

STANDARD OPERATING PROCEDURES

For

Turner Specialty Services, LLC

A division of Turner Industries, Ltd

CLIENT

Cleaning and Disinfectant Operations

TSS Project

N/A

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Table of Contents

1.0	General Description
2.0	Disinfectant Applications
3.0	Training
4.0	Duties and Responsibilities
5.0	General PPE Requirements
6.0	Respiratory Protection Plan
7.0	Daily Startup
8.0	Daily Shutdown
9.0	Incident Reporting
10.0	Emergency Shutdown and Evacuation Procedures

1.0 General Description

Turner Specialty Services (TSS), LLC, a division of Turner Industries, Ltd, has been retained by the client to perform cleaning and disinfectant application / maintenance operations at their facility.

TSS will be responsible for disinfecting and sanitizing all surfaces that are touched, such as countertops, tabletops, faucets, water fountains, doors, door handles/knobs, toilets, urinals, lavatories, turnstiles, etc. The Turner employees will need to follow the TSS protocol for social distancing and let the affected employees know they are in their area to disinfect and sanitize.

The following Standard Operating Procedures (SOP's) have been developed to provide general guidelines and procedures for the safe and efficient operation, maintenance, and reporting of TSS operations and related activities. All work performed at this worksite must be performed in accordance with Client/TSS guidelines, specifications, and safe operating procedures. Any deviations from those detailed are strictly prohibited.

2.0 Disinfectant Applications

Vapor Blasting

Low pressure mist that covers large areas with disinfectant. Some examples of these larger areas consist of but are not limited to (Turn Stiles, Stairwells, Port-a-johns, Lunch Tents, Heavy machinery, Buses, Flooring, Heavy Traffic Areas, Maintenance/I&E Shops).

- Operator Protection – Operator will don PPE needed for task as well as practice good body positioning taking in account wind direction and surrounding areas. Operator will be trained on proper application of disinfectant for the task.
- Attendance - The system will never be left unattended when pressurized.
- Target Holding - Objects to be cleaned will not be held manually.
- Maximum Pressure - The maximum pressure used to apply disinfectant will not exceed 150 GPM.

Fogging Disinfectant

Fogging service that will be used in low ventilated areas. Some examples of these low ventilated areas consist of but are not limited to (Offices, Lunchrooms, Control Rooms, BRM's).

- Operator Protection – Operator will don PPE needed for task as well as practice good body positioning. Operator will be trained on proper application of disinfectant for the task.
- Attendance - The system will never be left unattended when pressurized.
- Target Holding - Objects to be cleaned will not be held manually.

Power Breezer Disinfectant

Standing machine that will put a layer of cleansing vapor over open areas with tables, equipment racks, conveyors, and other surfaces that will be continually touched.

- Operator Protection – Operator will don PPE needed for task as well as practice good body positioning. Operator will be trained on proper setup of the Power Breezer Machine to ensure proper application of disinfectant for the task.

3.0 Training

All employees who disinfectant applications will be trained on the equipment to be used and the hazards associated with the work. Training shall consist of verbal and written instruction.

- a) The proper method of connecting hoses including arrangements without kinks, protection from excessive wear, and proper tools.
- b) Proper inspection of equipment and safety components.
- c) Proper use of safety features on all equipment.
- d) The proper body positioning and how to use the various devices will be demonstrated. The trainee, under close supervision, will use the various disinfectant applications

4.0 Duties and Responsibilities

- Conduct task analysis and complete task specific JSA's.
- Perform daily equipment inspections.
- Ensure area is clear of debris, personnel, and equipment when conducting cleaning and disinfectant application activities.
- Maintain clean equipment and work areas during operations.
- Report any spills to your supervisor immediately in accordance with TSS/Client Spill Prevention and Response procedures.
- Maintain a clean worksite including all handrails, doorknobs, control panels, office/lunchroom tables, process areas, equipment, etc.
- Inspect and document site conditions.
- Document and report unsafe conditions.
- Monitor and maintain clean work areas.
- Maintain communication with operations personnel, Site Supervisor, and project team.
- Ensure Equipment such as fogger, spray bottles, rags, disinfectant (Sniper, Pure, Shockwave) are fully stocked and in good working condition.

5.0 General PPE Requirements (Reference HASP for additional information)

TASK	AREA/LOCATION	PPE
Cleaning and Disinfectant Application Operations	<ul style="list-style-type: none"> - General Support Operations - General/Equipment Maintenance (Unless otherwise noted) 	<ul style="list-style-type: none"> - Hard Hat - Rubber Boots - Nitrile Rubber Gloves - Hearing Protection (on person) - Chemical Resistant Body Wear with Hood - Face Shield (Vapor Gun only) - Full-Faced Respirator with P100 Filters OR - Half-Faced Respirator with P100 Filters <p>Additional PPE required based upon hazard assessment:</p> <ul style="list-style-type: none"> - Acid Suit - H₂S Monitor - Fall Protection - Monogoggles - SCBA (Authorized Personnel Only) APR (Authorized Personnel Only)

6.0 Respiratory Protection Plan

Scope

TSS cleaning and disinfectant application operations personnel will follow the procedures listed below for any cleaning/disinfecting activities including but not limited to:

- Offices
- Equipment Areas
- Control Rooms
- Lunch Areas

Safety and Health Considerations

Work performed will be conducted in the following PPE:

- Hard Hat
- Rubber Boots
- Nitrile Rubber Gloves
- Hearing Protection (on person)
- Chemical Resistant Body Wear with Hood
- Full-Faced Respirator with P100 Filters, OR
- Half-Faced Respirator with P100 Filters
- Face shield (Vapor Gun only)

Consequences of Deviation from the Procedure

The result of deviating from the following procedure could include contamination, environmental release, spill or personnel exposure to fugitive emissions.

Procedures

1. Perform pre-job hazard analysis.
2. Complete JSA.
3. Don PPE.
4. Proceed to work area.
5. Personal H₂S monitor high level audible alarm is factory set to alarm at 15ppm. If alarm occurs:
 - 1.) Immediately don emergency escape respirator.
 - 2.) De-energize equipment.
 - 3.) Exit the work area proceeding upwind/crosswind.
 - 4.) Notify TSS supervision of conditions present.
 - 5.) TSS supervision to re-evaluate work area based upon change in site conditions.

7.0 Daily Cleaning/Disinfectant Application Operations - Startup

Scope

Cleaning and disinfectant application operations consist of routine activities performed in the following areas:

1. Offices
2. Equipment Areas
3. Control Rooms
4. Lunch Areas
5. Other General Site Activities

Safety and Health Considerations

Work is to be conducted in Level D PPE as detailed in the HASP unless otherwise specified on task specific JSA.

Consequences of Deviation from the Procedure

Failure follow proper procedures could result in contamination, poor production, safety incident, environmental release, and personal injury.

Procedures

1. At the beginning of each shift and prior to conducting work-like activities, prepare/conduct the following:
 - Pre-job hazard analysis identifying any hazards and mitigation measures for each task and/or work area
 - Job Hazard Analysis (JSA)
2. Prepare Job Hazard Analysis (JSA) for each task based up planned activities detailing hazards, mitigation measures, PPE requirements, etc. identified in the pre-job hazard analysis. JSA's to be monitored mid-day by TSS supervision / safety designee. Any work varying from the scope of work detailed in the JSA is considered a change and constitutes work stoppage and re-evaluation / JSA preparation.
3. Conduct a tailgate safety meeting discussing each day's work activities, risks, corrective measures, etc. **REVIEW THE PREPARED JSA'S AND ENCOURAGE EMPLOYEE PARTICIPATION**
4. Perform work area and equipment inspections. Immediately report to supervision any equipment appears to be in non-working condition, or if any materials are not present in required quantities. Report any deficiencies to TSS supervision along with corrective actions. Note any unsafe conditions, change in conditions, environmental releases, and housekeeping issues

8.0 Daily Cleaning/Disinfectant Application Operations – Shutdown

Scope

Normal shutdown of the Environmental maintenance operations consists of routine activities performed in the following areas:

1. Offices
2. Equipment Areas
3. Control Rooms
4. Lunch Areas
5. Other General Site Activities

Safety and Health Considerations

Work is to be conducted in Level D PPE as detailed in the HASP unless otherwise specified on task specific JSA.

Consequences of Deviation from the Procedure

Failure to follow the proper shutdown sequence could result in production of poor quality. Also, failure to follow proper shutdown procedures could result in personnel injury, premature mechanical failure, environmental release, and safety incident.

Procedures

1. Ensure all tools and equipment are clean. Equipment and area housekeeping is the responsibility of the individual operator. Take pride in your equipment.
2. Properly doff PPE.
3. All operations personnel – Return completed inspection forms to TSS supervision at the end of each work week.
4. Close out JSA's.

9.0 Incident Reporting

All occupational injuries must be reported to a supervisor immediately or as soon as practicable, regardless of severity. The supervisor must immediately notify the site Safety Manager and/or Superintendent if the injury requires medical attention or if the injury resulted from an unsafe act or condition. Most clients have injury reporting procedures that require contractors to report injuries to the host employer as well. It is the responsibility of the jobsite Superintendent to notify the host employer if an injury occurs.

Upon notification of an occupational injury, the employee will be provided with the appropriate medical treatment. Treatment may range from on-site First Aid to medical attention provided by a licensed medical provider. The most important step in the injury management process is to provide immediate medical care. The type of medical care required is determined by the severity and type of injury. If there are any doubts concerning the need for professional medical care; then it should be provided as a precautionary measure. If an employee requests medical treatment, it is the superintendent's responsibility to see that the employee receives it.

Whenever an employee has been potentially exposed to a chemical, the onsite superintendent, supervisor, or safety personnel will immediately contact either their area safety manager or the industrial hygienist for guidance. Each exposure situation is reviewed on a case by case basis. The employee will be offered the appropriate medical services as dictated by the situation. Should the employee decline the offer of medical services then the superintendent or his representative will ensure that the employee completes and signs the Employee Medical Evaluation-Declination Statement form. This form will be submitted along with the incident investigation forms to the office.

10.0 Emergency Shutdown and Evacuation Procedures

Scope

Emergency shutdown of the cleaning and disinfectant application operations - such as in the event of a plant emergency, lightning alert, major equipment failure, environmental release, or loss of other critical machinery, etc.

Notification and accounting of TSS employees in the event of an emergency will be initiated/conducted via the following sequence:

1. Client will notify TSS Supervision of emergency via two-way radio or phone.
2. TSS supervision will notify TSS operations personnel of evacuation via CB radio or cell phone as applicable.
3. TSS operations personnel will initiate shutdown and evacuation in accordance with the below detailed procedures.
4. TSS supervision will perform a headcount of TSS site personnel.

There are no critical plant operations requiring TSS personnel to remain in the event of an evacuation, therefore, all employees will adhere to the following procedures.

Safety and Health Considerations

Work is to be conducted in Level D PPE as detailed in the HASP unless otherwise specified on job specific JSA.

Consequences of Deviation from the Procedure

Failure to follow these procedures could result in an environmental release, property damage to TSS or Client equipment, or personal injury.

Procedures

1. Note wind direction, proceed to designated muster point 1 or 2 travelling in an up wind / crosswind direction.
2. Advise TSS Supervision of accountability / headcount.

Personnel Accountability

1. The TSS Supervisor will conduct a personnel headcount.
2. TSS supervision to report headcount to Client liaison.
3. Any personnel unaccounted for will be immediately reported in accordance with the incident reporting sequence outlined on the site HASP.