integrated safety Standard Operating Practices

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| General Information | |
| SOP number | Written by: |
| Date effective:26 02 14 | Last modified: 08 09 14 |
| Job task: Temporary Storing / Retrieving Chemicals at Storage Shed | |
| Location: Site # 1 Building #17 | No of employees performing job: 2 |

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| Responsibilities(Who is responsible for each aspect of the job) | |
| Position | Duties |
| Owner | Ensure employees have proper training and a clear understanding of the task.  Provide a safe work environment and equipment  Make sure proper procedures are being carried out |
| Farmhand/  Employee | Complete task properly in a safe and timely manner while keeping himself and tools and facilities uncontaminated  Use proper safety equipment  Know and follow procedures |

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| Job Task Assessment(List all the tasks & associated hazards for the job being evaluated) | |
| Job Task | Hazards |
| Read supplier provided SDS’s to confirm handling and storage procedures |  |
| Unlock and inspect storage area to confirm that shed is empty, shelving is secure and exhaust fan is working, verify that spill kit is accessible in adjacent shed |  |
| Off load containers from truck into temporary storage shed using appropriate lifting and handling technics. | Crushed toes from drooping containers, slips, trips and strains Possible chemical spills if container is dropped |
| Ensure that, if required containers are separated as required by SDS information | Chemical reactions between exposed product |
| Complete hazardous materials inventory sheet and take to file in the office. |  |
| Lock shed and return key to office along with inventory sheet |  |

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| Hazard Controls(Describe the controls that will be implemented to remove hazards – elimination, substitution, engineered, administrative, PPE)**.** |
| Wearing PPE – chemical resistant gloves, goggles, safety footwear, long pants and long sleeved shirt or coveralls. |
| Proper lifting and handling techniques |

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| Skill Level / Training Required to Perform the Job(List training requirements) |
| Ability to read and understand the SDS |
| Physically capable of handling 25 kg containers |

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| Communications Processes(Consider working alone, further instructions, concerns, how will assistance be delivered) |
| Have two way radio or cell phone readily accessible. Upon completion of unloading and paperwork notify Ashton. |
| If Ashton does not hear from you within 15 minutes of initiation of this work, Ashton or his designate will come to the temporary storage shed to verify that everything is OK. |

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| Emergency Procedures(Consider how the worker will intiate an emergency response) |
| If a spill occurs, and you are not contaminated, immediately retrieve spill kit and attempt to contain the spill, then notify Ashton by radio or phone and await further instructions |
| If a spill occurs and you are contaminated or have been splashed, immediately remove contaminated clothing and flush with water from the adjacent shed, then notify Ashton by radio or phone |
| If a physical injury occurs contact Ashton by radio or phone |

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| Expected Result(Consider the benefits of the Standard Operating Practice for farm operations) |
| Working is to be completed as assigned within 20 minutes without any damage to the materials or spills |
| Personal safety is paramount precautions take precedent over getting the job quickly |