Table of Contents

I. PURPOSE 2

II. APPLICABILITY 2

III. DEFINITIONS 2

IV. REQUIREMENTS 2

V. POTABLE WATER 3

VI. WASHING FACILITIES 4

VII. LAVATORIES 4

VIII. SHOWERS 5

IX. EATING and DRINKING AREAS 5

X. VERMIN CONTROL 5

XI. CHANGE ROOMS 5

XII. TEMPORARY SLEEPING QUARTERS 5

XIII. SAFETY PROCEDURES for CUSTODIANS 6

Gallant Builders (Gallant) has implemented this safety program to establish proper housekeeping and sanitation procedures and for housekeeping and sanitation to comply with Title 29 Code of Federal Regulations (CFR) §1910.141, §1926.25 and §1926.26.

I. PURPOSE

The purpose of this program is to define the procedures and standards that apply to maintaining a clean, safe and orderly facility/worksite.

II. APPLICABILITY

This program applies to all Gallant facilities and worksites.

III. DEFINITIONS

Potable Water - means water that meets the quality standards prescribed in the U.S. Public Health Service Drinking Water Standards, published in 42 CFR part 72, or water which is approved for drinking purposes by the State or local authority having jurisdiction.

Lavatory - means a basin or similar vessel used exclusively for washing of the hands, arms, face, and head.

Number of Employees - means, unless otherwise specified, the maximum number of employees present at any one time on a regular shift.

IV. REQUIREMENTS

GENERAL HOUSEKEEPING

All work sites, vehicles, fabrication facilities (shops), warehouses, material laydown areas, offices and parking lot areas shall be kept in a clean and orderly condition.

All tools (construction, service and emergency equipment) shall be kept clean and well maintained.

Walkways, stairways and roadways shall be kept clear to allow the safe movement of persons, material, and equipment.

Arrangements shall be made for adequate trash collection receptacles and the emptying of such receptacles on a regular schedule.

Electrical cords, hoses, ropes, conduits, pipes and other hazards shall not be placed in walkways, stairways and work areas in such a manner as to create a tripping hazard.

Examples of acceptable methods for avoiding a tripping hazard include: taping the items down, running the items along the area edge or barricading the area.

Scrap materials shall be stacked or stored for disposal or recycling in a neat and orderly manner so as not to interfere with job processes or create hazards.

Employees shall keep their work areas in a clean and orderly manner. Inspections of overall or general work areas shall be conducted on a regular basis, preferably daily with the results reported to project management on a weekly basis at a minimum.

Emergency exits and evacuation routes shall be clearly marked and kept clear at all times.

V. POTABLE WATER

An adequate supply of potable water shall be provided at all work sites. The potable water system of clients shall not be utilized without authorization.

WATER CONTAINERS AND DRINKING CUPS
Portable potable water containers used to dispense drinking water shall be capable of being tightly closed, and equipped with a tap. Water shall not be dipped from containers.

Any container used to distribute drinking water shall be clearly marked as to the nature of its contents and not used for any other purpose. The lid of the container shall be sealed and have date indicating when it was filled with water.

Water containers shall be cleaned periodically with an antiseptic cleaning solution.

The 'common drinking cup' is prohibited.

Where single service cups (to be used but once) are supplied, both a sanitary container for the unused cups and a receptacle for disposing of the used cups shall be provided.

NON-POTABLE WATER
Non-potable water outlets (such as water for industrial or firefighting purposes only) shall be identified with signs to indicate clearly that the water is unsafe for drinking, washing, or cooking purposes.

There shall be no cross-connection, open or potential, between a system furnishing potable water and a system furnishing non-potable water. Non-potable water systems of clients shall not be utilized without authorization.

TOILETS AT TEMPORARY WORKSITES
Toilet facilities of clients shall not be utilized without authorization.

The requirements of this section do not apply to mobile work crews who have transportation to nearby toilet facilities.

The minimum number of toilets that shall be provided for employees on temporary work sites are listed in the following table:

Number of employees	Minimum number of toilet facilities
1 to 15	1
16 to 35	2
36 to 55	3
56 to 80	4
81 to 110	5
111 to 150	6
Over 150	6 plus 1 additional for each additional 40 employees

Under temporary field conditions, provisions shall be made to assure not less than one toilet facility is available.

Work sites, not provided with a sanitary sewer, shall be provided with one of the following toilet facilities unless prohibited by local codes:

- Privies (where employee use will not contaminate ground or surface water)
- Chemical toilets
- Recirculating toilets
- Combustion toilets

Toilet facilities shall be lockable, located centrally (as practical) to the work crew or crews.

Toilet facilities shall be maintained in a sanitary condition and cleaned on a systematic basis.

VI. WASHING FACILITIES

Washing facilities shall be maintained in a sanitary condition. The washing facilities of clients shall not be utilized without permission.
Washing facilities shall be provided for employees engaged in the application of paints, coating, herbicides, or insecticides, or in other operations where contaminants may be harmful to the employees. Such facilities shall be in near proximity to the work site and shall be so equipped as to enable employees to remove such substances.

VII. LAVATORIES

The requirements of this subdivision do not apply to mobile crews or to normally unattended work sites if employees working at these locations have transportation readily available to nearby washing facilities that meet the other requirements of this section.

Lavatories shall be made available in all places of employment.

Each lavatory shall be provided with hot and cold running water, or tepid running water.

Hand soap or similar cleansing agents shall be provided.

Individual hand towels or sections thereof, of cloth or paper, warm air blowers or clean individual sections of continuous cloth toweling, convenient to the lavatories, shall be provided.

VIII. SHOWERS

Whenever showers are required by a particular standard, the showers shall be provided as defined in this section.

One shower shall be provided for each ten (10) employees of each sex, or numerical fraction thereof, who are required to shower during the same shift.

Body soap or other appropriate cleansing agents convenient to the showers shall be provided.

Showers shall be provided with hot and cold water feeding a common discharge line.

Employees who use showers shall be provided with individual clean towels.

IX. EATING AND DRINKING AREAS

Employees shall not be allowed to consume food or beverages in a toilet room nor in any area exposed to a toxic material.

Eating areas shall be designated and kept in a sanitary condition. On work sites, provisions shall be made to properly dispose of food scraps and trash.

Employees shall not be permitted to eat in areas where food may become contaminated or food may contaminate an environment (e.g. a clean room).

X. VERMIN CONTROL

Every enclosed workplace shall be so constructed, equipped, and maintained, so far as reasonably practical, as to prevent the entrance or harborage of rodents, insects, and other vermin. A continuing and effective extermination program shall be instituted where their presence is detected.

XI. CHANGE ROOMS

Whenever employees are required to wear protective clothing because of the possibility of contamination with toxic materials, change rooms equipped with storage facilities for street clothes and separate storage facilities for the protective clothing shall be provided.

XII. TEMPORARY SLEEPING QUARTERS

When temporary sleeping quarters are provided, they shall be heated, ventilated, and lighted.

Temporary sleeping facilities shall be managed and operated in accordance with applicable laws and regulations.

XIII. SAFETY PROCEDURES FOR CUSTODIANS

Proper safety equipment should always be used where necessary. Remove snow, ice, fallen branches on steps and walks as soon as possible.

Post signs where there are wet or waxed floors.

Report all safety hazards, if they cannot be fixed on the spot, such as:

1. Any broken or loose wires
2. Any loose flooring
3. Tables or chairs (needing repair or removal)
4. Any loose or broken concrete in walkways
5. Broken windows or glass of any kind
6. Water pipes or fixtures that are broken
7. Any strange smells (example - gas leak in kitchen)