

Where toilet facilities will not be used by women, urinals may be provided instead of water closets, except that the number of water closets in such cases shall not be reduced to less than 2/3 of the minimum specified and 3 additional fixture for each additional 40 employees. The requirements of paragraph 6.A.1 of this section do not apply to mobile crews or to normally unattended work locations so long as employees working at these locations have transportation immediately available to nearby toilet facilities which meet the other requirements of this subparagraph.

The sewage disposal method shall not endanger the health of employees.

CONSTRUCTION OF TOILET ROOMS

Each water closet shall occupy a separate compartment with a door and walls or partitions between fixtures sufficiently high to assure privacy.

WASHING FACILITIES

Washing facilities shall be maintained in a sanitary condition.

LAVATORIES

Lavatories shall be made available in all places of employment. The requirements of this subdivision do not apply to mobile crews or to normally unattended work locations if employees working at these locations have transportation readily available to nearby washing facilities which meet the other requirements of this paragraph.

- Each lavatory shall be provided with hot and cold running water, or tepid running water.
- Hand soap or similar cleansing agents shall be provided.
- Individual hand towels or sections thereof, of cloth or paper, warm air blowers or clean individual sections of continuous cloth toweling, convenient to the lavatories, shall be provided.

SHOWERS

Whenever showers are required by a particular standard, the showers shall be provided in accordance with this section. One shower shall be provided for each 10 employees of each sex, or numerical fraction thereof, who are required to shower during the same shift.

- Body soap or other appropriate cleansing agents convenient to the showers shall be provided as specified in paragraph 7.A.2.C of this section.
- Showers shall be provided with hot and cold water feeding a common discharge line.
- Employees who use showers shall be provided with individual clean towels.

CHANGE ROOMS

Whenever employees are required by a particular standard 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 shall be provided.

CLOTHES DRYING FACILITIES

Where working clothes are provided the employer and become wet or are washed between shifts, provision shall be made to insure that such clothing is dry before reuse.

CONSUMPTION OF FOOD AND BEVERAGES

This paragraph shall apply only where employees are permitted to consume food or beverages, or both, on the premises.

EATING AND DRINKING AREAS

No employee shall be allowed to consume food or beverages neither in a toilet room nor in any area exposed to toxic material. All food and beverage other than water and/or electrolyte replenishing fluids, must be consumed in designated areas (i.e. break room, lunch tent, office, etc.)

WASTE DISPOSAL CONTAINERS

Receptacles constructed of smooth, corrosion resistant, easily cleanable, or disposable materials shall be provided and used for the disposal of waste food. The number, size, and location of such receptacles shall encourage their use and not result in overfilling. They shall be emptied not less frequently than once each working day, unless unused, and shall be maintained in a clean and sanitary condition. Receptacles shall be provided with a solid tight fitting cover unless sanitary conditions can be maintained without use of a cover.

SANITARY STORAGE

No food or beverages shall be stored in toilet rooms or in an area exposed to a toxic material.

FOOD HANDLING

All employee food service facilities and operations shall be carried out in accordance with sound hygienic principles. In all places of employment where all or part of the food service is provided, the food dispensed shall be wholesome, free from spoilage, and shall be processed, prepared, handled, and stored in such a manner as to be protected against contamination.

HANDLING OF DRINKING WATER

To provide a guideline which shall be used to supply and maintain a sanitary system of drinking water for employees. The standards of the Texas Department of Health, Water Hygiene Division, must be followed at all times.

A drinking water container must be impervious, heavy gauge, corrosion resistant, fully enclosed, and have a spigot at the bottom. The container must also be labeled "DRINKING WATER ONLY".

The container should be kept off the ground or floor, preferably on a stand or rack designed for the purpose. Containers must be cleaned and sanitized on a daily basis during use. It must be scrubbed using a small size test tube brush or similar object. Chlorine or a carbonate cleaner should be used daily. Water containers should be disinfected with a 50 ppm chlorine and water solution monthly.

Unauthorized employees shall not be allowed to remove the lid of the drinking water container. After cleaning, the containers shall be filled with ice and water maintaining sanitary conditions at all times. Ice must not be allowed to touch the ground at any time. Once the containers are filled with ice and water, they must be sealed with tape, dated, and signed by the responsible employee who filled the cans. No employee, except water handling personnel and safety department personnel, will ever remove the lids from drinking water containers.

EXCEPTION: Personnel assigned to remove containers from work areas at the end of the work shift are allowed to empty containers to reduce carrying load.

Employees shall not be allowed to wash hands from drinking water containers.

EXCEPTION: Emergency eye or skin wash will be permitted. A supply of disposable drinking cups and a cup dispenser along with a trash bag (if needed) should be provided with all drinking water containers.

All employees working on the water supply delivery must be instructed in handling drinking water and associated equipment and instructed in personal hygiene. Water handling employees will have a supervisor assigned to monitor the performance of their duties. Two employees will be assigned to deliver water cans. These containers have a weight of approximately 80 pounds and improper handling of this amount of weight may cause injuries. Water handling personnel shall maintain delivery trucks and filling points in a clean condition at all times.

Trash and water shall not be carried at the same time on a delivery truck.

FLAMMABLE CHEMICALS

Quantities of one gallon or more of flammables must be stored in an approved safety container. If a reagent must be stored in glass for purity, the glass container should be placed in a rubber bottle carrier or other carrying device to lessen the danger of breakage when being moved. Small quantities (one day working amounts of flammables may be stored on open shelves. Bulk storage (more than one day's supply or > 10 gallons) must be stored in an approved flammable safety cabinet or flammable storage room.

- Fume hoods are not for bulk storage of flammables.
- Do not store Ether or any other flammable liquid in a closed area, such as, a refrigerator, unless the refrigerator is rated as explosion proof.
- Flammables should always be kept away from fire, sparks and reactive chemicals.
- Flammables should be used and stored in well-ventilated areas.
- Never smoke near Flammables. Always check containers for leaks prior to storage.

- Flammables should be stored out of the sunlight.
- They should be stored in a safety container with tightly closed doors and with a burning retting of one hour or more.
- Never store flammables with Oxidizers.
- Dispose of flammables as chemicals waste in an approved properly labeled containers.

SPILL PREVENTION PLAN

All hazardous materials larger than 55 gallons will be contained in either a metal or plastic container. A concrete barrier will also be optional, but must be constructed by a (RPE) registered professional engineer. The container shall be free of water and other material at all times. When water has accumulated inside the safety walls of the container with the material e.g. (mixed oil and water) it shall be vacuumed out by a waste management crew. When water has accumulated and no chemicals are present the water may be released by a valve onto the ground or near a sewer. The containment wall must be free of rust or visible damage. All containers shall be grounded if the substance is flammable or if static electricity could be involved in the process of the loading and unloading of the material. A fire extinguisher must be within 25ft. of the storage tank or tanks if the material consists of a flammable liquid and the chemical must be stored 100ft. from any buildings.

CHEMICAL SPILL CLEAN UP

Only personnel who have been trained, and equipped with the appropriate personal protective equipment shall be permitted to work with the handling of those chemicals. These procedures are not to be used for spills involving highly hazardous chemicals. Appropriate personal protective equipment shall be utilized to clean up a spill. At a minimum, this includes appropriate gloves and protective eye wear. Depending on the size and nature of the chemical, according to the MSDS you may be required additional personal protective equipment for the spill. All spills must be contained as soon as possible. The MSDS should always be up to date, and on all jobsites. The MSDS will also direct the employees in the matter of how to handle that particular chemical. When working with the handling of chemicals all jobsites shall anticipate the event of a spill. All materials use in the process of containing, and cleaning up a chemical spill shall be readily available at the jobsite. Spill kits contain deactivating or neutralizing agents. These are to be sprinkled onto small chemicals spills working from the edge in toward the center. For large spill, Environmental Health and Safety will respond to assess the situation to determine how to cleanup will be conducted and by whom. Environmental Health and Safety's determination will depend on the toxicity of the chemical, the concentration of the chemical, and the amount spilled.

EMERGENCY SAFETY SHOWERS

Emergency showers are to be used when an employee catches on fire or experiences a chemical splash. All emergency safety showers should be tested when employees first arrive onto the jobsite to insure the equipment is in safe working conditions. In the event of an accident or incident stand under the shower and pull the ring down with considerable force, or depress the lever, whichever is appropriate. Remove any contaminated clothing, and rinse off for a minimum of 15 minutes or until trained help arrives.

EMERGENCY EYE WASH STATIONS

Eye wash stations are used for chemical splashes on the face, eyes or debris in the eye(s). All eye stations should be tested when employees first arrive on the jobsite to insure the equipment is properly working and that the content of the water is safe to use in the event of an emergency. In the event of an emergence or incident rinse off or out for a minimum of 15 minutes and restrain from rubbing the eye(s). For all chemicals splashes or incidents involving the face or eye(s), report it to the HTS AmeriTek Site Supervisor.