

## Drinking Water Jug Cleaning Procedure Proof of Training

Print name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Purpose

To establish appropriate expectations and safe work practices for clean, fresh and pure drinking water.

### Scope

This policy will apply to all work performed by employees and subcontractors including, but not limited to the following activities: construction, installation, demolition, remodeling, relocation, refurbishment, testing, and servicing or maintenance of equipment or machines.

### **Responsibilities**

#### Management (Board of Directors and Project Managers)

Management is responsible for ensuring that the materials (e.g., tools, equipment, personal protective equipment) and other resources (i.e., worker training materials) required to fully implement and maintain this program are readily available where and when they are required. Additionally, management will monitor the effectiveness of the program, provide technical assistance as needed, and review the program bi-annually.

#### Program Manager

Dave Simpson is responsible for the development, documentation, training and administration of the program. This position carries the responsibility of insuring this program is adhered to and that proper reporting is executed.

#### Supervisors (Superintendents and Foreman)

Supervisors are responsible for ensuring that a task specific job hazard analysis (JHA), also known as a safe work plan, is developed. The JHA will select, implement and document the appropriate site-specific control measures as defined within this policy. Supervisors will direct the work in a manner that ensures the risk to workers is minimized, adequately controlled and that practices defined by this policy will be followed. Supervisors are responsible for ensuring Unger Construction employees and subcontractors are following expectations. Supervisors will be held accountable for enforcing the requirements of this program. Undesirable behavior will not resolve itself, therefore supervisors must be directly involved with modifying behaviors inconsistent with program expectations. Supervisors will be held accountable for enforcing Unger Construction's disciplinary program.

#### Workers (Employees and Subcontractors)

Unger Construction has high expectations and requires safety excellence for each employee, crew, project and for our entire company. Workers are required to follow the minimum procedures outlined in this program. Workers are responsible for knowing the hazards and the control measures established in the JHA. Workers are responsible for using the assigned PPE in an effective and safe manner. Workers are responsible for stopping unsafe acts and correcting unsafe conditions on the spot as soon as they are discovered. Any deviations from this program must be immediately brought to the attention of your supervisor. Workers that choose to conduct themselves in a manner that is inconsistent with these expectations will be held accountable for those decisions and may incur disciplinary actions.

## Job Hazard Assessment (Safe Work Plan)

Unger Construction utilizes JHA's as our means of hazard assessment and establishing a safe work plan. JHA's are performed by supervisors and/or workers. Our library of hazard assessments is maintained on the "S" drive. Before beginning a new task refer to the JHA library, generally speaking all scopes of our work are covered. For situations that have not yet been covered select one that is substantially similar and use it as a baseline. JHA's on the "S" drive are organized by work area and job description. JHA's include strategies for elimination, substitution, engineering and administrative controls. After applying all appropriate reduction and elimination technique, the remaining hazards will be analyzed and the proper PPE to reduce the hazards will be selected. PPE will be identified for hazards that are in the process of being reduced or eliminated and/or when hazard-reduction efforts are not 100% effective in eliminating the hazards.

For complex or moderate to high hazard tasks, tasks where an additional level of safety planning is needed, the safety director will perform the JHA with the supervisor and workers.

## Training

Before any employee is allowed to clean the drinking water jug they must first receive training. Each employee must demonstrate an understanding of the required training, and the ability to properly clean the drinking water jug, before being allowed to perform work.

Proof of training is available on the "S" drive. The training data base can be sorted by employee name or by subject. This ensures supervisors and employees are able to confirm they have the necessary training and if they don't which employees do. Employees that need training should contact their project manager or superintendent to make arrangements for them to be trained.

## Retraining

The need for retraining will be indicated when: An employee's work habits or knowledge indicate a lack of necessary understanding, motivation or skills required to properly clean the drinking water jug, when changes in the workplace make previous training obsolete, or upon a supervisor request.

## Discussion

Due to the potential for injury/illness specialized work techniques are required to clean drinking water jugs. To properly clean a drinking water jug specific materials and training are required. Generally speaking Unger Construction has determined that individual bottled water is the preferred method to provide drinking water to projects that do not have potable water available onsite.

Since water jugs are designed to insulate, they are tightly sealed and therefore also can hold in moisture and odor as well as encourage mold or mildew growth if the unit is not properly cared for.

## Cleaning Procedure

When cleaning, use mild and non-toxic cleaning agents that remove buildup from the water jug without introducing harmful chemicals. Materials you will need to perform the cleaning task include: a source of fresh clean water, dish soap, clean kitchen scrub brush or clean kitchen towel and baking soda.

- Empty the jug and rinse the jug with water.
- Drizzle a light coat of dish soap over the scrub brush or towel and scrub down the inside of the jug.
- Flush the soapy water out through the spout to clean this area as well.
- Sprinkle a thick coat of baking soda onto the brush or towel and scrub over any stained areas. Continue until all stain residue is removed. (If residue cannot be completely removed contact your supervisor)
- Rinse out the jug thoroughly and drain the water out through the spout. Ensure all cleaning agents are thoroughly rinsed and the jug is dry before storage.

- If jug has a pour spout, store it with spout open to allow moisture to escape.
- Let the jug air dry completely before putting the lid back onto the jug and before storing it. Trapping moisture inside can lead to mildew growth.

### Care

- Wipe interior and exterior surfaces clean before storing and between uses. To prevent stains and odors, empty the jug after use.
- Let the jug air dry completely before putting the lid back onto the jug and before storing it. Trapping moisture inside can lead to mildew growth.
- If the jug will not be placed directly into service sprinkle baking soda into the jug.