



FACILITY INSPECTIONS & WASTE MANAGEMENT

FACILITY INSPECTIONS

A member of the Safety Committee along with the Safety Manager will periodically inspect all facilities to see that OSHA requirements are being met. Facility inspection results will be reviewed by the Branch Safety Committee, Operations Manager and Service Manager and remedial action recommended will be made to management. Severe hazards that are identified must be corrected immediately.

Use the current version of the Branch/Facility Safety Checklist, along with any additional documents provided during a quarter. In addition to the facilities inspections, job sites, materials and equipment shall be inspected frequently and maintain the same standards

HOUSEKEEPING & WASTE MANAGEMENT

Good housekeeping is an essential part of preventing slips trips and falls, fire prevention, and reducing negative impact on the environment

When working at a client site estimate the waste that will be generated prior to work being performed so that the need for containers and waste removal, if necessary, can be determined. Waste or scrap materials generated for project for consideration:

- scrap metal
- rags, discard or replaced nuts, gaskets
- debris from refractory work
- used oil
- fiber glass insulation
- refrigerant

Waste materials should be properly stored and handled to minimize the potential for a spill or impact to the environment. During outdoor activities, receptacles must be covered to prevent dispersion of waste materials and to control the potential for run-off. Return all wastes, trash, or scrap materials to the branch for proper disposal. No waste generated is classified as HAZMAT. Do not accept waste that was not generated by work completed by Tate Engineering Systems.

Waste materials that can be reuse or recycled will be sorted at the branch and be disposed of properly or repurposed.

DISPOSE OF WASTES

All employees are required to follow EPA compliant disposal of wastes, trash, scrap materials and other types of debris from a client site or the branch. Waste and debris generated from Tate Engineering Systems, Inc. service and maintenance at a client site should be removed and transported back to a branch for disposal. No other client generated waste may be accepted for disposal.



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Waste brought to the branch or generated at the branch, such as: used oil, pallets, metal scraps, machine parts, rags soaked with flammable solvents and lubricants, must be discarded of in a way the reduces and or eliminates hazards associated with them.

Items such a use light bulbs, batteries and used oil, freon, and other oils generated from the warehouse or client sites must be disposed of by an outside vendor. Tate Engineering Systems, Inc. uses vendors like Safety Klean, and Rapid Recovery for EPA compliance disposal.

Tate Engineering Systems Inc., service and maintenance procedures do not generate DOT HAZMAT classified wastes that require vehicle placarding.

INSPECTION GUIDELINES

1. Develop a questioning attitude to determine what injuries might occur if the unexpected happens and how the job might be accomplished more safely.
2. Stop as you enter an area and observe reactions to your presence, because employees may correct unsafe practices when you enter. You must recognize these unsafe acts to prevent a recurrence.
3. Look up, down, above and under. Check off-the-floor and out-of-the-way items.
4. Take necessary immediate and temporary actions to protect workers and property from imminent hazards.
5. In your notes, describe and locate each problem item clearly.
6. Report items that are out-of-place or that seem unnecessary. Remember that order and cleanliness go hand in hand with efficiency.
7. Determine the causes of substandard actions and conditions that you see.

DEVELOP REMEDIAL ACTION RECOMMENDATIONS

1. Consider potential severity of loss.
2. Weight various control alternatives and decide on the best one.
3. Determine the cost of control.
4. Justify the recommended control if major expenditures are involved.

PREPARE INSPECTION REPORT

1. Write clearly.
2. After submitting documents to management post the report on the safety bulletin board in the branch.