integrated safety Standard Operating Practices

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| General Information | |
| SOP number | Written by: |
| Date effective: 10 03 14 | Last modified: 08 09 14 |
| Job task: Cleaning Hopper Bottom Bins | |
| Location: Site # 1 Bin yard | No of employees performing job: 2 |

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| Responsibilities(Who is responsible for each aspect of the job) | |
| Position | Duties |
| Employer | Is responsible to provide instruction, safe equipment and supervision to the workers to have a safe working environment. Conduct a risk assessment that the confined space is safe to enter. |
| Worker | To follow the instruction of the employer and use the proper equipment, be aware of and share hazard information with fellow workers and your employer. |

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| Job Task Assessment(List all the tasks & associated hazards for the job being evaluated) | |
| Job Task | Hazards |
| **Check Bins:** Walk around and double check which hopper bins you are wanting to clean out, and make sure that they are completely empty. Do so by banging on the side and listen for a hollow echoing sound. If it sounds empty slow open up the bottom slide of the hopper a little crack to see if grain runs out. Open slide completely and secure in the open position. | Tripping, spilling grain |
| **Pre-inspection of water truck:** Check over your water truck by checking the oil, tire pressure and your water pump and the amount of water in your tank. | Tripping, falling |
| **Drive Truck to Hopper:** Start your water truck, and drive up to your hopper bin. Make sure you look out for obstacles and not to drive to close to the bin to leave working room. | Collisions, tipping, rollovers, clearance, and visibility |
| **Open the lid of the hopper bin:** Make sure you open the lid on your hopper bin to allow light and airflow into your hopper bin. Do so with the cable attached to the lid. Secure the latch to keep the lid open. | Falling, tripping |

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| **Put on safety equipment:** You will be working in a very wet environment, you must wear a face shield, rain suit with a hood and rubber boots and gloves | Exposure to hazardous biological materials |
| **Getting into hopper bin:** Climb into the bottom of the hopper bin and sit above the hole. Have a co-worker hand you the water hose. Making sure that you have clear communication with your co-worker, by either hand signals or banging on the side of the bin to start and stop the pump. DO NOT try cleaning the bin from the top, it is better to get a little wet then climb up to the top. | Slipping, sharp edges, falling |
| **Cleaning of the hopper bin:** Once you have given the signal to start the pump, begin to wash the inside of the bin being sure to wash all the sides, top and cracks. Make sure all the leftover grain is washed out and there is no more dust. Then using hand signal or a bang on the side of a bin have your co-worker shut off the pump. Slowly climb out of the bin and roll the hose back up onto the truck. | Slipping, falling, cold from being wet |
| **Employee Welfare:** Make sure the water you use to clean the bin is clean and the worker is wearing a wet suit. Make sure the worker is ok being in an enclosed area. | Dirty water and dust falling into eyes. |

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| Hazard Controls(Describe the controls that will be implemented to remove hazards – elimination, substitution, engineered, administrative, PPE)**.** |
| Employees should wear protective gear and avoid having to climb up the bins. Have light coming into the bin through the open lid for better visibility. Goggles or a face shield should be worn so that you avoid getting debris in your eyes. |
| Make sure you have good communication with the Co-worker who is outside working the pump, so they can shut off the pump in case of an emergency. Also have communication with your employer in case of an emergency. |
| Make sure there are hazard labels on the bins and pump to avoid getting injured. The pump can be hot and the bins can cause falling hazards. |

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| Skill Level / Training Required to Perform the Job(List training requirements) |
| Employees should be trained on how to drive the water truck and how to properly clean the inside of the bins. To do this they should be able to repeat verbal instruction, demonstrate the task in a controlled environment and have performance reviews. |
| Employee should have a valid driver’s license, and should review the operating manual of the pump and how to operate it. And if the task has not been performed in the last 6 months the SOP should be re-read. |

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| Communications Processes(Consider working alone, further instructions, concerns, how will assistance be delivered) |
| Employees and supervisors must have a working form of communication at all times |
| Pre-inspection checks and maintenance logs must be kept and updated regularly. |

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| Emergency Procedures(Consider how the worker will intiate an emergency response) |
| It is the outside person’s responsibility to constantly monitor the work of the inside person, should the outside person suspect a problem, immediate power down the water pump and talk to the inside person, if there is no response immediately call Ashton and then look up into the bin and attempt to assist the inside person out of the bin. |

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| Expected Result(Consider the benefits of the Standard Operating Practice for farm operations) |
| The hopper bins should be cleaned out in a timely manner using a safe procedure. |
| The equipment should be in good running condition and not put under to much pressure. |
| The ground around the hopper bin should also be clear of moldy grain and other obstacles. |