

City of Fullerton
303 W. Commonwealth Ave.
Fullerton CA 92832

To Whom It May Concern,

I would like to personally thank the City of Fullerton City Council, Staff, and residents for allowing Universal Waste Systems Inc. to be a part of this RFP process. Our team has worked diligently to submit a solid proposal, with new collection vehicles, new containers, new programs, and an expanded disposal network to assist the City of Fullerton in meeting all its waste and recycling goals, all while maintaining competitive rates for the residents and businesses.

Universal Waste Systems and the Blackburn Family operate the company with a moto of being
Large Enough to Serve, Small Enough to Care...

The City of Fullerton has been served for decades by the one of the largest companies in the Country, there are many positives, being a large national company, but the part that is missing is the local family-owned business that is truly a part of your community. That is the UWS difference. I hope that you will see while reviewing our proposal that we truly **are large enough to services** all of your waste and recycling need, we believe we have the best facilities in Southern California, we build our own trucks and containers, our operations team is the best in the industry, and we back all of that up with a personal guarantee. You will always be able to have directly contact with the me, and my family as owners will be involved in every aspect of this contract.

I am attaching a letter we received from the City of Los Alamitos, the closest franchise we have to the City of Fullerton. I think the letter perfectly describes our goal when we contract with a City. I am proud of my team, that the UWS mission and moto of “Being Large Enough to Serve, small enough to care” is being implemented in the services we provide to Los Alamitos, and what we look forward to having a chance to implement for the City of Fullerton.

Growing up in Orange County and still being an Orange County resident today, it would truly be an honor to service the City of Fullerton, I believe we are the best company for your city.

Thank you again for this opportunity.

Mark Blackburn
President





CITY OF
Los Alamitos
California

3191 Katella Avenue
Los Alamitos, CA 90720-5600
Telephone: (562) 431-3538
FAX: (562) 493-1255
www.cityoflosalamitos.org

November 14, 2025

To Whom It May Concern:

I am pleased to offer this letter of support for Universal Waste Systems (**UWS**), a valued partner that has consistently provided high-quality waste and recycling services to the City of Los Alamitos.

UWS has demonstrated exceptional professionalism, reliability, and responsiveness in all aspects of its delivery service. Their team maintains a strong commitment to operational excellence, promptly addressing community needs while ensuring compliance with all regulatory requirements. UWS has also been proactive in supporting the City's sustainability goals by offering comprehensive recycling programs, educational outreach, and environmentally responsible waste-handling practices.

Beyond their outstanding service performance, UWS is a true community sponsor. They generously support major City events, including the 3rd of July Fireworks Spectacular, Winter Wonderland, Race on the Base, and many others. In addition, UWS regularly contributes to key community organizations such as the Los Alamitos Chamber of Commerce, further exemplifying their dedication to strengthening local partnerships and enhancing the quality of life for residents and businesses. Their investment in community programs reflects a genuine spirit of service and collaboration that extends well beyond contractual obligations.

The City values its partnership with UWS and confidently supports its continued service within our community.

If you have any questions or require further information, please do not hesitate to contact me at Rnoda@cityoflosalamitos.org.

Sincerely,

R. Noda

Ron Noda
Assistant City Manager
City of Los Alamitos



PROPOSAL FOR INTEGRATED WASTE MANAGEMENT SERVICES

PRESENTED TO



City of Fullerton

City of Fullerton
340 W. Commonwealth Ave., Fullerton, CA 92832

Submitted By



Universal Waste Systems, Inc.

"Large Enough to Serve, Small Enough to Care"

November 17, 2025



SECTION B - TRANSMITTAL LETTER

November 17, 2025

Mr. Steve Avalos
Budget and Purchasing Manager
City of Fullerton
340 W. Commonwealth Ave
Fullerton, CA 92832

Re: PROPOSAL FOR INTEGRATED WASTE MANAGEMENT SERVICES

Dear Ms. Quintanar:

Universal Waste Systems, Inc. (UWS) is pleased to submit the following proposal in response to the City of Fullerton’s request for proposals for Solid Waste Management Services.

UWS is a family-owned privately held company established in 1986 providing waste management services to communities throughout Southern California. We have broad and extensive experience serving residential, commercial and industrial customers in Southern California, Arizona, and New Mexico. In addition to successfully operating in exclusive franchise areas where excellent service has earned renewals and extensions, we have also been successful in the highly competitive non-exclusive environment where customers are free to change service providers based upon service quality and price.

UWS would be a perfect fit for the City of Fullerton as we are located just minutes from the City limits and own and operate all of our processing, transfer and material recovery facilities needed to meet the requirements of the RFP. In addition to the information provided in the RFP, we have provided a section titled “Key Highlights of the Proposal” which will provide a quick summary of the key points as well as some of the enhancements offered by UWS.

Our contact person for this Proposal is:

Name:	Matt Blackburn Executive Vice President
Mailing address:	P.O. Box 3038 Whittier, California 90605
E-mail address	matt@uwscompany.com
Telephone:	562-695-8236 (office) 909-859-5731 (cell)
Fax number:	562-941-4915

UWS can confirm that we have received and reviewed three RFP addenda, #1 Annual Diversion Report, #2 Pre Proposal Meeting Attendance List, and #3 Final Question and Answer Report.



We look forward to the RFP process and the opportunity to meet and discuss the many capabilities of Universal Waste Systems and its qualified team of professionals. Our proposal shall be valid for a period of no less than 120 days, and the information submitted with this proposal is true and correct. Please feel free to contact us with any questions or comments.

Respectfully submitted,

Mark Blackburn
President



SECTION C – INTRODUCTION

UWS is a family-owned privately held company established in 1986 providing waste management services to communities throughout Southern California. We have broad and extensive experience serving residential, commercial and industrial customers in Southern California, Arizona, Kansas, Missouri, and New Mexico. In addition to successfully operating in exclusive franchise areas where excellent service has earned renewals and extensions, we have also been successful in the highly competitive non-exclusive environment where customers are free to change service providers based upon service quality and price.

UWS would be a perfect fit for the City of Los Fullerton as we are located just minutes from the City limits and own and operate all of our processing, transfer and material recovery facilities needed to meet the requirements of the RFP. In addition to the information provided in the RFP, we have provided a section titled “Key Highlights of the Proposal” which will provide a quick summary of the key points as well as some of the enhancements offered by UWS.

UWS currently operates in the County of Orange and has spent considerable time in the City of Fullerton familiarizing ourselves with the City and its unique characteristics. We have performed route audits and observed the collection of the residential sector during the current collectors' workday. Our Operations Manager Jonathan Jaime was a previous supervisor that managed routes in the City of Fullerton. He is very familiar with the day-to-day operations, the equipment needs, and disposal quantities. Jonathan will play a major role in this process for UWS.

UWS is confident that we are prepared and willing to provide the City with exceptional service at a reasonable rate. We look forward to the opportunity.

KEY HIGHLIGHTS OF THE PROPOSAL

Ownership and Management

Universal Waste Systems, Inc. (UWS) is a privately held locally owned and operated business by the Blackburn Family. The company was established in 1986 and has family members at all levels of management within the company to ensure that it meets and/or exceeds all of its contract obligations. The City of Fullerton will have direct access to the owners of the company, which will provide for a better long-term relationship and guarantee that the contract is successful and compliant. We live by our company slogan “Large enough to serve; small enough to care”.

Past Experience

Following a competitive procurement, the City of Los Angeles awarded UWS an exclusive franchise agreement for the North East Commercial Franchise Zone to service commercial, multi-family, and industrial customers. This franchise was awarded and covered all services including waste, recyclable and organic collection, processing of all waste streams, facility development and construction along with a robust public education component as well as legislative compliance. During the implementation we transitioned 9,000 new accounts from 20 different service providers to a new UWS customer. Additionally, we have successfully completed full transitions of service in Los Alamitos, Maywood, and the City of South Gate locally in the last 5 years.

Key Personnel

UWS' President and CEO, Mark Blackburn started the company in 1986 with one truck and a few hundred bins. Since 1986, UWS has grown into one of the premier environmental waste and recycling companies in California and the nation. UWS employs over 800 employees and runs 350 trucks in 5 states with multiple operations and processing centers in the greater Southern California market available to the City of Fullerton. Under Mr. Blackburn's leadership, he has created an environment where all employees are unified in their commitment to our mission, vision, and values. The company's success is a result of empowering our employees to make good decisions, implementing them with the goal of the opportunity for upward mobility.

Facility Description and Utilization

UWS' owned and operated facilities will ensure that the City of Fullerton has control over where their waste and recyclable materials are shipped for processing. The facilities owned and operated by UWS, are near the City limits and will ensure that UWS can meet and or exceed all the legislative requirements facing the City. There is a detailed list and description of the facilities in Section 3. Below is a quick rundown on the proposed facilities.

- Material Recovery and Transfer Facility – Santa Fe Springs
- Mixed Waste Processing Facility – Santa Fe Springs
- Green Waste and Organic Composting Facility – South Gate
- Organic Food and Food Scrap Processing – Vernon
- Truck Terminals – Costa Mesa, Santa Fe Springs, Los Angeles, and South Gate

Implementation and Compliance Plan

This Service Implementation Plan will ensure an efficient and orderly transition of integrated solid waste management services for the residents and businesses in the City of Fullerton. As noted previously in the proposal, UWS has extensive experience with service transition, most recently in the City of Los Angeles, Los Alamitos, South Gate, and Maywood. UWS will assign a City Liaison which will be Matt Blackburn (family member and owner) and he will be the primary contact for implementation and will personally oversee the transition. Matt coordinated the transitions listed above as well.

Customer Service

UWS' roots are in the highly competitive nonexclusive franchise environment where customers are free to change providers if service quality is not maintained. Quality customer service always has been and continues to be of utmost importance to the Blackburn Family. Here the power of the personal guarantee, a UWS Core Value, is exemplified by the hands-on involvement of the key management team members to ensure that every single Customer complaint or simple inquiry is resolved to the complete satisfaction of the Customer.

Training

In the weeks leading up to starting service, we will conduct mandatory off-hour training sessions to familiarize transitioning employees with our procedures and technologies. Transitioning employees will be compensated for attending training sessions. This early activity with the personnel assigned to the City of Fullerton will again provide for a seamless transition with minimal disruption to the services.

Outreach and Education Plan

RecycleLA, the City of Los Angeles' Zero Waste program, was designed before SB 1383 was adopted and yet the program anticipated what would become the State recycling and organic waste recycling mandate.

As a Contractor for RecyLA servicing the North East zone, we have been able to perfect our diversion implementation plan, recruit and train our team, and hone our customer education and outreach skills. Our Zero Waste team has extensive experience in assessing our customer needs, personalizing programs and getting results. This implementation plan is a product of that experience. Our Zero Waste Team is made up of fourteen Zero Waste Account Representatives with public relations skills and special training and expertise to personally assist Customers with tailoring solid waste services that maximize the recovery of recyclable material and organics.

Safety and Injury Prevention

UWS has an extensive safety and injury prevention program that all employees are required to participate in as well as receive individual training that fits their job duties. UWS has been able to substantially reduce the number of work place accidents through our rigorous training protocol and follow up training. Because safety is a core value of the company, we dedicated a complete section to this area which provides an in depth look into the safety culture we have developed and continue to enforce at UWS.

Proposed Equipment

UWS proposes to utilize all brand new equipment in the City of Fullerton. UWS will also outfit each resident with brand new SB1383 compliant automated carts (grey, blue and green) at service commencement. The commercial and multi-family customers serviced by front loader bins will also receive brand new containers prior to the start of service.

Minimum Recycling and Diversion Requirements

UWS believes that our unique local disposal and processing infrastructure separates the UWS proposal from other companies. Our facilities, are open, permitted, and prepared to provide the City of Fullerton with the necessary programs to guarantee compliance with all local and state regulated diversion requirements.

Employment of Prior Contractor Employees

We recognize that the employees of the current contractor possess unique knowledge of the City and the customers therefore we believe they would be beneficial to join our team. We plan to offer employment opportunities for available positions to existing employees of the current contractor that would otherwise be displaced. Our owners, management and employees treat each other equally and fairly and will not engage in discrimination against anyone because of their actual or perceived race, color, religion, ancestry, national origin, disability, medical condition, marital status, domestic partner status, sex, gender, gender identity, gender expression, or sexual orientation or as a member of any other protected class.

Procurement of Recovered Organic Waste Products

Short-Lived Climate Pollutants regulations requires a jurisdiction to procure organic waste products directly, or through a service provider (Contractor), at or above the target established by CalRecycle. UWS will assist the City with meeting these requirements by procuring products that meet the criteria established in SB1383. One of the areas that will be beneficial to the City in meeting these goals will be UWS' commitment to use Renewable Natural Gas (RNG) in the City of Fullerton's collection vehicles. UWS currently uses RNG in all of its collection vehicles that operate in the Southern California market.



SECTION D – RELATED EXPERIENCE BY AREA

Description of Proposers Experience

UWS' has broad and extensive experience serving residential, commercial and industrial customers in Southern California, Arizona, and New Mexico. In addition to successfully operating in exclusive franchise areas where excellent service has earned renewals and extensions, we have also been successful in the highly competitive non-exclusive environment where customers are free to change service providers based upon service quality and price.

Although UWS is not the largest company that will propose on the City of Fullerton, we are the one company that possess all the capabilities necessary to serve the City and meet and/or exceed the requirements listed in the RFP. UWS has developed into a company that prides itself on a creating partnerships with our communities in order to ensure a high level of service at reasonable rates. We will be committed to the residents and businesses of the City of Fullerton by offering first class services.

Transition Experience

City of Los Angeles Commercial Franchise Zone

Following a competitive procurement, the City of Los Angeles awarded UWS an exclusive franchise agreement for the North East Commercial Franchise Zone to service commercial, multi-family, and industrial customers. This franchise was awarded and covered all services including waste, recyclable and organic collection, processing of all waste streams, facility development and construction along with a robust public education component as well as legislative compliance.

During the 6-month period of July 2017 to January 2018, we transitioned 9,000 new accounts from 20 different service providers to a new UWS account.

The transition included: (i) creating individual customer records; (ii) conducting site inspections to establish GIS parameters; (iii) delivering over 15,000 containers; (iv) completing on-site waste assessments; and (v) initiating service.

During the transition period, we established 35 new commercial collection routes, 5 new roll-off routes, and 8 new scout routes. While we were busy establishing these 9,000 new accounts, we were also divesting 8,000 of our commercial and multi-family customers in the 10 other City franchise zones to the 6 new service providers in those zones.

The Los Angeles transition presented us with some unique challenges: subscription information was frequently incomplete or inaccurate; new subscribers resisted the change because the franchising system represented a material change in service; and, the City's plan for expanded 'Zero Waste' programs brought with it some significant cost increases to the customer. In the face of these challenges, we were able to deliver 99% service reliability to our new customers during the transition.

Table 1
City of Los Angeles Transition Experience

Jurisdiction	Transition Period	Customer Types	Service Performed	Container Types	Contact Information
City of Los Angeles North East Franchise Zone	July 2017 to Jan. 2018	Commercial, Multi-Family, Industrial	-Refuse- -Recycling- -Organic Waste- -C&D-	Carts, bins, stationary compactors & debris boxes	Mr. Daniel Meyers Division Manager LA Dept. of Sanitation 1149 S. Broadway St. 5 th Floor Los Angeles, CA 90015 213-446-2199

City of Maywood

UWS transitioned the City of Maywood in March of 2020 during the pandemic and in order to replace a non-performing contractor. The City of Maywood had contracted with a company that was not able to meet the performance requirements in the City's franchise agreement and had left the City without any notice.

The City was approached by a large private hauler which moved into the City in late December of 2019 to assist the City in making sure the trash was collected. Within a few months, the company made demands of the City for a long-term evergreen contract with large rate increases. After a few months of negotiations, the company provided the City notice that it would be leaving at the end of February 2020 if the City would not agree to the terms of a new contract. This noticed provided the City about a week's notice to find another company to step in and perform the services.

UWS was contact by the City's consultant that they had been working with to see if there was interest in the City of Maywood. UWS met with the City and the consultant and within a few hours had a plan to begin service the week following the departure of the exiting company. The City did not have any interruption of service and the City and UWS successfully negotiated a new agreement that is in place today. As well, UWS agreed to provide the services at the previous company's rates for the balance of 2020 with a new rate structure being implemented over the next three (3) years. This transition was quick, demanding and very successful.

Table 2
City of Maywood Transition Experience

Jurisdiction	Transition Period	Customer Types	Service Performed	Container Types	Contact Information
City of Maywood	March 2020	Residential, Commercial, Multi-Family, Industrial	-Refuse- -Recycling- -Organic Waste- -C&D-	Carts, bins, stationary compactors & debris boxes	Ms. Jennifer Vasquez City Manager 4319 E. Slauson Ave. Maywood, CA 90270 (323) 562-5712

City of Los Alamitos

In addition to examples transitioning commercial, multi-family, and industrial customers in the City of Los Angeles and Maywood above, we have also completed a full city wide transition in the City of Los Alamitos.

The Los Alamitos transition is very similar to Fullerton in scope. There is a difference in size, but Los Alamitos was a full Citywide transition including, residential, commercial, multifamily, roll off, city services, bulky item collection, and the full implementation of recycling and organics services. UWS complete the transition on time and according to schedule, with a great working relationship with the existing solid waste provider for the city. One of the most important components of a transition is the ability to have open dialogue, and a partnership with the outgoing waste provider to ensure a smooth transition.

UWS has been a huge part of the community in Los Alamitos, and we have offered similar community involvement enhancements in our proposal to the City of Fullerton.

**Table 3
City of Los Alamitos Transition Experience**

Jurisdiction	Transition Period	Customer Types	Service Performed	Container Types	Contact Information
City of Los Alamitos	January 22 to Present	Commercial, Multi-Family, Residential, Industrial, Roll-Off	-Refuse- -Recycling- -Organic waste- -C&D-	n/a	Mr. Irving Montenegro 3191 Katella Ave Los Alamitos, CA 90720 562-461-3538 X300

Please see the reference from the City of Los Alamitos regarding our services in their city.



CITY OF
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California

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Beyond their outstanding service performance, UWS is a true community sponsor. They generously support major City events, including the 3rd of July Fireworks Spectacular, Winter Wonderland, Race on the Base, and many others. In addition, UWS regularly contributes to key community organizations such as the Los Alamitos Chamber of Commerce, further exemplifying their dedication to strengthening local partnerships and enhancing the quality of life for residents and businesses. Their investment in community programs reflects a genuine spirit of service and collaboration that extends well beyond contractual obligations.

The City values its partnership with UWS and confidently supports its continued service within our community.

If you have any questions or require further information, please do not hesitate to contact me at Rnoda@cityoflosalamitos.org.

Sincerely,

R. Noda

Ron Noda
Assistant City Manager
City of Los Alamitos



SECTION E – PROJECT TEAM AND RESUMES

UWS' President and CEO, Mark Blackburn started the company in 1986 with one truck and a few hundred bins. Since 1986, UWS has grown into one of the premier environmental waste and recycling companies in California and the nation. UWS employs over 500 employees, runs 350 trucks in 3 states with multiple operations and processing centers in the greater Southern California market available to the City of Fullerton. Under Mr. Blackburn's leadership he has created an environment where all employees are unified in their commitment to our mission, vision, and values. The company's success is a result of empowering our employees to make good decisions, implement them with the ultimate goal of the opportunity for upward mobility.

Mission

Universal Waste Systems exists to provide quality waste and recycling services which result in a clean and healthy environment for communities we serve by applying innovative solutions to the challenges of today and tomorrow.

Vision

To be the flagship company for comprehensive waste management in Southern California by being the best and healthiest place to work and innovate to deliver cutting-edge environmental solutions to achieve "zero waste."

Core Values

Integrity

We operate with honesty and integrity in all dealings with customers, jurisdictional representatives and each other. We do what we say, and we say what we do.

Sustainable Practices

We are committed to planning effective waste diversion strategies and ensuring that our plans are carried out as promised. We operate our business as good stewards in a more sustainable way.

Unity of Purpose

We frequently and consistently communicate our mission and performance standards to all of our employees so as to operate with a unity of purpose at all times.

The Power of a Personal Guarantee

Our owner, family members, and management staff give their personal guarantee that every single customer issue or inquiry will be handled to the ultimate satisfaction of the customer and the City.

Company Slogan

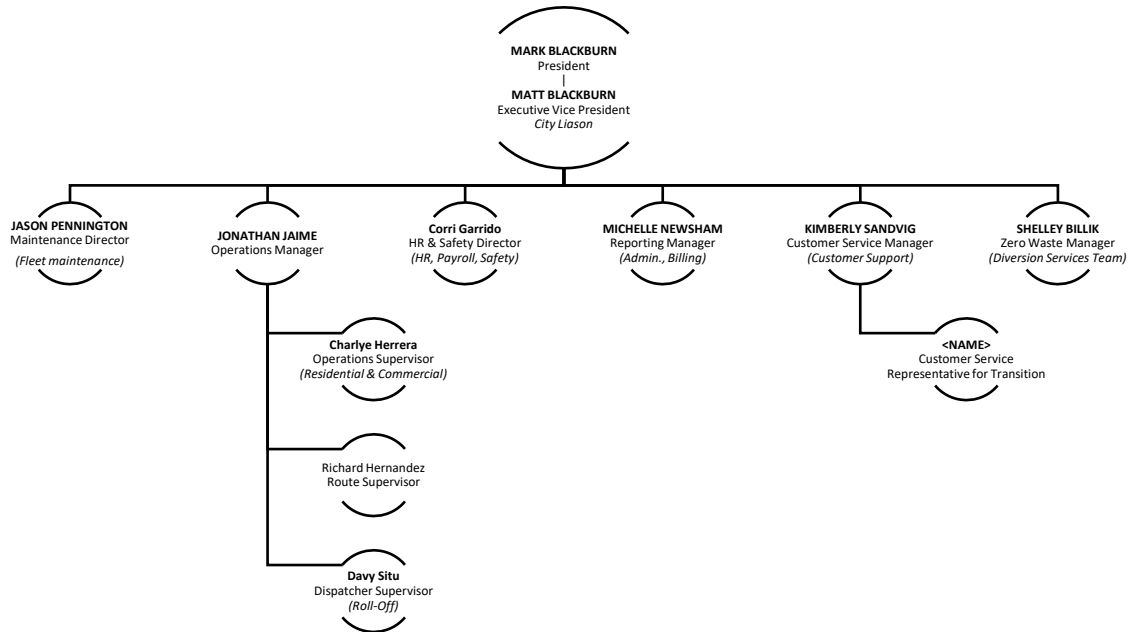
"Large enough to serve; small enough to care."

Organization

Figure below illustrates the span of control of our leadership team.



Figure UWS Leadership Team.



Key personnel are grouped into teams (Executive, Operations, Customer Care, and Support Services) and are introduced on the pages that follow.

Universal Waste Systems Inc. proposes to have a local office in the City of Fullerton, initially the office will be staffed with local customer service and our transition team, and after transition we will have a local customer service representative and our recycling ZEROWASTE representatives.

Executive Team

Mark Blackburn

President and CEO

46 years solid waste industry experience

Mark Blackburn is the company's founder, majority owner, and chief executive officer.

Mark sets the strategic direction for the company. He has piloted the company to new horizons including franchised collection operations, solid waste transfer, material recovery, organics processing, conversion technologies, and new geographic areas (New Mexico and Arizona).

Mark is an innovator who investigates and experiments with new approaches and technologies.

Experience

Mark entered the solid waste industry in 1974 working for his father (Harry Blackburn) at Signal Hill Disposal.

After a 12-year 'apprenticeship' in the industry and in entrepreneurship, Mark and wife Anne struck out on their own and founded Universal Waste Systems, Inc. in 1986.

From one truck and one account, the company now employs 500 employees and operates 350 collection vehicles from 9 locations with over \$100 million in annual revenue.

Contact me:
562-941-4900
mark@
uwscompany.com

Matt Blackburn

Executive Vice President

20 years solid waste industry experience

Matt Blackburn is the Executive Vice President and Chief Operating Officer. Matt is responsible for managing day-to-day operations for waste collection and facilities. He also oversees all support services.

Matt is the primary contact for each of the jurisdictions that we serve. He has led jurisdiction transitions for UWS including the City of Los Angeles and Maywood franchise.

Matt will lead our team from transition, planning, through start-up.

Experience

Matt joined the company working in the dispatch office. Prior to assuming the role of executive vice president in 2015, he had worked in every facet of the business.

Contact me:
562-941-4900
matt@
uwscompany.com

Operations Team

Mitchell Blackburn

Vice President of Collection Operations
15 years solid waste industry experience

Michael Blackburn

Vice President of Post Collection Facilities
12 years solid waste industry experience

Jenese Blackburn

Operations Manager – Temporary Services
10 years solid waste industry experience

Ryan Blackburn

General Manager – Liquid Waste Division
14 years solid waste industry experience

Jonathan Jaime

Operations Manager
11 years solid waste industry experience

Jonathan Jaime oversees Southern California collection operations from his offices in Los Angeles and Southgate.

Experience

Jonathan has 11 years' experience in solid waste collection and material processing. He joined UWS in July 2017 to assist with the roll out of UWS services in the City of Los Angeles RecyclA Northeast commercial zone.

Prior to joining UWS, Jonathan was lead supervisor for Republic Service's nine franchises in Orange County where he managed 12 supervisors and 220 collection drivers. Jonathan began his Republic Services career as a driver.

Contact me:
562-941-4900
jonathan@
uwscompany.com

Charlye Herrera

Operations Supervisor
18 years solid waste industry experience

Charley Herrera manages residential and commercial collection services from our Los Angeles office.

He brings a customer-centric and positive approach to problem-solving.

Experience

Charlye has extensive solid waste experience. Prior to joining UWS in 2019, he worked for Athens Services including managing hauling operations, roll-off services, and two material recovery facilities.

Contact me:
562-941-4900
charlyeherrera@
uwscompany.com

Davy Situ

Dispatch Manager

17 years solid waste industry experience

Davy Situ manages our system-wide dispatch function and routes daily roll-off collection services from our Los Angeles office. We also rely upon his expertise as a member of our transition team.

Experience

Davy has worked in the waste and recycling industry for over 17 years. He joined UWS in 2017. Davy began his solid waste career as a customer services representative at Waste Management.

Davy has been a part of transition teams for South Gate, Maywood, Los Alamitos, and the City of Los Angeles.

Contact me:
562-941-4900
davy@
uwscompany.com

Jason Pennington

Maintenance Director

7 years solid waste industry experience

Jason Pennington manages vehicle maintenance and repair operations for our fleet of 500+ collection vehicles including transfer vehicles, and miscellaneous vehicles at our nine locations.

Jason is also responsible for vehicle software systems, management and development of our 50 member maintenance staff, and for equipment procurement.

He works from our South Gate and Los Angeles offices.

Experience

Jason has 18 years' experience in fleet maintenance. He joined the UWS Team in 2017.

Prior to joining UWS, he held positions of Maintenance Manager at Recology.

Contact me:
562-941-4900
jason@
uwscompany.com

Richard Hernandez

Orange County Route Manager

5 years solid waste industry experience

As the designated Orange County Route Supervisor, Richard will be assigned exclusively to the county to monitor all collections, make contact with customers regarding collection issues, and verify completion of each service work order. Richard will be available to the City's designee by cell phone, email or radio.

Experience

Contact me:
562-841-4900
Richard@
uwscompany.com

Richard has extensive solid waste experience. Richard has worked his way up at UWS from swamper, to driver, and now to route supervisor. Richard has experience at every level of operations.

Customer Care Team

Kimberly Sandvig

Customer Service Manager

8 years solid waste industry experience

Kimberly Sandvig manages our customer service operations supervising over 35 customer service representatives who assist our residential and commercial customers. Kim works from our Orange and Los Angeles office.

Experience

Kim joined UWS in 2017 with over 8 years' solid waste experience. Prior to joining UWS, she was employed by Crown Disposal and then Recology after it acquired Crown.

Kim's prior experience includes 10 years working with special-needs children.

Contact me:
562-941-4900
kim@
uwscompany.com

Public Education and Outreach

Shelley Billik

Zero Waste Outreach & Education Manager

25 years solid waste industry experience

Shelley Billik manages our Zero Waste services unit supervising 15 Zero Waste field representatives. This unit is responsible for face-to-face contact with customers to introduce them to diversion opportunities and obligations, engage customers in programs, monitor participation, and report outcomes.

Experience

Shelley began her affiliation with UWS in 2015 first designing and then directing the effort to enroll customers in recycling and organic recycling services in the newly awarded City of Los Angeles Commercial Solid Waste Franchise Northeast Zone.

Shelley has 25+ years' experience in sustainability and environmental programs. Prior to joining Clements Environmental (a UWS subcontractor), she served as Vice President of Environmental Initiatives for Warner Bros. Studios, Burbank, where she launched programs for waste prevention, reuse and recycling, supply chain management, energy efficiency, water conservation, green building, solar energy, and alternative fuels.

Contact me:
562-941-4900
shelley@
uwscompany.com

Support Services Team

Michelle Newsham

Reporting Manager

26 years solid waste industry experience

Michelle Newsham is responsible for jurisdiction reporting (disposal & diversion tonnage and city fee payments), administrative services, and customer billing and collections.

She will be a key member of our transition team.

Experience

Michelle is a 26-year employee of UWS. She has extensive experience with transitioning several service areas to UWS service including the City of Los Angeles, Maywood and Los Angeles County areas of Malibu, Mesa Heights, NW & NE Mountain & Bays, West Whittier, Citrus, Pioneer/Carson, and South San Gabriel. She also was integrally involved in several business acquisitions by UWS.

Michelle began her career at UWS as a customer service representative and has managed the customer service function and dispatch operations.

Michelle attended Mount San Antonio College, Walnut, and Chaffey College, Rancho Cucamonga.

Contact me:
562-941-4900
michelle@
uwscompany.com

Corri Garrido

Human Resources Manager and Safety Coordinator

15 years solid waste industry experience

Corri is responsible for our human resources function and our safety program.

Experience

Corri joined UWS in 2015. Prior to joining UWS, she owned and operated a green waste recycling operation.

Contact me:
562-941-4900
corri@
uwscompany.com

SECTION F – OTHER RESOURCES INCLUDING EQUIPMENT

FACILITY DESCRIPTIONS AND UTILIZATION

Landfill Facilities

The GREY Container for waste collected from Residential, Multi-family and Commercial sources will be delivered to the Orange County Landfill system under the City's waste delivery agreement. UWS will provide an option with rates for the potential to deliver waste through our Santa Fe Springs Material Recovery and Transfer facility to the local landfills.



Processing Facilities

Source-Separated Recyclable Processing

The BLUE Container material collected from Residential, Multi-Family and Commercial sources will be delivered to the UWS-owned and operated material recovery facility (MRF) in Santa Fe Springs. Here recyclables are sorted, consolidated and shipped to market.

Residuals

Residual waste from the recyclable processing operation at the MRF will be shipped to the County of Orange under the Cities waste delivery agreement.

Mixed Waste Processing



UWS' Santa Fe Springs Material Recovery and Transfer Facility (MRF) is designed for 3,000 tons per day and currently operating at about 1,500 tons per day. This facility has a full solid waste facility permit capable of processing all types of waste streams.

UWS is proposing to process select commercial loads ("A" route) with high levels of recyclables at this facility for the recovery of recyclable materials. This program will be deployed to any customer that does not generate food waste or is not participating in the source separated commingled recycling program. The benefit of this type of additional processing

program is the ability to ensure that 100% of the commercial customers are participating in some form of recycling program.

UWS has deployed this program in other jurisdictions with a high degree of success and will work with the City staff to make this available to the Fullerton customer base.

Source-Separated Recyclable and Mixed Waste Processing.

<i>i. Facility name & address</i>	Universal Waste Systems, Inc. 9010 and 9016 Norwalk Blvd. Santa Fe Springs, CA 90670
<i>ii. Owner / Operator</i>	Universal Waste Systems, Inc. 9010 and 9016 Norwalk Blvd. Santa Fe Springs, CA 90670
<i>iii. Relationship with Proposer</i>	Proposer owned
<i>iv. CalRecycle SWIS #</i>	19-AA-1140
<i>v. Material processed</i>	Municipal Solid Waste (MSW), Source-Separated and Commingled Recyclables and Transfer of material.
<i>vi. Price per ton</i>	Available upon request
<i>vii. Capacity guarantee</i>	UWS will guarantee adequate tonnage capacity for the City of Fullerton to service the proposed franchise agreement.
<i>viii. Estimated diversion rate</i>	(a) Residential source-separated mixed recyclables (85%) (b) Commercial source-separated mixed recyclables (85%) (c) Commercial source-separated OCC (98%) (d) Mixed Waste Processing (25 to 35%)

California's new organic waste mandate known as Senate Bill 1383 (SB1383) set a goal of diverting 75% of organic waste, equivalent to 20 million tons per year, from landfills by 2025. To achieve this ambitious target, California will need to construct 100 to 200 additional organic waste recycling facilities, in addition to the roughly 200 existing facilities (CalRecycle). The regulation, which applies to municipal and commercial sources, requires that the landfill-diverted organics be transformed into valuable resources: fertilizer and renewable energy. State enforcement commenced on January 1, 2022 with penalties for non-compliance of up to \$10,000 per day. These changes require local governments, in conjunction with waste haulers, to deploy and implement new organic waste recycling, processing procedures and systems, and new organic recycling infrastructure. UWS believes we have developed a network of facilities to meet this requirement.

Green Waste Processing

Source-Separated Green Waste

The GREEN Container material collected from Residential, Multi-Family and Commercial generators will be delivered to the UWS-owned Greenwise Soil Technologies compost facility in South Gate. The facility has a maximum permitted capacity of 250 tons per day and provides a local outlet for the organic green waste from the City.

Material delivered to Greenwise will be screened through a series of devices, size reduced, composted and blended in order to make a rich soil amendment available for the commercial market. UWS through its many end-use markets (Moon Valley Nursery, Kellogg's) to name a few will use



our long relationships to ensure that the material coming from the City of Fullerton always has a home and will not be landfilled or used as alternative daily cover (ADC).

The residuals and small fractions from the compost process will be returned to the County of Orange landfill system under the City's waste delivery agreement.

Green Material Processing

<i>i. Facility name & address</i>	Greenwise Soil Technologies 10120 Miller Way South Gate, CA 90280
<i>ii. Owner / Operator</i>	(a) Landowner: City of South Gate 8650 California Ave. South Gate, CA 90280 (213) 563-9531 (b) Facility owner/operator: Greenwise Soil Technologies 9016 Norwalk Blvd. Santa Fe Springs, CA 90670 (562) 806-6366
<i>iii. Relationship to Proposer</i>	Proposer owned
<i>iv. CalRecycle SWIS #</i>	19-AA-1064
<i>v. Material processed</i>	Green material, wood waste
<i>vi. Price per ton</i>	Available upon request
<i>vii. Capacity guarantee</i>	UWS will reserve capacity at this facility to process 100% of source-separated green material collected in the City of Fullerton during the proposed franchise agreement.
<i>viii. Estimated diversion rate</i>	Residential GREEN Container diversion (98%). Commercial GREEN Container diversion (98%).

Organic Waste Processing

UWS is proposing multiple options for the processing of the organic waste from the City of Fullerton to meet the compliance requirements in SB1383. Because this area of diversion and recovery is still developing and there is no clear-cut favorite, we believe it is beneficial to have multiple options available to the City to meet the new legislation and diversion requirements. Therefore, we have prepared a menu of options that are priced into our rate structure and will be available to the customers.

Source-Separated Commercial Food Waste and Scraps (Large Generators)

The source separated Organic Container (brown) collected from Commercial customers that meet the minimum threshold as outlined in SB1383 will be provided with a separate container for the separation and collection of food waste and scraps. This material will be transferred through the SFS MRF or delivered directly to the 24th Street High Diversion Facility located in Los Angeles for processing. At the 24th street facility, the source separated organic material will be processed through the Anaergia OREX-500 for separation of the organic material from the non-organic waste. Once the organic fraction is separated, it

will be delivered to the Anaergia Bio-Energy facility in Rialto for further conversion into renewable natural gas (RNG) and as well as an organic rich fertilizer. This proposed program will yield a diversion rate of approximately 85% of the organic material.

As needed Waste and Organics (food) Container from Residential Customers

UWS proposes a three containers source separated program, however if necessary to meet diversion UWS proposes to process additional organic material from the (grey cart) from the residential customers for delivery to our SFS or 24th Street Organics Facility. This program allows for the existing three (3) cart residential program to remain in place and provide additional diversion as necessary to meet regulations. As mentioned above, our existing green waste processing technology allows for the processing and marketing of the source-separated green waste material to many high quality vendors.



Co-collected Waste and Organics (food) Container from Multi-family Customers

UWS proposes a three containers source separated program, however if necessary to meet diversion UWS proposes to process additional organic material from the (grey cart) from the multifamily customers for delivery to our SFS or 24th Street Organics Facility. As you know, multi-family customers are traditionally transient in nature and education is difficult and the programs are thus tough to manage. With this proposed program, the food waste and scraps would be placed in the organic waste cart, however our program allows for additional processing of the grey bin as needed to meet diversion regulation. This material will be transferred through the SFS MRF or delivered directly to the 24th Street High Diversion Facility located in Los Angeles for processing. At the 24th street facility, the waste with the organic material will be processed through the Anaergia OREX-500 for separation of the organic fraction from the non-organic waste. Once the organic fraction is separated, it will be delivered to the Anaergia Bio-Energy facility in Rialto for further conversion into renewable natural gas (RNG) and as well as an organic rich fertilizer. This proposed program should yield a diversion rate of approximately 30 to 35% of the organic material.



Conversion to Renewable Natural Gas (RNG) and High Quality Fertilizer – Anaergia Energy

With mixed collection to AD, organics can be separated from MSW using Anaergia's Organics Extrusion Press (OREX) and fed to an anaerobic digester to generate renewable energy. This approach utilizes existing infrastructure within the community to generate energy and fertilizer. In contrast, collecting organics in source separated bins is more costly, adds trucks to the road, and sending organics to compost

facilities generates fertilizer that is volatile in value and thus causes capacity and tip fees to fluctuate unpredictably. Mixed waste collection and processing at the High Diversion Facility leverages local and existing anaerobic digestion infrastructure. This strategy avoids additional collection cost, new truck routes, and reliance on human separation. This strategy also provides certainty in processing all organics with reliable and long term fixed price capacity at Anaergia Energy Facility.

Organic Processing.

<i>i. Facility name & address</i>	UWS 24 th Street Facility 2460 E. 24 th Street Los Angeles, CA 90016	Rialto BioEnergy Facility 503 E. Santa Ana Ave. Rialto, CA 92376
<i>ii. Owner / Operator</i>	UWS	(a) Landowner: City of Rialto 150 S. Palm Ave. Rialto, CA 92376 (909) 820-2525 (b) Owner / Operator Anaergia, Inc. 5780 Fleet Street, Suite 310 Carlsbad, CA 92008 (760) 436-8870
<i>iii. Relationship to Proposer</i>	Proposer owned	Contractual relationship
<i>iv. CalRecycle SWIS #</i>	19-AA-1251	36-AA-0446
<i>v. Material processed</i>	Food waste	Food Waste and Scraps
<i>vi. Price per ton</i>	Available upon request	
<i>vii. Capacity guarantee</i>	UWS will guarantee adequate tonnage capacity for the City of Fullerton to service the proposed franchise agreement.	
<i>viii. Estimated diversion rate</i>	See percentages list above	

Operating Facilities



City of Fullerton Operating Facility

UWS - South Gate Truck Terminal and Compost Facility

10120 Miller Way

South Gate, CA 90280

Ancillary Orange County Operating Facility

UWS Truck Terminal

2051 Placentia Ave.

Costa Mesa, CA 92627

Customer Service Center

TBD City of Fullerton

Billing/ Franchise Administration/ Public Relations

Corporate Office

9010-9030 Norwalk Blvd.

Santa Fe Springs, CA 90670

Designated Disposal Facilities

UWS has proposed to use our internal processing facilities to provide compliance with local laws and requirements, meet diversion requirements, and provide the most cost effective proposal possible. UWS has proposed to send all residual tonnage that is processed through our recycling facilities from the City of Fullerton back to the Orange County Landfill system. All solid waste and residuals collected will be delivered to the Orange County Landfill system.

IMPLEMENTATION AND COMPLIANCE PLAN

Introduction

This Service Implementation Plan will ensure an efficient and orderly transition of integrated solid waste management services for the residents and businesses in the City of Fullerton by July 1, 2027. As noted previously in the proposal, UWS has extensive experience with service transition most recently in the City of Los Angeles, Maywood, Los Alamitos, South Gate, and many more through our out of state operations.

UWS will assign a City Liaison which will be Matt Blackburn and he will be the primary contact for implementation and will personally oversee the transition. Matt coordinated all company transitions, locally and in our out of state operations.

For purposes of the Timeline, it is assumed that the City Council will award the Franchise Agreement on and that service will commence on July 1, 2027.

Pre-Award Activities

Proposal Clarification

At the convenience of the City's evaluation team, UWS will respond to questions about our Proposal and provide supplemental information in a timely manner to ensure that the City can meet the timeline established in the RFP.

Facilities Tour

We invite the evaluation team to a guided in-person or virtual tour of our headquarters, transfer, material recovery and processing facilities. We believe the closer you look at the UWS team and facilities the better. We believe our team and facilities are a perfect fit for the City of Fullerton.

Presentation

We are available to deliver a virtual summary presentation of our Proposal to the City's evaluation team or other designated parties and respond to their questions in a timely manner.

Negotiation

UWS has reviewed the proposed franchise agreement for the City of Fullerton and we do not request have any requested exceptions at this time. We will negotiate the final terms and conditions of the Franchise Agreement in good faith and in a timely manner.

Award Activities

Contract Award

Our executive team will be present in-person (or virtually as conditions may dictate) to ensure that the meet the timeline established in the RFP. Our Executive Management team includes the Owners and Senior Management personnel.

Execution of Agreement

Within five (5) calendar days following award of the contract, our executive team will be prepared to execute the Agreement, and provide all supplemental exhibits and forms.

Certificates of insurance

Upon execution of the Agreement, we will file with the City Clerk copies of the certificates of liability policy forms and required endorsements evidencing the insurance required in Franchise Agreement.

Performance Bond

Within five (5) calendar days following execution of the Agreement, we will provide a Performance Bond described in Franchise Agreement in the amount of one-hundred and fifty thousand dollars (\$250,000.00). In addition, we will provide a cash bond in the amount of fifty thousand dollars (\$50,000), as required in the RFP.

Recruiting

Job Announcement

Following the award of the franchise agreement by the City Council, our representatives will post, and distribute an Employment Announcement for employees of the current service provider who may be displaced due to the change in contractors. The announcement will provide details on a proposed job fair where UWS representatives will be available to answer questions, describe pay and benefits and offer employment. Our goal would be to employ any and all displaced workers from the current service provider.

One-On-One Visit

Prospective employees are also invited to meet individually by appointment with a representative of our Human Resources Department to hear more about the benefits of working for UWS.

New Employee Orientation

We will host a mandatory New Employee Orientation for each prospective qualified individual that joins our team. The Orientation will be held approximately 30 to 45 days before we commence services in order to ensure a safe and smooth transition. Employees will be compensated for attending the orientation.

Transition Activities

Customer Support Activities

Customer Service Representative Training

In the weeks leading up to the start of service, reference materials for use by our Customer Service Representatives will be prepared and the Customer Service Representatives will undergo training before education and outreach activities commence so that they are prepared to receive and respond to Customer inquiries. This is an area that UWS has developed over the past few transitions and has been the key to a smooth and seamless transition. We will work diligently with our CSR's to make sure that are ready to address question during and after the transition.

Customer Record Management

We will solicit customer information from the outgoing contractor and the City in order to maximize the accuracy. If we can start with an accurate data base of information, we will have a successful transition. UWS worked successfully with Republic Services in the City of Los Angeles and other cities during their transition so we are confident that we can safely assume the experience would be similar.

Subscriptions

We will mail subscription reservation forms to each Residential Customer to determine the Customer's preference of cart size and quantity and confirm billing information. Customers who do not respond with their subscription preferences will be assigned three 95 - gallon carts (GREY, BLUE and GREEN).

Outreach Activities

We will employ a multi-faceted approach to our public outreach campaign to help residents and businesses comply with the new program requirements, mandates and gain the most from our services. Below is a list of media we will use to provide for a successful implementation.

Website

As the recommended service provider, we will prepare a web page to illustrate our approach to public outreach. This web page will initially be available for private review by City officials and will go public after the City Council approves the Agreement. This will be a place where residents and business can go to receive update to date information in real time.

Social Media

After award of the agreement, we will initiate and continually utilize traditional social media outlets to inform our followers about our services and educate them regarding policies, procedures, and local and State mandates. We have found this type of communication is very effective and provides excellent data for the residents and businesses.

Brochures

For service roll-out, we will distribute professionally-prepared literature designed to: welcome customers, explain our services, announce service and holiday schedules, and describe local and state requirements.

This brochure will be tailored to the City, the programs and provide detailed information on all ancillary services.

Town Hall Meeting

Prior to the start of service, we will host a town hall meeting to introduce ourselves to the community and describe services and local and state requirements. UWS believes this is a good way to get out in front of the community so they can but face with the name of the company. UWS is prepared to provide for multiple town hall meetings in necessary.

Neighborhood Organizations

Prior to the start of service, we will seek out neighborhood organizations to arrange to meet with residents in a more intimate multi-lingual setting to explain our services and local and state requirements.

A special emphasis of this outreach will be directed to owners and managers of multi-family complexes.

Business Organizations

We will arrange to meet with members of business organizations to explain our services and local and state requirements. A special focus of this outreach will be directed owners and managers of eating and drinking establishments to help them understand their recycling and organic waste recycling obligations.

Public Facility Managers

We will reach out to individual public agency facility managers in an effort to establish model programs that maximize diversion.

Mandatory Recycling Program Outreach

As described in the Mandatory Recycling Programs Implementation Plan Section, our Zero Waste Account Representatives will make in-person contact with the representatives of each business establishment and each Multi-Family complex to confirm account information, explain service options and requirements, and arrange for service subscriptions.

Operational Activities and Equipment

Training

In the weeks leading up to starting service, we will conduct mandatory off-hour training sessions to familiarize transitioning employees with our procedures and technologies. Transitioning employees will be compensated for attending training sessions. This early activity with the personnel assigned to the City of Fullerton will again provide for a seamless transition with minimal disruption to the services.

Routing

We will optimize our collection routes with a computerized routing system and onboard devices that provide each driver all needed information for each stop including turn-by-turn directions. These data-driven driver assists will enable our drivers to complete routes error free. We will work to match the existing routes deployed by your current service provider in order to minimize the disruption to the customers.

Collection Vehicles



We will have a sufficient number of new Renewable Natural Gas (RNG) powered collection vehicles to fulfill the requirements of the Agreement. Uniquely, UWS is the parent company of Spartan Truck Company, a leading manufacturer of solid waste trucks and containers for over 50 years. UWS can uniquely guarantee that all of the trucks and containers will be made on time, and locally made in our manufacturing plants in Los Angeles, Sun Valley, and Casa Grande.

Collection vehicles used in the City of Fullerton will be equipped with Samsara fleet management system and 5 recording mobile camera systems. This latest technology provides us with turn by turn review of the driver's activities as well as a camera system that provides documentation of our services and records the driver's daily performance.

Containers

Carts

Following execution of the agreement, we will place the order for the carts to be distributed to Residential and Commercial customers receiving individual cart collection.

Each residential and commercial customer utilizing cart service will receive a new set of carts the day prior to their collection day at a minimum.

Each set of new carts distributed curbside will include a securely attached welcome packet in a weather-resistant pouch providing the customer with details on the upcoming program.

Commercial Bins & Roll-Off Containers

UWS will procure the metal containers necessary and coordinate delivery of our containers with the remove of the current contractor's containers at one time. This approach eases the coordination of container removals and deliveries, works best with limited enclosure space and makes for a seamless transition for the Customer.

AUTOMATED CART DESCRIPTION

The following is a description of the carts that we propose for the City of Fullerton.

Manufacturer

Carts provided by UWS will be two-wheeled industry standard carts manufactured by Toter, a Wastequip brand (<https://www.toter.com/waste-haulers>) or equivalent.

Carts will be manufactured of medium density polyethylene (MDPE) using a stress-free rotational molding process.

All carts shall be equipped with 2 wheels mounted on a steel axle, handles integrally molded as part of the cart body, and permanently attached lids.

Toter brand carts are manufactured of up to 50% recycled plastic and steel parts contain up to 80% recycled steel.



Cart Sizes

Subscribers utilizing cart service will have a choice of three (3) cart sizes for each material:

- 32-gallon (70-pound minimum load capacity);
- 64-gallon (130-pound minimum load capacity; and,
- 96-gallon (200-pound minimum load capacity).

SB 1383 Compliance

The carts described herein comply with SB 1383 requirements for purpose, color, identification and labeling.

Color

See below.

Identification

The top of each cart lid will be hot stamped denoting the acceptable material type for that cart (e.g., 'Refuse', 'Recyclable Materials', 'Organic Waste') in English, Spanish, and Mandarin.

Labels

An adhesive label will be affixed to the underside of the lid of each cart indicating the primary materials accepted and the primary materials prohibited for each container. We intend to utilize the model labeling provided by CalRecycle if available.

Colors

Residential Service

In our residential collection system, we will provide subscribers with uniform black carts equipped with lids of different colors to distinguish acceptable materials (with City approval):

- GREY lid for nonorganic and non-recyclable waste;
- BLUE lid for nonorganic mixed recyclables, and paper, wood & lumber; and,
- GREEN lid for green and food waste.



Commercial Food Waste

When volumes or storage space warrant, generators of commercial food waste will be provided a cart with a BROWN lid for depositing source-separated food waste for collection.

Cart Condition

All carts provided to customers at the inception of service will be newly manufactured and unused.

Subsequently, carts provided to customers as additions or replacements may be refurbished carts in good serviceable condition and steam cleaned so as to be free of debris and contaminants.

COLLECTION VEHICLE DESCRIPTION

Collection Vehicles

UWS will deploy a compliment of new vehicles to perform the collection work in the Franchise Agreement.

Residential (Cart Service) Collection Vehicles

Qty	Make	Area #	Body	Model Year	Fuel Type
14	Mack LEU	Fullerton	Spartan Automated side loader	2025-2027	RNG

Commercial (Bin Service) Collection Vehicles

Qty	Make	Area #	Body	Model Year	Fuel Type
17	Mack MR	Fullerton	Spartan Front loader	2025-2027	RNG

Roll-Off Collection Vehicles

Qty	Make	Area #	Body	Model Year	Fuel Type
3	Mack MR	Fullerton	Spartan Roll-Off	2025-2027	RNG

Miscellaneous Vehicles

Qty	Make	Area #	Body	Model Year	Fuel Type
3	GMC Colorado	Fullerton	Spartan Scout Truck	2025-2027	Gas

Safety Features

Our collection vehicles will be equipped with a 5-camera safety monitoring system, hosted by Samsara. The Samsara System monitors drivers, driving habits, speeds, and hard braking.

The Samsara System also provides the driver with a 360-degree view of the truck from his cab for increased safety.

BULKY ITEM COLLECTION

After reviewing the draft agreement, UWS proposes to handle the bulky-item collection as required in the RFP as well as provide an on-call service if a resident or multi-family residents is in need of additional service.

UWS proposes to use a flatbed collection vehicle to complete the bulky item collection program. Using a flatbed for collection will allow us to bring the items back to our fleet yard to determine the best use for the items prior to disposal.

UWS will use best management practices to follow the hierarchy of reuse, disassemble for reuse or recycling, recycle, and disposal. UWS will encourage customers to provide accurate information of the items that are being collected. UWS will encourage customers to donate to Goodwill or Salvation Army similar programs as much as possible.

Monthly Abandoned Item Sweep and Clean-up

UWS proposes to meet the requirements in the RFP and Franchise Agreement related to the monthly abandon item sweep service. UWS will provide a monthly collection of abandon items in in the public right of way. In addition, UWS will also survey the areas on a weekly basis during residential collection to ensure that abandon items are not accumulating on a weekly basis. UWS drivers will document where items are located and provide that information to dispatch to have a bulky-item collection truck collect them in order to try and minimize the accumulation of these types of items. This additional service is included in the proposed rate structure.

Household Hazardous Waste Collection (HHW)

UWS will use its proposed public education campaign and brochures to advise the residents of the events and the schedule. These events will need approval from the City as well as a central location in the City to hold the event. Each event would be held from 8:00am to 2:00pm on the first Saturday of the months proposed.

UWS will further advertise the County of Orange permanent locations for residents to dispose of Household Hazardous Waste (HHW) so residents have an option for disposal of items during the times the events are not held.

Prior to the first event, UWS will work with the City's staff to coordinate the first event and approve any proposed sub-contracts if any for the event.

UWS has proposed a price to conduct and host an annual HHW drop off event as well.

UWS has reviewed some of the other community services in the RFP documents such as Christmas Tree Collection, Compost Give Away, and Paper Shredding. UWS conducts similar services in all of our franchise areas, and we agree to provide the requested services to the City of Fullerton.

SECTION G– SAFETY RECORD

1. Total Recordable Injury Rates (TRIR) for past 5 years, for each establishment working in California

- Year 2024- 9.3
- Year 2023- 8.6
- Year 2022- 8
- Year 2021- 10
- Year 2020- 6.4

2. Included is a copy of our Safety Plan and/or Documents including but not limited to Injury and Illness Prevention Plan (IIPP), Code of Safety Practices and other Safety Plans

See attached documents labeled:

- Injury and Illness Prevention Program (IIPP)
- Code of Safe Practices
- Hearing Conservation Program
- Hot Work Program
- Contractor Safety Program

Company's Safety Program

Accidents are caused, they do not just happen. Therefore, we believe that nearly all accidents are preventable. Accidents destroy manpower and material resources. They are a waste of assets that we cannot afford to waste. Because accidents are both preventable and wasteful, we want all employees to join with us and participate in an aggressive, effective and continuing accident prevention and control program.

To the best of our ability, we provide the best equipment, the safest facilities, and necessary people to accomplish all our tasks safely and economically.

The real power behind production without accidents is personal concern and motivation. We expect each supervisor and every single employee to participate in the program. The prevention of accidents is not someone else's concern, it is our concern and our employees' concern. We expect supervisors to provide for the prompt and aggressive investigation of accidents and near misses, to determine their causes. We expect personal and prompt corrective action to be taken after each accident. Further, periodic safety inspections are performed of each work area to determine what corrective actions must be taken to insure a safe and healthful working environment.

Each employee is, to a large degree, directly responsible for, and in control of, his personal safety both on and off the job. To promote the individual safety of each of us and those with whom we come in contact with, rules and regulations must be adhered to.

We expect each employee, from our most senior to our newest trainee, to comply with these regulations at all times. These safety regulations are designed with but one objective in mind, to keep from getting hurt and to avoid hurting others.

The price of accidents and injuries in human suffering and in dollars and cents is high, and rising. It can only be stopped and reduced if everyone knows, accepts and fully carries out accident prevention as his/her own personal responsibility. In order to reach the goal of having an accident free work environment, UWS has created its workplace safety program. The program is comprised of many parts. These parts include:

- The pre-hire process
- The new hire process/safety orientation
- New hire mentoring
- Safety program implementation
- Personal Protective Equipment
- Training
- Evaluation/Observations
- Inspections
- Accident Investigations and Corrective Actions
- Record Keeping

Pre-hire Process

Before someone is hired as a team member at UWS, they are interviewed and evaluated by experienced staff members to assure that they are not just technically qualified for the position they are applying for, but that they also have the proper mindset to want to work safely and professionally. This creates the base for a safe employee.

New Hire Process

All new UWS employees undergo a New Hire Safety Orientation on their first day of employment, regardless of their position in our organization. Any position in any workplace has inherent hazards and therefore a new hire orientation prepares new employees with the knowledge to recognize work related hazards of all types, as well as how to mitigate or eliminate them. Knowledge is a powerful tool in injury prevention, therefore learning about our safe practices, policies and programs is important. The safety orientation is normally performed by a member of the Safety Department and covers various topics, such as our Injury & Illness Prevention Program, Lockout/Tagout, First Aid basics, Fire Prevention and Extinguisher use, Heat Illness Prevention, Personal Protective Equipment, etc.

New Hire Mentoring



New hires also go through some level of mentoring by other skilled and experienced employees in their departments. Not only do they first get to observe and acclimate to their positions, but they are also mentored on how to perform their duties safely. This is an important stage for all new hires because they get the opportunity to learn how to perform their duties safely from someone else who has performed similar duties for years. For example, for drivers, the mentoring involves a period of ride-a-longs with an experienced driver that will observe driving skills, vehicle inspections and overall job performance. It also helps remove some of the anxiety of working in a new position, which allows the individual to better concentrate on his/her tasks.

Safety Program Implementation

In order to develop a safe work environment, UWS has created safety programs to help set the structure for developing safe work practices and also for complying with OSHA standards. Safety programs are living documents and must not only be developed and implemented, but also modified from time to time to remain current with regulations or to adjust to changes in work related hazards. Typical safety programs at UWS include:

- IIPP
- Heat Illness Prevention
- Emergency Action Plan/Fire Prevention Plan
- Hazard Communication
- Hazardous Waste Identification
- Infectious Disease & Response Plan
- Hearing Conservation Program
- Energy Control (lockout/tagout)
- Code of Safe Practices

Personal Protective Equipment

Whenever administrative controls or engineering controls are not enough to eliminate a hazard, then we must consider personal protective equipment (PPE) to further protect our employees. Typical considerations for protecting our employees are the nature of the hazard, such as dust or abrasion hazards, as well as the part of the body that may be affected. PPE is carefully selected for our employees in order to provide them a product that will offer them the appropriate level of protection, while also offering comfort and mobility. Examples of PPE used at UWS for certain parts of the body are as follows:

- Head Protection: Hard hats, Welding caps
- Face and Eye Protection: Faceshields, Safety Glasses, Goggles, Cutting Glasses, Welding Hoods
- Respiratory Protection: Cloth masks, KN95s, N95s
- Hearing Protection: Ear Plugs, Earmuffs
- Body Protection: Uniforms, Welding Leathers, Tyvek Suits, Denim Sleeves
- Hand Protection: Leather gloves, Nitrile Disposable Gloves, Nitrile Coated and Rubber Coated Abrasion Resistant Gloves
- Foot Protection: PVC boots, Safety Toe Boots

The aforementioned PPE is provided at no cost to our employees and is replaced as necessary to keep our team injury free while working with various commodities, surfaces and environments.



Training

As mentioned previously, the more knowledgeable an employee is regarding how to perform his/her job safely, the less likely it will be that he/she will suffer a work related injury. Our employees therefore receive new hire safety training on their first day of employment, on-the-job training and regular safety training in the form of weekly safety meetings. The safety meetings not only cover regulatory topics such as Heat Illness Prevention or PPE, but cover function specific topics such as proper lifting techniques or distracted driving. In the following list are examples of other topics covered during the safety training sessions:

- Slips and Falls
- Driving in the Rain
- Blind Spot Awareness
- Covid Prevention
- How to Inspect a Fire Extinguisher
- Emergency Procedures for Load Fires
- Backing Safely
- Staying Hydrated
- Rodent, Snakes and Insects
- Lithium Battery Fire Safety
- Cell Phone Distractions

As you can see from this small sampling of topics, the variety spans the safety spectrum. Additionally, certain employee groups also receive specialized training such as forklift and aerial lift certification training and our drivers attend Smith System Defensive Driving training.

Evaluation/Observations

Informal safety and performance evaluations are performed on a daily basis by supervisors and lead employees while their team members are in the field, servicing customers or while working within our facilities. This allows for lead and supervisory personnel to evaluate the safe work habits of their peers. If areas of improvement are observed, they bring them to the individual's attention right away in order to prevent an injury. Additionally, our management team may also select certain individuals for more formalized observations either for random assessments or for post incident reviews. These observations are documented on a specific safety observation form. Individuals are observed for safe work habits and are then provided with feedback on both positive actions as well as areas for improvement. This type of activity helps to strengthen the concept that workplace safety is always an important consideration in any task and promotes discussion of safe work concepts.

Inspections

Safety inspections are part of a regular process to look for safety hazards and if found, to develop corrective actions to mitigate or eliminate them promptly. On the day to day level, drivers and equipment operators perform daily vehicle and equipment inspections to assure that prior to using these units, that they are safe for operation. If they discover an out of service safety item such as a non-functioning backup alarm, the unit is taken out of service until repaired. Additionally, facility personnel perform daily informal walkthrough inspections of their work areas



to address hazards prior to the start of their work day. On a monthly basis, a member of the Safety Department also performs a documented safety inspection and prepares a report with his/her findings and distributes it to the facility manager for the correction of any noted deficiencies.

Accident Investigations and Corrective Actions

On occasion, a situation may arise which leads to the undesirable consequence of an incident, such as an auto accident or of an injury. Since most incidents and injuries are preventable because they are caused by an unsafe act or unsafe condition, whenever such an occurrence takes place, it is important to investigate its cause. It is the UWS practice to have a supervisor investigate an injury or incident immediately. If the incident occurs offsite, the supervisor will drive to the scene to assure that any injured parties are taken care of and to gather as much evidence as possible before the scene is disturbed. All incidents undergo a root cause investigation to determine the true cause and therefore to determine the appropriate corrective action. Investigations are documented initially via the UWS 6 Hour Report and documented further as deemed necessary.

Recordkeeping

Records that document the implementation of our safety programs will be maintained by the Safety Department. These records will be maintained for the appropriate time frames and consist of:

- OSHA Logs
- Inspection Reports
- Investigation Files
- Safety Training Records
- Medical Surveillance Records
- Exposure Records

These records are typically confidential in nature and maintained for in-house use and only released to appropriate authorized personnel or authorized agencies.

Currently UWS follows any/all inspection requirements (pertaining to our business type) set forth by both the California CHP BIT program as well as the Department of Transportation CFR (Code of Federal Regulations) sections 396.11 through 396.25 Regarding Inspections and record keeping. (see below for reference).

Out of Service Criteria:

UWS adheres to FMCSA/ CVSA North American Standard of Out of Service Criteria. In the event that a defect is discovered/ reported and is identified as an Out of Service defect based on the North American Standard of Out of Service Criteria, the unit is placed Out of Service until safely repaired.

Fleetio Maintenance software

Universal waste Systems utilizes an app based Maintenance Software system named Fleetio to track and monitor vehicle inspections performed by both drivers and inspector qualified maintenance personal.

Driver vehicle inspection report(s).

Driver pre and post trip Inspections are submitted digitally twice a day through Fleetio. Drivers have the ability to comment as well as photograph any defect found on their inspection form at the time of inspection. Following the completion of a drivers pre/post trip inspection, Fleetio notifies, via email, multiple maintenance personal of any reported defect, providing maintenance staff the ability to see reported defects in real time. (See sample form below)

Maintenance Vehicle Inspections:

Vehicle Maintenance inspections are performed every ninety days in accordance with the California BIT program set forth and monitored by the California Highway Patrol. Maintenance inspections are performed digitally using Fleetio and defects are emailed in real time to multiple Maintenance staff. Technicians have the ability to comment, and/or submit a photograph of any defect discovered at the time of inspection. If a discovered defect is falls under the Out of service Criteria the vehicle is placed Out of Service until safely repaired. (See sample form below)



Driver vehicle inspection report (DVIR Form) Sample 1 of 2



Universal Waste Systems, Inc.
 9010 NORWALK BLVD
 SANTA FE SPRINGS, CA, 90670
 US
 5622054960

Inspection Submission #12059737

N/A

Miscellaneous
 VIN/SN:
 Active • N/A •

DVIR (Pre and Post-Trip) DVIR (Pre y post Trip) v17

Submitted	Tue, Mar 9, 2021 11:44 AM	Start Date	Tue, Mar 9, 2021 11:44 AM	Duration	less than a minute
User	Jason Pennington				

Inspection Items

Odometer Reading (Lectura del cuentakilómetros)	Odometer: 15 mi
PRE-TRIP INSPECTION (INSPECCIÓN PREVIA AL VIAJE)	
Park (Hand) Brake(s) (Freno (s) de mano)	✓ Pass
Instruments and Gauges (Instrumentos y calibradores)	✓ Pass
Horn(s) (Cuerna)	✓ Pass
Emergency Equipment, Please check your Fire extinguisher and triangles (Equipo de emergencia)	✓ Pass
Copy of Emergency Equipment (Equipo de emergencia)	✓ Pass
Windshield Wipers (Limpia parabrisas)	✓ Pass
Rear Vision Mirrors (Espejos de visión trasera)	✓ Pass
Steering Mechanism(s) (Mecanismo (s) de dirección)	✓ Pass
Engine Oil, Fuel and Coolant (Aceite de motor, combustible y refrigerante)	✓ Pass
Power Steering and Auto Trans. Fluid (Dirección asistida y líquido de transporte automático)	✓ Pass
Check for Debris Between the Cab and Body and Remove if present	✓ Pass
Tires, Wheels and Rims (Neumáticos, ruedas y llantas)	✓ Pass
Service Brakes and all Connections (Frenos de servicio y todas las conexiones)	✓ Pass
Lights and Reflectors (Luces y Reflectores)	✓ Pass
Cycle Hydraulic System (Sistema hidráulico del ciclo)	✓ Pass





Driver vehicle inspection report (DVIR Form) Sample 2 of 2



Universal Waste Systems, Inc.
 9010 NORWALK BLVD
 SANTA FE SPRINGS, CA, 90670
 US
 5622054960

Inspection Submission #12059737

Plate (s), Registration and Insurance (Placa (s) de vehículos, matrícula y seguro)	✓ Pass
Vehicle Damage (Daños en vehículos)	✓ Pass
Low Air Warning Device (Dispositivo de advertencia de bajo nivel de aire)	✓ Pass
Tag Axle (Eje de la etiqueta)	✓ Pass
Transmission (Transmisión)	✓ Pass
Electrical (Eléctrica)	✓ Pass
Springs	✓ Pass
Air Leaks (fugas de aire)	✓ Pass
Cab and Body (Cabina y cuerpo)	✓ Pass
Sign-Off	
Remarks	<p>× Fail</p>  <p>Example</p> 
Vehicle Condition	✓ Pass
Driver's Signature	(Sample)



SECTION H – OWNERSHIP AND FINANCIAL RECORDS

Business Structure

Proposing Entity

Universal Waste Systems, Inc. (“UWS”) is a C-corporation organized in the State of California.

Financial Statements

As the proposing entity, UWS will provide the necessary financial statements as required by the City.

Years in Operation

UWS was formed as a California corporation in 1986 and is in good standing with the California Secretary of State.

Officers

The officers of UWS are:

UWS Officers	
Name	Office
Mark Blackburn	Chief Executive Officer & Chief Financial Officer
Anne Blackburn	Secretary
Matt Blackburn	Executive Vice President

Corporate Headquarters

Corporate headquarters: 9010-9016 Norwalk Boulevard, Santa Fe Springs, CA 90670.

Mailing Address: P.O. Box 3038, Whittier, CA 90605-308.

Financial Statements

Financial Statements for Universal Waste Systems, Inc. are prepared on a ‘reviewed’ basis annual and will be made available for the City upon request. Audited financial statements are not necessary for the size of our firm, but we are able to provide financial ratios as necessary or requested.

Fiscal Year

Our fiscal year ends September 30th; the most recently completed fiscal year for which financial statements are available is the fiscal year ended September 30, 2024.

SECTION I - INSURANCE

Insurance Information

Proof of insurance is attached that meets the required coverages in the Draft Franchise Agreement. Below is a list of the policies and policy numbers as requested in the RFP. Also as an attachment is a list of previous and pending claims against the policies for 2021-2025.

<u>Insurance Type</u>	<u>Firm</u>	<u>Policy #</u>	<u>Contact Information</u>
General Liability	National Interstate	LJG 831001200	Erin Viker 208-577-6769
Automotive	National Interstate	WAR8310012-08	Erin Viker 208-577-6769
Workers Compensation	National Interstate	WRW8310012-06	Erin Viker 208-577-6769
Environmental	Crum & Forster	EPK136137	Erin Viker 208-577-6769



SECTION J – REFERENCES

**Table 1
Current Exclusive Franchise Agreements by Jurisdiction & Years of Service**

Jurisdiction	Service Period	Customer Types	Service Performed	Residential Collection Method	Contact Information
City of Los Angeles North East Area	February 2017 to Present	Commercial, Multi-Family, Industrial	-Refuse- -Recycling- -Organic Waste- -C&D-	Multi-Family (carts & bins)	Mr. Daniel Meyers Division Manager LA Dept. of Sanitation 1149 S. Broadway St. 5 th Floor Los Angeles, CA 90015 213-446-2199

**Table 2
Current Exclusive Franchise Agreements**

Jurisdiction	Service Period	Customer Types	Service Performed	Residential Collection Method	Contact Information
County of Los Angeles					<i>See previous page for County of Los Angeles contact info.</i>
Pioneer / Carson Park Area	Sept. 2011 to Present	Residential	Refuse, Recycling, Green waste, C&D Bulky Items, E-Waste, Shredding	Automated	For all LA County franchise areas: Mr. Khaled Alqam Senior Civil Engineer County of Los Angeles
Mesa Heights Garbage Disposal District	July 2013 to Present	Residential, Commercial, Multi-Family	Refuse, Recycling, Green waste, C&D Bulky Items, E-Waste, Shredding	Automated	Department of Public Works 900 S. Fremont Ave. Alhambra, CA 91803 626-458-3502
South San Gabriel Area	July 2014 to October 2025	Residential	Refuse, Recycling, Green waste, C&D Bulky Items, E-Waste, Shredding	Automated	
Citrus, Charter Oak, Ramona Area	Nov. 2014 to Nov. 2025	Residential	Refuse, Recycling,	Automated	



			Green waste, C&D Bulky Items, E-Waste, Shredding		
South Bay	Nov. 2021 to Present	Residential	Refuse, Recycling, Green waste, C&D Bulky Items, E-Waste, Shredding	Automated	
Altadena	Aug 2021 to Present	Residential	Refuse, Recycling, Green waste, C&D Bulky Items, E-Waste, Shredding	Automated	
West Whittier Area	April 2007 to Sep 2025	Residential	Refuse, Recycling, Green waste, C&D Bulky Items, E-Waste, Shredding	Automated	
City of Maywood	Mar 2020 to Present	Commercial, Multi-Family, Residential, Industrial, Roll-Off	-Refuse- -Recycling- -Organic waste- -C&D-	n/a	Ms. Jennifer Vasquez 4319 E. Slauson Ave. Maywood, CA 90270 323-562-5712
City of Los Alamitos	January 22 to Present	Commercial, Multi-Family, Residential, Industrial, Roll-Off	-Refuse- -Recycling- -Organic waste- -C&D-	n/a	Mr. Irving Montenegro 3191 Katella Ave Los Alamitos, CA 90720 562-461-3538 X300
City of South Gate	November 22 to Present	Commercial, Multi-Family, Residential, Industrial, Roll-Off	-Refuse- -Recycling- -Organic waste- -C&D-	n/a	Mr. Rob Houston 8650 California Ave. South Gate, CA 90280 323-563-9503

Orange County Non-Exclusive Franchise Agreements by Jurisdiction & Years of Service



Jurisdiction	Service Period	Customer Types	Service Performed	Residential Collection Method	Contact Information
City of Costa Mesa	Oct. 2010 to Present	Commercial, Multi-Family, Industrial, Roll-Off	-Refuse- -Recycling- -Organic waste- -C&D-	n/a	Mr. Mike Balliet City Consultant City of Costa Mesa
City of Newport Beach	Oct. 2010 to Present	Commercial, Multi-Family, Industrial, Roll-Off	-Refuse- -Recycling- -Organic waste- -C&D-	n/a	Mr. Micah Martin Deputy Public Works Director City of Newport Beach 592 Superior Ave., Bldg. A Newport Beach, CA 92663 949-718-3466
City of Irvine	Oct. 2010 to Present	Commercial, Multi-Family, Industrial, Roll-Off	-Refuse- -Recycling- -Organic waste- -C&D-	n/a	Public Works Department 1 Civic Center Plaza Irvine, CA 92606 949-724-6357

Los Angeles Non-Exclusive Franchise Agreements by Jurisdiction & Years of Service

Jurisdiction	Service Period	Customer Types	Service Performed	Residential Collection Method	Contact Information
County of Los Angeles	Feb. 2004 to Present	Commercial, Multi-Family, Industrial, Roll-Off	-Refuse- -Recycling- -Organic waste- -C&D-	n/a	Ms. Willa Zheng Administrative Assistant County of Los Angeles Department of Public Works 900 S. Fremont Ave. Alhambra, CA 91803 626-458-3530
City of Malibu	Feb. 2004 to Present	Commercial, Multi-Family, Industrial, Roll-Off	-Refuse- -Recycling- -Organic waste- -C&D-	n/a	Ms. Rebecca Nelson-Brown Administrative Assistant Environmental Programs City of Malibu 23825 Stuart Ranch Rd. Malibu, CA 90265

					310-456-2489, Ext. 286
City of Agoura Hills	Feb. 2004 to Present	Commercial, Multi-Family, Industrial, Roll-Off	-Refuse- -Recycling- -Organic waste- -C&D-	n/a	Mr. Louis A. Celya Deputy City Manager City of Agoura Hills 3001 Ladyface Ct. Agoura Hills, CA 91301 818-597-7314
City of Glendale	Feb. 2004 to Present	Commercial, Multi-Family, Industrial, Roll-Off	-Refuse- -Recycling- -Organic waste- -C&D-	n/a	Mr. Dennis Hargrove Assistant Director of Public Works City of Glendale 548 W. Chevy Chase Dr. Glendale, CA 91204 818-548-3916
City of Burbank	Feb. 2004 to Present	Commercial, Multi-Family, Industrial, Roll-Off	-Refuse- -Recycling- -Organic waste- -C&D-	n/a	Ms. Amy Hammes Recycling Specialist City of Burbank 500 S Flower St. Burbank, CA 91502 818-238-3903
City of Vernon	Feb. 2004 to Present	Commercial, Multi-Family, Industrial, Roll-Off	-Refuse- -Recycling- -Organic waste- -C&D-	n/a	Mr. Frederick Agyin Director Health & Environmental Control Department City of Vernon 4305 S. Santa Fe Ave. Vernon, CA 90058 323-583-8811
City of Bell Gardens	Feb. 2004 to Present	Commercial, Multi-Family, Industrial, Roll-Off	-Refuse- -Recycling- -Organic waste- -C&D-	n/a	Ms. Veronica Sanchez Administrative Specialist City of Bell Gardens 8237 Garfield Ave. Bell Gardens, CA 90201 562-806-7770

Los Angeles Non-Exclusive Franchise Agreements by Jurisdiction & Years of Service

Jurisdiction	Service Period	Customer Types	Service Performed	Residential Collection Method	Contact Information
City of Commerce	Feb. 2004 to Present	Commercial, Multi-Family, Industrial, Roll-Off	-Refuse- -Recycling- -Organic waste- -C&D-	n/a	Linda Wright Administrative Assistant City of Commerce 2535 Commerce Way Commerce, CA 90040 323-722-4805, Ext. 2331
City of Long Beach	Feb. 2004 to Present	Commercial, Multi-Family, Industrial, Roll-Off	-Refuse- -Recycling- -Organic waste- -C&D-	n/a	Ms. Sarah Adams Recycling Specialist City of Long Beach 2929 Willow Ave. Long Beach, CA 90807 562-570-2852
City of Montebello	Feb. 2004 to Present	Commercial, Multi-Family,	-Refuse- -Recycling-	n/a	Public Works Department 1600 W. Beverly Blvd. Montebello, CA 90604

		Industrial, Roll-Off	-Organic waste- -C&D-		323-887-4555
City of Pasadena	Feb. 2004 to Present	Commercial, Multi- Family, Industrial, Roll-Off	-Refuse- -Recycling- -Organic waste- -C&D-	n/a	Mr. Carmen Rubio Department of Public Works City of Pasadena 233 W. Mountain St., #235 Pasadena, CA 91109 626-744-7162 crubio@cityofpasadena.net
City of Torrance	Feb. 2004 to Present	Commercial, Multi- Family, Industrial, Roll-Off	-Refuse- -Recycling- -Organic waste- -C&D-	n/a	Ms. Wendy Wu 3031 Torrance Blvd. Torrance, CA 90503 310-781-7679



SECTION K – DISPOSAL AND PROCESSING FACILITY CAPACITY

FACILITY DESCRIPTIONS AND UTILIZATION
Landfill Facilities

The GREY Container for waste collected from Residential, Multi-family and Commercial sources will be delivered to the Orange County Landfill System, additionally our Santa Fe Springs Material Recovery Facility is available for additional processing and recovery of recyclables and organics. If the Santa Fe Springs Facility is used, UWS will ship the residual waste after the secondary processing to the County of Orange landfill system.


Processing Facilities
Source-Separated Recyclable Processing

The BLUE Container material collected from Residential, Multi-Family and Commercial sources will be delivered to the UWS-owned and operated material recovery facility (MRF) in Santa Fe Springs. Here recyclables are sorted, consolidated and shipped to market.

Residuals

Residual waste from the initial recyclable processing operation at the SFS MRF will be shipped to the Orange County Landfill System.

Mixed Waste Processing


UWS' Santa Fe Springs Material Recovery and Transfer Facility (MRF) is designed for 3,000 tons per day and currently operating at about 1,500 tons per day. This facility has a full solid waste facility permit capable of processing all types of waste streams.

UWS is proposing to process select commercial loads ("A" route) with high levels of recyclables at this facility for the recovery of recyclable materials. This program will be deployed to any customer that does not generate food waste or is not participating in the source separated commingled recycling program. The benefit of this type of additional processing

program is the ability to ensure that 100% of the commercial customers are participating in some form of recycling program.

UWS has deployed this program in other jurisdictions with a high degree of success and will work with the City staff to make this available to the Fullerton customer base.

Source-Separated Recyclable and Mixed Waste Processing.

<i>i. Facility name & address</i>	Universal Waste Systems, Inc. 9010 and 9016 Norwalk Blvd. Santa Fe Springs, CA 90670
<i>ii. Owner / Operator</i>	Universal Waste Systems, Inc. 9010 and 9016 Norwalk Blvd. Santa Fe Springs, CA 90670
<i>iii. Relationship with Proposer</i>	Proposer owned
<i>iv. CalRecycle SWIS #</i>	19-AA-1140
<i>v. Material processed</i>	Municipal Solid Waste (MSW), Source-Separated and Commingled Recyclables and Transfer of material.
<i>vi. Price per ton</i>	Available upon request
<i>vii. Capacity guarantee</i>	UWS will guarantee adequate tonnage capacity for the City of Fullerton to service the proposed franchise agreement.
<i>viii. Estimated diversion rate</i>	(a) Residential source-separated mixed recyclables (85%) (b) Commercial source-separated mixed recyclables (85%) (c) Commercial source-separated OCC (98%) (d) Mixed Waste Processing (25 to 35%)

California's new organic waste mandate known as Senate Bill 1383 (SB1383) set a goal of diverting 75% of organic waste, equivalent to 20 million tons per year, from landfills by 2025. To achieve this ambitious target, California will need to construct 100 to 200 additional organic waste recycling facilities, in addition to the roughly 200 existing facilities (CalRecycle). The regulation, which applies to municipal and commercial sources, requires that the landfill-diverted organics be transformed into valuable resources: fertilizer and renewable energy. State enforcement will commence on January 1, 2022 with penalties for non-compliance of up to \$10,000 per day. These changes require local governments, in conjunction with waste haulers, to deploy and implement new organic waste recycling, processing procedures and systems, and new organic recycling infrastructure. UWS believes we have developed a network of facilities to meet this requirement well in advance of the 2025 deadline.

Green Waste Processing

Source-Separated Green Waste

The GREEN Container material collected from Residential, Multi-Family and Commercial generators will be delivered to the UWS-owned Greenwise Soil Technologies compost facility in South Gate. The facility has a permitted capacity of 250 tons per day and provides a local outlet for the organic green waste from the City.

Material delivered to Greenwise will be screened through a series of devices, size reduced, composted and blended in order to make a rich soil amendment available for the commercial market. UWS through its many end-use markets (Moon Valley Nursery, Kellogg's) to name a few will use our long relationships to ensure that the material coming from the City of Los Alamitos always has a home and will not be landfilled or used as alternative daily cover (ADC).



The residuals and small fractions from the compost process will be returned to the County of Orange landfill system under the City's waste delivery agreement.

Green Material Processing

<i>i. Facility name & address</i>	Greenwise Soil Technologies 10120 Miller Way South Gate, CA 90280
<i>ii. Owner / Operator</i>	(a) Landowner: City of South Gate 8650 California Ave. South Gate, CA 90280 (213) 563-9531 (b) Facility owner/operator: Greenwise Soil Technologies 9016 Norwalk Blvd. Santa Fe Springs, CA 90670 (562) 806-6366
<i>iii. Relationship to Proposer</i>	Proposer owned
<i>iv. CalRecycle SWIS #</i>	19-AA-1064
<i>v. Material processed</i>	Green material, wood waste
<i>vi. Price per ton</i>	Available upon request
<i>vii. Capacity guarantee</i>	UWS will reserve capacity at this facility to process 100% of source-separated green material collected in the City of Fullerton during the proposed franchise agreement.
<i>viii. Estimated diversion rate</i>	Residential GREEN Container diversion (98%). Commercial GREEN Container diversion (98%).

Organic Waste Processing

UWS is proposing multiple options for the processing of the organic waste from the City of Fullerton to meet the compliance requirements in SB1383. Because this area of diversion and recovery is still developing and there is no clear-cut favorite, we believe it is beneficial to have multiple options available to the City to meet the new legislation and diversion requirements. Therefore, we have prepared a menu of options that are priced into our rate structure and will be available to the customers.

Source-Separated Commercial Food Waste and Scraps (Large Generators)

The source separated Organic Container (brown) collected from Commercial customers that meet the minimum threshold as outlined in SB1383 will be provided with a separate container for the separation and collection of food waste and scraps. This material will be transferred through the SFS MRF or delivered directly to the 24th Street High Diversion Facility located in Los Angeles for processing. At the 24th street facility, the source separated organic material will be processed through the Anaergia OREX-500 for separation of the organic material from the non-organic waste. Once the organic fraction is separated, it will be delivered to the Anaergia Bio-Energy facility in Rialto for further conversion into renewable natural gas (RNG) and as well as an organic rich fertilizer. This proposed program will yield a diversion rate of approximately 85% of the organic material.

As needed Waste and Organics (food) Container from Residential Customers

UWS proposes a three containers source separated program, however if necessary to meet diversion UWS proposes to process additional organic material from the (grey cart) from the residential customers for delivery to our SFS or 24th Street Organics Facility. This program allows for the existing three (3) cart residential program to remain in place and provide additional diversion as necessary to meet regulations. As mentioned above, our existing green waste processing technology allows for the processing and marketing of the source-separated green waste material to many high quality vendors.



Co-collected Waste and Organics (food) Container from Multi-family Customers

UWS proposes a three containers source separated program, however if necessary to meet diversion UWS proposes to process additional organic material from the (grey cart) from the multifamily customers for delivery to our SFS or 24th Street Organics Facility. As you know, multi-family customers are traditionally transient in nature and education is difficult and the programs are thus tough to manage. With this

proposed program, the food waste and scraps would be placed in the organic waste cart, however allows for additional processing of the grey bin as needed to meet diversion regulation. This material will be transferred through the SFS MRF or delivered directly to the 24th Street High Diversion Facility located in Los Angeles for processing. At the 24th street facility, the waste with the organic material will be processed through the Anaergia OREX-500 for separation of the organic fraction from the non-organic waste. Once the organic fraction is separated, it will be delivered to the Anaergia Bio-Energy facility in Rialto for further conversion into renewable natural gas (RNG) and as well as an organic rich fertilizer. This proposed program should yield a diversion rate of approximately 30 to 35% of the organic material.



Conversion to Renewable Natural Gas (RNG) and High Quality Fertilizer – Anaergia Energy

With mixed collection to AD, organics can be separated from MSW using Anaergia's Organics Extrusion Press (OREX) and fed to an anaerobic digester to generate renewable energy. This approach utilizes existing infrastructure within the community to generate energy and fertilizer. In contrast, collecting organics in source separated bins is more costly, adds trucks to the road, and sending organics to compost facilities generates fertilizer that is volatile in value and thus causes capacity and tip fees to fluctuate unpredictably. Mixed waste collection and processing at the High Diversion Facility leverages local and

existing anaerobic digestion infrastructure. This strategy avoids additional collection cost, new truck routes, and reliance on human separation. This strategy also provides certainty in processing all organics with reliable and long term fixed price capacity at Anaergia Energy Facility.

Organic Processing.

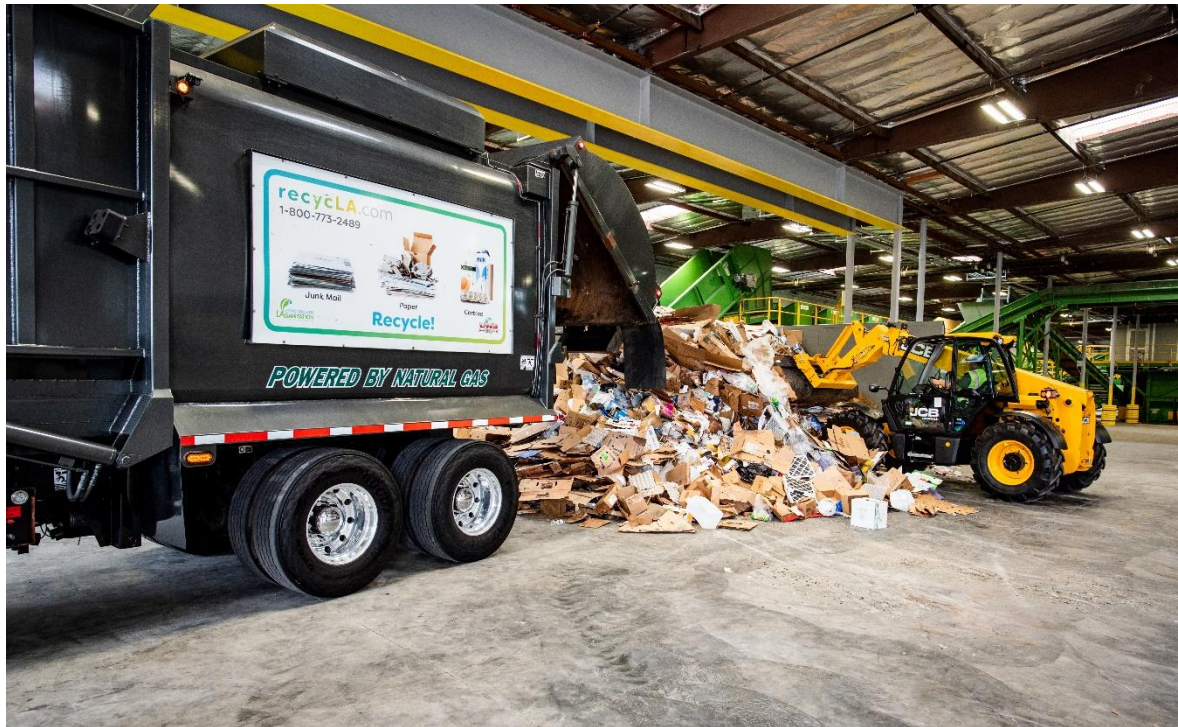
<i>i. Facility name & address</i>	UWS 24 th Street Facility 2460 E. 24 th Street Los Angeles, CA 90016	Rialto BioEnergy Facility 503 E. Santa Ana Ave. Rialto, CA 92376
<i>ii. Owner / Operator</i>	UWS	(a) Landowner: City of Rialto 150 S. Palm Ave. Rialto, CA 92376 (909) 820-2525 (b) Owner / Operator Anaergia, Inc. 5780 Fleet Street, Suite 310 Carlsbad, CA 92008 (760) 436-8870
<i>iii. Relationship to Proposer</i>	Proposer owned	Contractual relationship
<i>iv. CalRecycle SWIS #</i>	19-AA-1251	36-AA-0446
<i>v. Material processed</i>	Food waste	Food Waste and Scraps
<i>vi. Price per ton</i>	Available upon request	
<i>vii. Capacity guarantee</i>	UWS will guarantee adequate tonnage capacity for the City of Fullerton to service the proposed franchise agreement.	
<i>viii. Estimated diversion rate</i>	See percentages list above	

PROCESSING OF MIXED WASTE

UWS has provided a fully compliant program utilizing our company owned infrastructure. Our proposed program will meet and exceed current regulations and provide the City with a fully complaint SB1383 program.

These facilities have been designed to provide additional process options if necessary to meet new regulations and meet or exceed diversion requirements. If UWS needs to implement a mixed waste processing option for customers that aren't recycling, we will provide that service utilizing our Santa Fe Springs Universal Resource Recovery Facility. The site is currently permitted for mixed waste processing, but we are only utilizing the facility for source separated recycling. There will be no additional cost for the customer for processing if the need is determined by UWS to meet the diversion requirements.

The have provide details on the mixed waste processing option in the Section titled Facility Description.



MINIMUM RECYCLING AND DIVERSION REQUIREMENTS

Universal Waste Systems Inc. has reviewed the Draft Franchise Agreement and understands the requirement to divert recyclable material and organics from the landfill in order to ensure that the City is in compliance with current legislation (AB939, AB341 and SB1383).

UWS encourages the City and the members of the review committee to pay close attention to this section as it will provide the roadmap for the City to be in full compliance with all current legislation.

We believe that the proposed programs offered by UWS are superior to the other competitors and will ensure that the City meets its compliance obligations established by the CalRecycle. UWS as noted in the table below, will guarantee that the City reaches maintains compliance with all local laws and regulations local and statewide.

SECTION L – COMMUNITY INVOLVMENT

UWS sees our position within the cities and communities we serve as more than just a solid waste and recycling contractor, we position ourselves to be involved in and participate in the day to day functions happening in and around the community. We have a dedicated team that will be at all of the mixers, functions, fundraisers, and community events. Additionally the Blackburn family makes it a point to be a part of these events as well not just with contributions, but with time as well. We enjoy having a personal relationship with the City Council, staff, and the community members that we service. We always say and are fully committed to insuring that we remain *“Large Enough to serve...small enough to care!”*

UWS is prepared at a minimum to offer the following enhancements or guarantees to the City and the community:

UWS will provide portable restrooms to all City events free of charge in addition to providing the waste and recycling collection.

UWS will provide \$10,000.00 per year in scholarships to local high school students that have an interest in environmental studies and work. This money can be divided into multiple scholarships as can be determined at a later date.

UWS will have a fully staffed office for customers to visit to learn about recycling, make payments, and inquire on services, in the City of Fullerton.

UWS will provide compost and mulch to all residents in the City of Fullerton free of charge one time per quarter or 4 times per year.

UWS will provide unlimited mulch, compost, and wood chips for all City of Fullerton facilities, parks, and City projects.

UWS will provide a minimum of \$120,000.00 per year to be used for thefor sponsorship, donations to community or school events, City functions, School District Events/ Programs, etc.

UWS will provide 2 full time zero waste recycling representative to the City of Fullerton.

UWS will establish an annual job fair in conjunction with the City of Fullerton to hire local in the City of Fullerton. UWS will pay for truck driving school for any residents in the City of Fullerton that want to be part of our team. All Fullerton residents that become drivers at UWS will be eligible to receive our full benefits package, including 401K retirement, full benefits for them and their family, an estimated \$100K per year compensation, life insurance, and will be eligible for a \$2,000.00 signing bonus upon receiving their commercial class B license.

1. Our UWS team will join and participate in all local clubs, groups, and chambers in the City of Fullerton.

SECTION M – CUSTOMER SERVICE

UWS roots are in the highly competitive nonexclusive franchise environment where customers are free to change providers if service quality is not maintained. Quality customer service always has been and continues to be of utmost importance to the Blackburn Family. Here the power of the personal guarantee, a UWS Core Value, is exemplified by the hands-on involvement of the key management team members to ensure that every single Customer complaint or simple inquiry is resolved to the complete satisfaction of the Customer. A member of ownership will be involved lead the transition activates and remain the first point of contact for the City of Fullerton for the duration of the contract. UWS believes we are the only company that will be able to guarantee such a personal level of service.

Specific to the City of Fullerton Customer Service Center

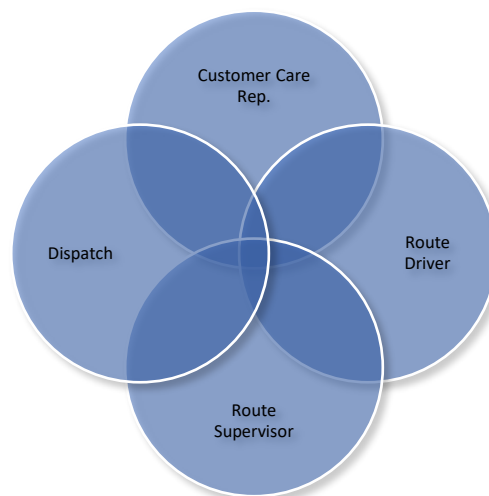
UWS is proposing a customer service center that will be open and operational daily in the City of Fullerton. The Fullerton Customer Service Center will serve as our transition headquarters staffed with local customer service representatives, which can answer questions, take orders, accept payments, and be a local one stop shop for Fullerton residents and businesses. Additionally our route supervisors will be housed at this location to be available to meet immediate needs of the community. Our recycling coordinators or ZERO WASTE REPS will work in the Fullerton customer service center, providing training, education on recycling, right sizing of services, and being available to the community every day.

Our Customer Care Model

Customer-Initiated Contacts

At UWS, Customer service is a team effort. The 'Customer service team' consists of our Customer Care Representatives, our Dispatchers, our Route Supervisors, and our Route Drivers.

UWS Customer Care Team



Our **Customer Care Representatives** receive Customer calls, message chats, and emails. They are well versed in policies and procedures and able to answer questions. If a Customer contact involves a service issue, a Service Order is generated through the Customer Record Management (CRM) system.

A central figure of the Customer care team is our **Dispatch Office**. Dispatch assigns service orders to the appropriate route, monitors the status of open orders, and closes them out when completed.

Route Drivers receive service orders on their on-board screen, perform the work, and log the Service Order action taken.

Route Supervisors are our quality control inspectors. They follow-up to see that service orders are fulfilled in a timely and quality manner. If warranted by the nature of the contact, the Route Supervisor will make in-person contact with the Customer to ensure satisfaction.

Driver-Initiated Reports

Our Customer care model works in reverse as well.

Drivers report to Dispatch when there is an issue with service such as an inaccessible bin and then either the Dispatcher or the Customer Care Representative will initiate contact with the Customer.

Documentation

Whether the Customer or our Driver initiates the contact, notes are added to the account so that any Customer Care Representative accessing the account in the future has full access to the account history.

Fulfillment Policy

Our goal is to complete all service orders the same day that are received by 1:00 P.M.

If a Customer Care Representative cannot complete a Customer request during the call, the caller will be advised that they can expect follow-up either before the end of that day or no later than the next business day.

Jurisdiction Specific Information

Customer Care Representatives receive continuing education regarding the service, programs and policies of the jurisdictions that we serve. Weekly briefings keep our representatives abreast of events and changes upcoming in jurisdictions. In addition to the jurisdiction-specific information that appears on the Customer record, each Customer Care Representative has at hand a database of common services, rates & policies, and even the franchise agreement/contract, for each jurisdiction. These procedures will ensure that the calling customer receives timely and accurate information from our Customer Care Representative, ideally in one call.

Customer Care Center

Staffing

We operate a stand-alone Customer care center in our Orange and Los Angeles Counties offices staffed by over twenty-five (25) representatives. The center operates Monday through Friday from 7:00 A.M. to 5:00 P.M. and 8:00 A.M. to 12:00 P.M. on Saturday. Peak staffing is provided Monday through Friday between the hours of 8:00 A.M. and 4:00 P.M.

Hiring & Training

Hiring

We select Customer Care Representatives based on their positive attitude and their desire to help others.

One-Stop-Shop

Our goal is for our Customer Care Center to be a ‘One-Stop-Shop’. Besides addressing service questions and issues, our Customer Care Representatives are trained to handle credits, adjustments, billing disputes, opening and closing of accounts, service level changes, management or ownership changes, processing payments and enrolling the Customer in auto pay. They can also walk the Customer through the pay online feature if assistance is needed.

Complaint Resolution Protocol

Customer Care Representatives are trained to follow our Customer Service Protocol:

- The Customer Is Always Right
- Every Customer inquiry or complaint is deemed urgent and legitimate until proven otherwise
- Company resources should immediately be redirected to achieve an expedient resolution of the matter
- Some matters need to be moved to a more senior member if needed to expedite resolution
- Relentless follow-up is expected to ensure resolution is achieved within 24 hours
- Post resolution Customer feedback is crucial to constantly improving service quality

Customer Record Management System

We utilize the AMCS Tower Customer service software system for Customer record management.

Telephone System

We utilize the NEC9300 telephone communications platform.

The telephone system gives our Customer Care Team the ability to see the hold queue and respond access the next up call. If all

The system is scalable and adaptable to the changes and growth of our business.

System Metrics

We are able to monitor call metrics system-wide and for individual jurisdictions. *Telephony Metrics table below* is a real example of telephony metrics from our system.

Telephony Metrics Average 2 Year

Metric	Value	Unit
Monthly average percent of calls answered within 60 seconds	99	%
Abandoned calls	1	%
Abandoned call rate, peak hours	1	%
Abandoned call rate, off-peak hours	0	%
Average amount of time it takes call center staff to complete a customer support call/session, including documentation (inbound)	3:02	Minutes

Average amount of time it takes call center staff to complete a customer support call/session, including documentation (outbound)	1:41	Minutes
Number of calls (inbound)	3,019	Number
Number of calls (outbound)	2,439	Number
Average call wait time	31	Seconds
Average amount of time to respond to Customer inquiry via the web, email, mobile app, etc.	4.35	Minutes
Average amount of time callers spend in agent-induced hold	3:12	Minutes
Percent of logged-in time spent in a 'work' state (for calls, a work state is generally talk and after call work time)	6.5	%
Total number of contacts received for processing per day	3,019	Number



SECTION N – RATES AND COSTS

UWS has provided Attachment 7 for all rates for residential, commercial, and industrial rates proposed. UWS has proposed all rates based on current disposal rates provided by the existing Orange County Solid Waste Systems agreement.



SECTION O – OPERATION

UWS has conducted three exclusive contract transition in Southern California over the last five years, additionally we have conducted two residential only transition in Southern California, and five transitions in our out of state facilities. UWS has 100% success rate in meeting the time frames for these transitions, all containers have been procured and arrived on time, all trucks that were committed for the agreements have been delivered and ready for operation prior to the start date, employees and training conducted and ready for transition, and all customer billing records have been received and imported into our customer service system in time for transition and billing.

UWS facilities are open, fully permitted, and have the tonnage available to accept waste from the City of Fullerton immediately.

UWS trucks and containers are built and acquired by our sister company Spartan Truck Company and Spartan Container, both having facilities in Los Angeles, Sun Valley, and Casa Grande ready to build and guarantee delivery of all of the trucks and containers for the City of Fullerton.

UWS has spent the last several years developing our own in house service verification that records all deliveries, container exchanges, service completions, or service exceptions in real time direct to our customer service data base time stamped, geocoded, with pictures for all services. This system allows us to track service, guarantee accuracy, and provide proof of service to customers and the cities we service.

UWS has the ability to set ourselves apart from our competition:

- Complete control of our operation from our hands on ownership management style
- Group of highly trained management professional
- Strategic fully integrated disposal and processing facility infrastructure
- Custom fully integrated SB1383 Compliance Tool
- Custom fully integrated Service Verification Tools
- Ability to Manufacture our Trucks and Containers

We recognize that the most important part of a successful transition is great front line employees. UWS is including in our profile an option for the existing employees of the current contractor. Those employees possess unique knowledge of the City and the customers therefore we believe they would be beneficial to join our team.

We will offer employment opportunities for available positions to existing employees of the current contractor that would otherwise be displaced.

(a) Non-Discrimination Policy

Our owners, management and employees treat each other equally and fairly and will not engage in discrimination against anyone because of their actual or perceived race, color, religion, ancestry, national origin, disability, medical condition, marital status, domestic partner status, sex, gender, gender identity, gender expression, or sexual orientation or as a member of any other protected class.

(b) Procedures

Offer of Employment

Following the award of the Franchise Agreement to UWS, we will post an opportunity to employ individuals currently employed by existing service provider and deployed to service the City of Fullerton.

Any offer of employment will be subject to the potential employee meeting the company's pre-employment and screening requirements.



SECTION P – EXCEPTIONS

UWS takes no exceptions to the RFP or the proposed Franchise Agreement.

SECTION Q – SB1383 COMPLIANCE

Background

AB 341 (Mandatory Commercial Recycling) – Requires commercial establishments (i.e., businesses including public entities that generate 4 cubic yards or more of solid waste per week, and multi-family complexes of 5 or more dwelling units) to arrange for recycling services (i.e., recycling of containers and fiber products).

AB 827 (Recycling Containers) – Requires that businesses subject to AB 341 and AB 1826 and that are frequented by the public must provide recycling containers for public use.

AB 1826 (Mandatory Commercial Organic Waste Recycling) – Requires businesses that generate 4 cubic yards or more of commercial solid waste per week to arrange for organic waste recycling services.

SB 1383 (Organic Waste Methane Emissions Reduction) – Requires a 75% reduction in the 2014 disposal of organic waste including a 20% recovery edible food waste for human consumption.

Three key dates established by SB 1383 will occur during the term of the Franchise Agreement:

January 1, 2022. CalRecycle’s regulations to meet the organic waste reduction and the edible food recovery targets take effect. Also, on this date, the enforcement provisions, including penalties for noncompliance issued by the State, take effect.

January 1, 2024. CalRecycle’s regulations may require local jurisdictions to impose penalties for noncompliance on regulated entities subject to their authority.

January 1, 2025. The State (and presumably each jurisdiction) must achieve 75% reduction in the disposal of organic waste (from 2104 levels); and, not less than 20% of currently disposed edible food must be recovered for human consumption.

Experience

RecycleLA, the City of Los Angeles’ Zero Waste program, was designed before SB 1383 was adopted and yet the program anticipated what would become the State recycling and organic waste recycling mandate.

As a Contractor for RecyLA servicing the North East zone, we have been able to perfect our diversion implementation plan, recruit and train our team, and hone our customer education and outreach skills. Our Zero Waste team has extensive experience in assessing our customer needs, personalizing programs and getting results. This implementation plan is a product of that experience.

Staffing

Our Zero Waste Team is made up of fourteen Zero Waste Account Representatives with public relations skills and special training and expertise to personally assist Customers with tailoring solid waste services that maximize the recovery of recyclable material and organics.

Some of the UWS Zero Waste Team.



Identification & Outreach

The first step in compliance begins with identifying the customer and assessing their waste and recycling needs. We accomplish this by following the steps listed below.

Introductory Mailing

Forty-five days before the start of service, we will introduce the Recyclable and Organic Waste Recycling Program to Commercial and Multi-family Customers with a direct mailing to each Customer.

Initial Visit

Ten days following the introductory mailing, members of our Zero Waste Team will begin making personal visits with each account to introduce UWS services, confirm account information, perform a waste assessment, and create a service order with new service recommendations. The initial visit is a very important part of our outreach and education process.

Outreach & Education

In the initial visit, Zero Waste Account Representatives will provide Customers with literature introducing UWS and explaining Recycling, Organic Recycling, and Food Donation opportunities.

Confirm Account Information

Zero Waste account Representatives will verify the service and billing address, contact information, and service levels.

Waste Assessment

In the waste assessment portion of the initial visit, Zero Waste Account Representatives will make determinations about container location, container fullness on service days, use of recycling containers, willingness to donate edible food (if applicable), and issues that might impede collections.

Another objective of the initial visit will be to explain ways that the Customer can reduce costs while complying with diversion mandates.

During the initial visit, our Zero Waste Account Representatives will also make a determination regarding the Customer’s compliance with AB 341, AB 1826 and AB 827. When compiled, these individual determinations will become the City’s database for compliance monitoring, enforcement, and reporting to CalRecycle.

When a Customer performs Recyclable or Organic Waste Recycling by self-hauling or through another authorized provider (e.g., yard waste removal by a landscape maintenance contractor), this information will be recorded.

Technology

Each member of our Zero Waste Account Team uses a Zero Waste Compliance Tool tablet application that guides the account representative through the initial visit process. It will also be used for follow-ups, monitoring, and enforcement procedures. The app allows the representative to attach photographs to the Customer record. Sample screenshots of the app are provided.

[Zero Waste Compliance Tool tablet sample screenshots.](#)



Monitoring

Compliance monitoring will be an ongoing procedure conducted by our Zero Waste Team. The monitoring process will consist of two elements: (1) Enrollment monitoring; and, (2) Contamination monitoring.

Enrollment Monitoring

Accounts that do not enroll in the appropriate diversion services will be identified in monthly exception reports generated for Zero Waste Team members to revisit the account and attempt to arrange services. A listing of accounts that fail to enroll in required diversion services will that will be provided to the City monthly for enforcement action.

Participation Monitoring

Accounts that are enrolled in recyclable and Organic Waste recycling services will be inspected on a periodic basis to confirm their participation and inspect for container contamination in a procedure referred to a *lid flipping*.

Customers not utilizing BLUE, GREEN or BROWN containers as intended will be personally contacted by a Zero Waste Account Representative as an outreach and education measure. Customers who do not make themselves available or who refuse to comply will be documented and the information will be shared with the City.

If contamination of BLUE, GREEN or BROWN containers is found to be an issue, the Zero Waste Account Representative will arrange a training session with the Customer to rectify the issues. Ongoing contamination issues will incur extra charges and potential removal of containers resulting in the Customer being reported to the City as not being in compliance.

All monitoring inspections and their outcomes are recorded in the Zero Waste Compliance Tool.

Zero Waste Account Representatives documenting BLUE bin contents.



Reporting.

Within 30-days following the start of service and monthly thereafter, UWS will transmit a report to the City identifying the following:

- AB 341
 - Total number of covered businesses
 - Total number of exempt businesses
 - Listing of exempt businesses
 - Total number of covered businesses recycling
 - Total number of covered businesses not recycling
 - Listing of each business not recycling
 - Total number of covered multi-family complexes
 - Total number of exempt multi-family complexes
 - Listing of exempt multi-family complexes
 - Total number of covered multi-family complexes recycling
 - Total number of covered multi-family complexes not recycling
 - Listing of each multi-family complex not recycling
- AB 1826
 - Total number of covered businesses
 - Total number of exempt businesses
 - Listing of exempt businesses
 - Total number of covered businesses recycling organic waste
 - Total number of covered businesses not recycling organic waste
 - Listing of each business not recycling organic waste
 - Total number of covered multi-family complexes
 - Total number of exempt multi-family complexes
 - Listing of exempt multi-family complexes
 - Total number of covered multi-family complexes recycling organic waste
 - Total number of covered multi-family complexes not recycling organic waste
 - Listing of each multi-family complex not recycling organic waste
- AB 827
 - Total number of businesses
 - Total number of exempt businesses



- Total number of businesses in compliance
- Total number of businesses not in compliance
- Listing of each business not in compliance

Our ZERO WASTE team along with our Facility Operations management conduct quarterly waste characterization report for each jurisdiction delivering material to our facilities, the audits or characterizations allow the team to focus their outreach and diversion efforts, and assist them when conducting route audits to identify the contaminants that are reducing the overall diversion for the community.

Enforcement

UWS will support City's enforcement efforts and assist with follow-up outreach and education efforts as necessary.

ORGANIC WASTE RECOVERY PROGRAM

Our preferred collection system is Three-Container Collection System:

Three-Container Collection System (SB1383 Compliant)

In the Three-Container Collection System, waste generators will be provided three collection containers:

1. A GREY container for disposed refuse;
2. A BLUE container for diversion of commingled recyclables including paper products; and,
3. A GREEN container for diversion of yard waste and organics including food scraps.

In the Three-Container Collection System, 'containers' will be industry-standard Carts, Bins, Roll-Off Boxes, or Stationary Compactors appropriate for the subscriber (*Container specifications are described in greater detail elsewhere in this Proposal.*):

- Waste generators receiving collections from Carts will generally be:
 - Residential premises subscribing to individual collection,
 - Multi-Family dwellings, generally with fewer than five dwellings and subscribing to individual collection, and
 - Commercial premises generating low volumes or that are unable to subscribe to bin service due to a lack of bin enclosure space.
- Waste generators receiving collections from Bins will generally be:
 - Multi-Family complexes generally with five or more dwellings, and
 - Commercial premises
- Waste generators receiving collections from Roll-Off Boxes and Stationary Compactors will generally be Commercial establishments generating large volumes of Solid Waste destined for disposal, source-separated Recyclables, including paper products, and/or source-separated Yard Waste.



Comprehensive List of Organic Waste

Three-Container Organic Waste Recycling

<u>ACCEPTED MATERIAL</u>	<u>PROHIBITED MATERIAL</u>
GREY Container	
General Solid Waste not containing recyclable or organic waste	All recyclable materials and organic waste
BLUE Container	
All paper products, cardboard, hard recyclables including glass, tin cans, aluminum cans, plastics 1-7, film plastic etc.	All refuse and organic waste
GREEN Container	
Yard waste including trimmings & grass clippings, food and food scraps and other organic wastes	All recyclable materials

Customer In-House Preparation of Organic Waste

Customers disposing of Organic Waste in the Three-Container Collection System will be required to adhere to the following in-house preparations:

- GREY container:
 - General solid waste that is not accepted in the blue or green containers.
- BLUE container:
 - Source-separated Commingled Recyclables including paper products, cardboard, glass, aluminum and tin cans, plastics 1-7 and other recyclable materials
- GREEN container:
 - Yard and Green Waste must be placed in the container un-bagged and untied.
 - No special preparations; any Food Waste and Food Scraps are acceptable; Food Waste should not be placed in bags;

Source Separated Collection of Organic Waste (SB1383 Compliant)

UWS is proposing source separated collection of organics (food waste and scraps) from customers that generate amounts sufficient to support separate collection and have adequate space for a separate container. In these cases, UWS will provide various carts and/or bins for the collection of organic material. As noted, this material would be collection and shipped to our Organic Processing facility for extraction of material to be shipped to the Anaergia AD facility.

Proposed Container Sizes

32 gallon automated organic cart

64 gallon automated organic cart

2 yard front loader organic bin

All carts and containers are available to be collected on multiple days per week.



RECYCLABLES AND ORGANIC MATERIALS

ACCEPTED MATERIAL	PROHIBITED MATERIAL
Plastic Recycling	Appliances
Milk jugs	Batteries
Water & soda containers	Bubble wrap
Shampoo, soap, detergent bottles	Christmas lights
Metal Recycling	Coat hangers
Aluminum beverage cans	Diapers
Food cans	Electrical cords
Aerosol cans, completely empty	Facial tissue
Glass Recycling	Food stained pizza boxes
Beverage containers	Food waste
Food jars	Food wrap
Paper Product Recycling	Garden hoses
Printing & writing paper	Napkins
Newspaper	Padded envelopes
Egg cartons	Paper towel
Envelopes	Pet waste
Junk mail	Plastic bags
Phone books	Polystyrene
Brochures	Receipts
Magazines	Rubber balls
Ream wrapping paper	Sports equipment
Cardboard Recycling	Sticker-backed paper
Cardboard boxes (flattened)	Stuffed animals
Cereal boxes	Syringes/razor blades
Frozen food boxes	Tires
Poster board	Toys
File folders	Waxed cartons
Paper towel roll core tubes	Yard waste
Shoe boxes	
Toilet paper roll core tubes	
Wood Recycling	
Clean lumber	

<u>ACCEPTED MATERIAL</u>	<u>PROHIBITED MATERIAL</u>
<p>Green Waste/Landscaping</p> <ul style="list-style-type: none"> Grass clippings Leaves Branches/twigs Clean lumber (untreated, unpainted, in small pieces only) <p>Food Discards</p> <ul style="list-style-type: none"> All vegetables All fruit Egg shells Coffee grounds (paper filters ok) Tea Bags (paper only) Meat, bones All bread products All grains Food soiled napkins, paper towels 	<ul style="list-style-type: none"> Painted or composite Wood Palm Fronds All food containers Plastic packaging Polystyrene All Bioplastics (cutlery, cups, bags) Grease Pet waste Human waste Feminine Products Waxed cardboard Plastic lined paperboard containers

FOOD RESCUE AND DONATION PROGRAM

Identification and Outreach

Introductory Mailing

Our introductory mailing to all Commercial Customers about the transition to UWS services will include information about food recovery and the requirements for covered Commercial Customers.

Food Recovery Network

As a result of our work in other jurisdictions, we have on-going working relationships with a network of food rescue and recovery organizations who are expert in the laws, logistics, and recipient matching necessary for successful programs.



PROCUREMENT OF RECOVERED ORGANIC WASTE PRODUCTS

SB 1383 Requirement

Article 12 of the proposed Short-Lived Climate Pollutants regulations requires a jurisdiction to procure organic waste products directly, or through a service provider (Contractor), at or above the target established by CalRecycle.

Procurement Target

The CalRecycle-proposed procurement target is 0.08 tons (160 pounds) per resident per year, adjusted annually based upon the California Department of Finance published population estimate for the cities or counties, and is recalculated annually. [18993.1]

Programs

Compost Giveaway Program

In accordance with Agreement, we will deliver one 40-cubic yard Roll-Off load of finished compost to a site specified by the county for residents to fill their own containers on a first -come, first-served basis at no additional cost.

City Facilities Program

We will deliver, at no cost to City or customers, bulk recovered organic waste product of the type and volume to any county Facility(ies) directed by City for its own use or for giveaway. The City shall be responsible for the cost of storing, distributing, and applying the recovered organic waste product.

Assumptions

Density Conversion

One ton of bulk compost or bulk mulch equals 1.45 cubic yards [18993.1].

Product Application

Finished compost is typically used as an amendment tilled into the soil for enhancing soil structure, preventing soil compaction, and building organic matter, and applied 2 to 3 inches and worked into the soil at a depth of about 6 inches.

(An application of 3 inches of bulk compost per acre equals approximately 403.3 cubic yards.)

Mulch is typically used as a soil covering to control weeds and retain moisture in non-turf areas and applied over bare spoil at a depth of 3 to 4 inches.

(An application of 4 inches of bulk mulch per acre equals approximately 532.4 cubic yards.)

Record Keeping

We will maintain a record of recovered organic products provided to the City through the above described programs, including delivery dates, delivery locations, number of loads, cubic yards, and tons of recovered organic product.



RLI Insurance Company

Los Angeles Commercial Surety Office | 801 S. Figueroa Street, Ste. 900 | Los Angeles, CA 90017
P: (213) 787-2035 | C: (818) 370-0540 | www.rlicorp.com

November 7, 2025

CITY OF FULLERTON, CALIFORNIA
303 W COMMONWEALTH AVE
FULLERTON, CA 92832

Re: Universal Waste Systems, Inc. – Request for Proposal (RFP)

To Whom It May Concern:

Please be advised that RLI Insurance Company (rated A+ by AM Best) is the surety for Universal Waste Systems, Inc. RLI Insurance Company is licensed to transact surety in all fifty states and is listed as an acceptable surety in the United States Department of Treasury Circular 570.

Universal Waste Systems, Inc. has been an RLI Insurance Company surety client for seven years with a single bond limit of \$15 million and an aggregate bonding capacity of \$25 million so we do not anticipate any issue with supporting the 100% performance and payment bonds for this RFP.

However, issuance of performance and payment bonds is a matter between Universal Waste Systems, Inc. and RLI Insurance Company and will be subject to review and approval of the contract terms and conditions, the bond forms, confirmation of adequate project funding, and the application of such other underwriting criteria as may be pertinent at the time such bonds are requested. We assume no liability to you or to third parties if for any reason we do not execute said bonds.

If we can provide further assurances or assistance, please do not hesitate to call upon us.

Sincerely,

RLI Insurance Company

By: *Alicia Grumbles*
Alicia Grumbles, Attorney-in-Fact



POWER OF ATTORNEY

RLI Insurance Company Contractors Bonding and Insurance Company

9025 N. Lindbergh Dr. Peoria, IL 61615
Phone: 800-645-2402

Know All Men by These Presents:

That this Power of Attorney is not valid or in effect unless attached to the bond which it authorizes executed, but may be detached by the approving officer if desired.

That **RLI Insurance Company** and/or **Contractors Bonding and Insurance Company**, each an Illinois corporation, (separately and together, the "Company") do hereby make, constitute and appoint:

Alicia Grumbles

in the City of Dallas, State of Texas its true and lawful Agent(s) and Attorney(s) in Fact, with full power and authority hereby conferred, to sign, execute, acknowledge and deliver for and on its behalf as Surety, in general, any and all bonds and undertakings in an amount not to exceed Twenty Five Million Dollars (\$25,000,000.00) for any single obligation.

The acknowledgment and execution of such bond by the said Attorney in Fact shall be as binding upon the Company as if such bond had been executed and acknowledged by the regularly elected officers of the Company.

RLI Insurance Company and/or **Contractors Bonding and Insurance Company**, as applicable, have each further certified that the following is a true and exact copy of a Resolution adopted by the Board of Directors of each such corporation, and is now in force, to-wit:

"All bonds, policies, undertakings, Powers of Attorney or other obligations of the corporation shall be executed in the corporate name of the Company by the President, Secretary, any Assistant Secretary, Treasurer, or any Vice President, or by such other officers as the Board of Directors may authorize. The President, any Vice President, Secretary, any Assistant Secretary, or the Treasurer may appoint Attorneys in Fact or Agents who shall have authority to issue bonds, policies or undertakings in the name of the Company. The corporate seal is not necessary for the validity of any bonds, policies, undertakings, Powers of Attorney or other obligations of the corporation. The signature of any such officer and the corporate seal may be printed by facsimile."

IN WITNESS WHEREOF, the **RLI Insurance Company** and/or **Contractors Bonding and Insurance Company**, as applicable, have caused these presents to be executed by its respective Sr. Vice President with its corporate seal affixed this 26th day of June, 2025.



**RLI Insurance Company
Contractors Bonding and Insurance Company**

By: Eric Raudins
Eric Raudins Sr. Vice President

State of Ohio }
County of Cuyahoga } SS

On this 26th day of June, 2025, before me, a Notary Public, personally appeared Eric Raudins, who being by me duly sworn, acknowledged that he signed the above Power of Attorney as the aforesaid officer of the **RLI Insurance Company** and/or **Contractors Bonding and Insurance Company** and acknowledged said instrument to be the voluntary act and deed of said corporation.

By: Jill A. Scott
Jill A. Scott Notary Public



JILL A SCOTT
Notary Public
State of Ohio
My Comm. Expires
September 22, 2025



CERTIFICATE

I, the undersigned officer of **RLI Insurance Company** and/or **Contractors Bonding and Insurance Company**, do hereby certify that the attached Power of Attorney is in full force and effect and is irrevocable; and furthermore, that the Resolution of the Company as set forth in the Power of Attorney, is now in force. In testimony whereof, I have hereunto set my hand and the seal of the **RLI Insurance Company** and/or **Contractors Bonding and Insurance Company** this 7th day of November, 2025.

**RLI Insurance Company
Contractors Bonding and Insurance Company**

By: Jeffrey D. Fick
Jeffrey D. Fick Corporate Secretary

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**ADDITIONAL INSURED -- OWNERS, LESSEES OR CONTRACTORS
AUTOMATIC STATUS – ONGOING OPERATIONS – COVERAGE A, B, D.1 & D.4**

Policy Number	Policy Effective Date	Policy Expiration Date	Endorsement Effective Date
LJG 8310012 00	07/01/2025	07/01/2026	07/01/2025

This endorsement modifies insurance provided under the following:

ENVIRONMENTAL COMBINED POLICY

I. SECTION III – WHO IS AN INSURED is amended to include as an additional **insured**:

1. Any person or organization for whom you are performing operations when you and such person or organization have agreed in writing in a contract or agreement, in effect during this **policy period**, that such person or organization be added as an additional **insured** on this policy; and
2. Any other person or organization you are explicitly required to add as an additional **insured** under the contract or agreement described in Paragraph 1. above.

Such contract or agreement must be executed and in effect prior to the performance of **your work** which is the subject of such contract or agreement.

Such person(s) or organization(s) is an additional **insured** only with respect to liability for **bodily injury** or **property damage** under **SECTION I – COVERAGE A – BODILY INJURY AND PROPERTY DAMAGE LIABILITY, Coverage D.1 – Contractors Pollution Legal Liability** and **Coverage D.4 – Microbial Substance Contractors Pollution Liability**, or personal injury or advertising injury under **SECTION I - COVERAGE B – PERSONAL AND ADVERTISING INJURY LIABILITY** directly caused by:

- a. Your acts or omissions; or
- b. The acts or omissions of those acting on your behalf;

in the performance of your ongoing operations for the additional **insured** described in Paragraph 1. or 2. above.

However, the insurance afforded to such additional **insured** described above:

- a. Only applies to the extent permitted by law; and
- b. Will not be broader than that which you are required by the contract or agreement to provide for such additional **insured**, and
- c. Will not extend beyond that which is provided to you in this policy.

A person's or organization's status as an additional **insured** under this endorsement ends when your operations for the person or organization described in Paragraph 1. above are completed.

II. With respect to the insurance afforded to these additional **insureds**, the following additional exclusions apply:

This insurance does not apply to:

- a. **Bodily injury, property damage** or **personal and advertising injury** arising out of the rendering of, or the failure to render, any professional architectural, engineering or surveying services, including:
 - (1) The preparing, approving, or failing to prepare or approve, maps, shop drawings, opinions, reports, surveys, field orders, change orders or drawings and specifications; or
 - (2) Supervisory, inspection, architectural or engineering activities.

This exclusion applies even if the **claims** against any **insured** allege negligence or other wrongdoing in the supervision, hiring, employment, training or monitoring of others by that **insured**, if the **occurrence** which caused the **bodily injury** or **property damage**, or the offense which caused the **personal and advertising injury**, involved the rendering of, or the failure to render any professional architectural, engineering or surveying services.

- b. **Bodily injury** or **property damage** occurring after:

- (1) All work, including materials, parts or equipment furnished in connection with such work, on the project (other than service, maintenance or repairs) to be performed by or on behalf of the additional **insured(s)** at the location of the **covered operations** has been completed; or

- (2) That portion of **your work** out of which the injury or damage arises has been put to its intended use by any person or organization other than another contractor or subcontractor engaged in performing operations for a principal as a part of the same project.

III. With respect to the insurance afforded to these additional **insureds**, the following is added to **SECTION V – LIMITS OF INSURANCE**:

The most we will pay on behalf of the additional **insured** is the amount of insurance:

1. Required by the contract or agreement described in Paragraph I.1.; or
2. Available under the applicable limits of insurance;

whichever is less.

This endorsement shall not increase the applicable limits of insurance.

IV. With respect to the insurance afforded to these additional **insureds**, the following is added to **SECTION VI – REPORTING, DEFENSE, SETTLEMENT & COOPERATION**:

1. **Duties -- Additional Insured**

An additional **insured** must see to it that:

- a. We are notified in writing as soon as practicable of an **occurrence** or offense which may result in a **claim** or **suit**;
- b. We receive written notice of a **claim** or **suit** as soon as practicable; and
- c. A request for defense and indemnity of the **claim** or **suit** will promptly be brought against any policy issued by another insurer under which the additional **insured** may be an insured in any capacity. This provision does not apply to insurance on which the additional **insured** is a **Named Insured**, if the contract or agreement requires that this coverage be primary and noncontributory.

V. **SECTION VII – CONDITION 10. – Other Insurance** is amended by the addition of the following which supersedes any provision to the contrary:

Primary And Noncontributory Insurance

This insurance is primary to and will not seek contribution from any other insurance available to a person(s) or organization(s) included as an additional **insured** under this endorsement provided that:

1. The additional **insured** person(s) or organization(s) is a **Named Insured** under such other insurance; and
2. You have agreed in writing in a contract or agreement, in effect during this **policy period**, that this insurance would be primary and would not seek contribution from any other insurance available to the additional **insured** person(s) or organization(s). Such contract or agreement must be executed and in effect prior to the performance of **your work** which is the subject of such contract or agreement.

However, this provision does not apply if the other insurance available to the person(s) or organization(s) included as an additional **insured** is Owners and Contractors Protective Liability, Railroad Protective Liability, or similar project-specific, primary insurance.

VI. This endorsement does not apply to an additional **insured** which has been added to this policy by an endorsement showing the additional **insured** in a **SCHEDULE** of additional **insureds**, and which endorsement applies to that designated additional **insured**.

ALL OTHER TERMS AND CONDITIONS OF THE POLICY SHALL APPLY AND REMAIN UNCHANGED.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**WAIVER OF SUBROGATION
(TRANSFER OF RIGHTS OF RECOVERY AGAINST OTHERS TO US)
AUTOMATIC STATUS – COVERAGE A, B & D**

Policy Number	Policy Effective Date	Policy Expiration Date	Endorsement Effective Date
LJG 8310012 00	07/01/2025	07/01/2026	07/01/2025

This endorsement modifies insurance provided under the following:

ENVIRONMENTAL COMBINED POLICY

I. The following is added to Paragraph **17. Subrogation** of **SECTION VII – CONDITIONS**:

We waive any right of recovery against any person(s) or organization(s) because of payments we make under **COVERAGE A – BODILY INJURY AND PROPERTY DAMAGE LIABILITY, COVERAGE B – PERSONAL AND ADVERTISING INJURY LIABILITY, and COVERAGE D – CONTRACTORS POLLUTION LIABILITY** under this policy.

Such waiver by us applies only if:

1. The **insured** has agreed in writing in a contract or agreement with such person(s) or organization(s) to waive its right of recovery; and
2. The **insured** has waived its right of recovery against such person(s) or organization(s) prior to loss.

This waiver does not apply in any jurisdiction where such waiver is held to be illegal or against public policy or in any situation where the person(s) or organization(s) against whom subrogation is to be waived is found to be solely negligent.

This endorsement does not apply to any person(s) or organization(s) designated in a **SCHEDULE** of person(s) or organization(s) against whom rights of recovery have been waived.

ALL OTHER TERMS AND CONDITIONS OF THE POLICY SHALL APPLY AND REMAIN UNCHANGED.

WAIVER OF OUR RIGHT TO RECOVER FROM OTHERS ENDORSEMENT – CALIFORNIA

We have the right to recover our payments from anyone liable for an injury covered by this policy. We will not enforce our right against the person or organization named in the Schedule. (This agreement applies only to the extent that you perform work under a written contract that requires you to obtain this agreement from us.)

You must maintain payroll records accurately segregating the remuneration of your employees while engaged in the work described in the Schedule.

The additional premium for this endorsement shall be _____ of the California workers' compensation premium otherwise due on such remuneration.

Schedule

Person or Organization

Job Description

This endorsement applies on a blanket basis when required by a written contract.

This endorsement changes the policy to which it is attached and is effective on the date issued unless otherwise stated.

(The information below is required only when this endorsement is issued subsequent to preparation of the policy.)

Endorsement Effective 07/01/2025

Policy No. WRW 8310012-06

Endorsement No.

Insured

Premium \$

UNIVERSAL WASTE SYSTEMS, INC.

Insurance Company
NATIONAL INTERSTATE INSURANCE COMPANY

Countersigned by 

***Universal Waste
Systems, Inc***

CODE OF SAFE PRACTICES

**SAFETY
FIRST**



YOUR OSHA COMPLIANCE SOLUTION

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Acetylene Safety

Policy

Acetylene is a compressed gas most often used in welding. Pure acetylene is an odorless gas, but commercial grades usually smell like garlic because of impurities. Overexposure to acetylene could cause dizziness or a headache, but the more common danger is how explosive acetylene is. There are many things that could cause an acetylene explosion such as sparks, being stored in a confined area, and even coming into contact with pure copper. Therefore, it is important to be smart around acetylene and remember the following safety tips.

Safe Work Practices

- Do not use acetylene at a pressure more than 15 pounds per square inch.
- Do not put acetylene in contact with pure copper, except in a blowpipe or torch.
- Do not use bars to pry the acetylene cylinders from the ground if they are frozen there- use warm (NOT BOILING) water to defrost the cylinders.
- Don't weld or cut on an acetylene pipeline.
- NEVER transfer acetylene from one cylinder to another.
- Use only non-sparking tools to open acetylene cylinders.
- Be sure acetylene piped systems and associated equipment are grounded- because acetylene is so flammable, the smallest spark could set it off.
- Always have an ABC fire extinguisher nearby.
- Shut off the acetylene cylinders during lunch breaks, overnight, or if you aren't going to use it for any other "substantial period of time".
- Keep acetylene cylinders at least 35 feet away from the actual welding or cutting operation so that sparks, hot slag, or flame will not reach them.
 - If you can't keep them away, use fire resistant shields to protect them.
- Use a back-flow protector to prevent oxygen and acetylene mixing into each other's systems.

Air Compressors

Policy

Compressed air is one of the most popular sources of energy in today's work environments. It powers a wide variety of tools and equipment as well as large machines and process lines. Benefits of compressed air include low maintenance costs, a low weight to power ratio and the ability to operate for long periods without overheating. The dangers of using compressed air are compared to the use of electricity. Just like electricity, compressed air can be deadly if not treated with respect and used properly.

Safe Work Practices

- Before using compressed air equipment, always inspect it and make sure everything is in good working order.
- Hoses should be checked carefully for any sign of damage. Air hoses with cracks or other damage should be removed from service.
- Air fittings and couplings should also be inspected. They should fit tightly into the hose and be clamped securely with an approved machine clamp. If couplings require locking pins, make sure they are in place before use.
- NEVER use homemade air nozzles.
- Keep tools that are used with the compressed air in good working condition.
- If a tool is dropped, inspect it for dents & bends.
- Do not carry tools by the hose.
- Test the valve on the compressor regularly.
- NEVER remove the guarding around the belt and shaft of the compressor motor.

Air Gun Safety

Policy

Air guns are commonly found in many work areas. Employees who use an air gun to clean their work area, surface, or machine could potentially be exposed to harm if the air gun is improperly used. By following the safe work practices presented in this lesson, employees can help minimize their chances of an accident occurring while using an air gun.

Safe Work Practices

Before using an air gun, employees should do the following:

- Inspect all provided PPE for damage. Report damaged PPE to your supervisor. Do NOT wear damaged PPE.
- Inspect all of the components of the compressed air system or portable air compressor for missing or damaged parts. Report missing or damaged parts to your supervisor. Do NOT use a compressed air system or portable air compressor that has missing or damage parts.
- Inspect the air gun for damage or items that may have gotten lodged in the barrel. Report damaged air guns to your supervisor. Do NOT use a damaged air gun or an air gun that has something lodged in the barrel.
- Ensure that the connections for both the air gun and air compression system or portable air compressor are compatible. Do NOT use incompatible components.

When using an air gun, employees should do the following:

- Operate the air gun in accordance with the manufacturer's instructions.
- Do NOT use air guns in excess of OSHA requirements.
- Use the appropriate air gun for the task.
- Do NOT modify the air gun. Report modified air guns to your supervisor. Do NOT use modified air guns.
- It is recommended that employees de-pressurize the air compression system before attaching the air gun.
- Use a chip guard or chip shield.
- Blow debris in a direction that is away from you and your coworkers.
- Do NOT use the air gun to clean yourself.
- Do NOT point the air gun at yourself or coworkers.

Air Hose Safety

Policy

Compressed air can cause serious injuries so it is always important to make sure you are using the proper equipment and using it correctly.

Safe Work Practices

- Do not yank the air hose if it gets caught around an object or a corner. Instead, walk over to the point where it is caught and untangle it.
 - Wear your PPE.
 - Safety goggles or a face shield to protect your eyes from the compressed air or flying debris
- Ear plugs or ear muffs to protect your hearing; air hoses are often with tools that have noise levels about 85 decibels, which can lead to hearing loss.
- When you are finished using the air hose be sure the air supply is turned off and the hose is bled before you detach it.
- Keep the air hose off in a safe place to make sure people (yourself included) do not trip over it.
- Prevent sharp objects from rubbing against the hose.
- Keep the hose away from heat and oil, both of which can cause it to deteriorate.
- Coil the hose without kinks and hang it in a safe place when not in use. (Proper storage of air hoses can make them last for up to 5 years longer.)

Arc Welding and Cutting

Policy

Arc welding uses a welding power supply to create an electric arc between an electrode and the base material to melt the metals at the welding point. Arc cutting is a process using consumable carbon or graphite electrodes where metal is cut by the heat of a carbon arc. It is important to follow these safety rules to avoid creating safety hazards and unsafe working conditions.

Safe Work Practices

It is important to follow proper safe work practices to prevent injury or illness from arc welding and cutting hazards. Listed below are some very important steps to make sure that safety is maintained.

- The electrode holders should be removed when left unattended.
- Hot electrode holders should not be cooled off by dipping in water.
- The power supply switch to the equipment should be left opened when the welder or cutter leaves or stops work for any significant amount of time.
- Any faulty or defective equipment should be reported to the supervisor.
- Protect skin and eyes from UV light by using appropriate personal protective equipment.
- Shield the area with noncombustible or flameproof screens when welding.
- Work should be conducted in a well ventilated area.
- Keep area free of debris and flammable material.
- The frames of arc welding and cutting machines should be grounded.
- Cables in poor condition should not be used

Avoiding Dog Bites

Policy

Whether you are a “dog person” or not, professions that work in the public can often be exposed to unfriendly dogs. These professions could include gardeners, realtors, or mail carriers. Employees who are likely to be in these situations should understand how to prevent possible dog bites.

Safe Work Practices

If you encounter an unknown dog while working, you can try to avoid an attack by:

- Avoid making eye contact with the dog.
- Remain motionless when approached by an unfamiliar dog.
 - Never approach an unfamiliar dog.
- Never disturb a dog that is eating, sleeping, or caring for puppies.
- Letting others know about stray dogs or dogs that are behaving strangely in the area.
- If the dog shows signs of aggression, do not panic or run.
- Slowly back away once the dog loses interest.
- In the event of a dog bite that results in a minor wound, wash the wound thoroughly with soap and water, and apply an antibiotic cream and clean bandage.
 - See a healthcare provider if the wound becomes red, painful, warm, or swollen, if you develop a fever, or if the dog that bit you was acting strangely.

Backs and Lifting

Policy

Back injuries are one of the most common types of injuries in the workplace. By following the guidelines presented in this lesson, employees can help minimize their chances of a back injury from occurring while lifting or lowering objects. Employees should remember to use team lifts or mechanical methods of lifting whenever possible over manual methods.

Safe Work Practices

To aid in the protection of the back, employees should do the following when performing lifting tasks:

- Avoid lifting and bending whenever possible.
- Place objects where they are easy to access.
- Avoid placing objects on the floor when possible.
- When possible, use a dolly or forklift to lift objects instead of manual methods.
- If a manual lift must be performed, keep objects between your shoulder and waist.
- When possible, push an object rather than pull. Pulling puts more strain on the back muscles than pushing.
- Don't lift heavy loads. If you're straining under the weight of an object, then it is too heavy for you to lift alone.
- Make sure that you have enough room to lift safely before picking up an object.
- Know the destination of your load before picking it up.
- Avoid walking on slippery and uneven surfaces while carry objects.
- Plan your move
 - Ensure that the path you are going to take is clear of wet surfaces, obstacles and obstructions, and that there are no slopes.
- Size up the load
 - Look at the location of the object. If the object is overhead or on the ground, think about how you can safely reach it or how to get into a comfortable position to reach it.
 - Test the weight of the object that you will pick up.
 - Test the object for shifting contents. Shifting contents can affect how the object will behave when lifted.
- Get help as needed
 - Perform a team lift if the size or weight of the object is too much for you handle. Lifting awkwardly-shaped or sized objects can be just as dangerous as lifting heavy objects when you do it alone.
- If you have the option, use a dolly or other piece of material handling equipment over manual lifting methods.

When a manual lift must be performed, employees should use the following technique to minimize or eliminate the strain on the back:

- Get as close to the object as possible.
- Use a wide, balanced stance with one foot slightly ahead of the other with your heels on the floor.
- Bend your knees when lifting or lowering objects. This will help you keep the natural curve of your spine.
- Use your palms, not just your fingers, to grasp the load. It is recommended that you place your palms on opposite corners of the object.
- Keep your head up while lifting.
- Lift with a smooth, steady motion. Keep the object between your shoulders and waist area.
- Pivot to turn in the direction that you want to go. Do NOT twist.
- Slowly lower the load. Slow lowering will help maintain the curve of your lower back.
- When you have to get an object from above shoulder height, employees should lower the front portion so that it is below the shoulder.

Battery Handling Safety

Policy

To prevent blindness, explosions, skin damage, lead poisoning, and other hazards, be sure to be safe when handling batteries.

Safe Work Practices

- Do not store batteries in places with really high or really low temperatures
- Have an immediately accessible fire extinguisher nearby
- Store batteries in a well-ventilated area
- Do not dispose of the battery with regular trash; follow the manual, SDS or your company's procedures

Bleach Safety

Policy

Bleach is a corrosive and can be very dangerous if handled improperly. Employees who clean or whiten with bleach at work must wear the appropriate personal protective equipment and follow all necessary safe work practices to avoid injury or accident.

Safe Work Practices

- Employees should know where the nearest shower and eyewash stations are.
- Use caution to avoid contact with eyes, skin, and clothing.
- Areas where bleach is used must be well-ventilated.
- Never eat, drink, or smoke when using bleach.
- Wash face, hands and any exposed skin thoroughly after handling bleach.
- Bleach reacts with other household chemicals such as toilet bowl cleaners, rust removers, acids, or products containing ammonia, so these items must be stored separately from bleach.
- Store bleach upright in a cool, dry area, away from direct sunlight and heat.
- Dispose of contents in accordance with all applicable federal, state, and local regulations.

Bloodborne Pathogens

Policy

Although exposure to bloodborne pathogens is minimal in some work environments, it is necessary to take precautions to avoid exposure. Following the proper procedures can keep you safe.

Safe Work Practices

- Use “Universal Precautions” – a concept that says that all human blood and certain human fluids are treated as if known to be infectious for HIV, Hepatitis B and other bloodborne pathogens.
- Whenever you do a job or task that may expose you to bloodborne pathogens, you must wear protective equipment:
 - A full-face shield to protect your mouth, eyes and nose.
 - Protective gloves for your hands. If you have cuts or any broken skin, use appropriate cover or protection. (If you have a barrier cream, it is important to protect your hands under the protective gloves.)
- Avoid all actions and tools that may cause a personal injury.
- Avoid sharp or jagged objects.
- Wash your hands and face after completing the assigned task with soap. (Hands should be washed after gloves are removed.)
- If any exposure is suspected, you are to wash your hands and any other skin area with soap and water or flush mucous membranes with water immediately.
- Eating, drinking, smoking, applying cosmetics or lip balm and handling contact lenses are prohibited in work areas where there is a reasonable likelihood of occupational exposure.

Boom Lift Safety

Policy

Boom lifts are useful machines that make working on jobs with heights much easier. However, just like with all machines that create convenience, the boom lift presents hazards. As long as you use common sense, follow the operator's manual, and remember the following tips, you can remain safe while operating the boom lift.

Safe Work Practices

- Inspect the machine before use- check for rust, cracks, chips, and make sure the warning stickers are all legible.
- Inspect the area you will be working in and be aware of any hazards present. Have a plan for what to do should you encounter any of those hazards.
- Keep unnecessary personnel away from the operations of the boom lift.
- Always read and understand the operator's manual before using the boom lift.
- Know the maximum intended load and load carrying capacity and respect it.
- Do not use the guardrails as a ladder.
- Never disable the safety devices and do not modify the machine.

Building Evacuation

Policy

Building evacuations can be chaotic if employees do not know what to do and where to go. Employees should become familiar with their company's evacuation plan and participate in all practice drills. The most important thing for employees to remember in an evacuation is to stay calm.

Safe Work Practices

Employees should follow their company's evacuation plan when evacuating the building. Only those employees who have been trained to use a fire extinguisher should try to fight small, controllable fires during a fire emergency.

Regular Employees

If an employee has not been designated as an evacuation warden, captain, etc., they should do the following during an evacuation:

- Listen to all instructions that are given over loudspeakers, radios, etc. (If applicable).
- If safe to do so, turn off machines or computers.
- If items are easily accessible, gather all essential items (keys, IDs, medications, etc.). If items are not easily accessible, leave them. Items that have been left behind can either be retrieved at a later time or replaced.
- Do NOT go back for personal items.
- Have the last person who leaves the room or area close the door behind them (if applicable).
- Walk to the nearest exit that has been designated in the evacuation plan. There should be at least two alternative exits from every room or work area.
- Do NOT use doors that are marked "Not an exit" or "No exit".
- Do NOT take elevators. Always use stairs in an evacuation.
- Stay to the right when walking down stairs.
- Do NOT jump from dock doors (if applicable).
- Meet at the designated assembly or rallying points for a head count.
- Do NOT leave the assembly or rally point.
- Do NOT reenter the building until you have been instructed to do so by the designated evacuation warden, captain, etc.

Designated Employees

Employees who have been designated as wardens, captains, etc., should do the following during an evacuation:

- Help non-designated employees evacuate the building.

- Employees with disabilities or mobile restrictions should be helped to a designated rescue or safe area where they can be rescued by emergency personnel.
- Report injured employees to other designated wardens, captains, etc., so they can inform emergency personnel.
- Ensure that everyone has evacuated the building by checking rooms and other areas for any remaining employees.
- Take a head count at the designated assembly or rally point. Report any missing employees to emergency personnel.

California: Cell Phone Use While Driving

Policy

Today, the incidence of drivers using a cell phone while operating their car has increased. Cell phones can be a useful tool for calling road service or reporting accidents and other emergencies, but they can also put you in danger.

Safe Work Practices

If you absolutely must have access to your cell phone while on the road, the law requires that you do so “hands-free” which means that the phone is not in your hands at all, even if you are using the speaker-phone feature.

Some options for becoming hands-free are:

- Speaker phone
- Wired headset
- Bluetooth device
- Hands-free car kit

The safest way to handle outgoing calls is to:

- Wait until you have reached your destination to dial.
- Look for an exit that will lead you away from the hazards of traffic before making a call.
- Avoid stopping on the shoulder of a road where it is not safe.

The safest way to handle incoming calls is to:

- Let your passenger answer.
- Let the call go to voicemail and retrieve the message and return the call when you have reached your destination.
- Pull over and stop your vehicle in a safe location before answering calls.

Car Battery Safety and Handling

Policy

Many accidents are caused when workers are unclear about safe procedures but are embarrassed to ask questions. Make sure you understand the importance of asking if there is any part of this information that is not clear. Understanding battery safety is the way they can protect themselves from serious injury.

Safe Work Practices

- Only authorized and trained personnel should handle batteries.
- Consult your vehicle and battery owner's manuals for instructions and safety precautions.
- Wear approved safety glasses or goggles and/or a face shield.
- Wear proper clothing to protect your face, hands and body.
- Make sure work area is well-ventilated.
- Never lean over the battery while boosting, testing or charging.
- Keep away from cigarettes, flames, sparks and other ignition sources – they could cause the battery to catch fire or even explode.
- Always remove metal jewelry before handling battery.
- Use proper lifting techniques to avoid back injury.
- Should you have direct contact with the battery fluids, flush the area with water and call a physician immediately.

Cardboard Baler

Policy

These guidelines have been established to ensure workplace safety when working on or around balers. Following these safe work practices and being aware of your surrounding should help to ensure that a tragic accident will not occur.

Safe Work Practices

- Only employees 18 and over are allowed to use the baler.
- Inspect for visible damage before using the baler.
- Inspect hydraulic hoses, fittings and electrical connections before cycling equipment. Do not use if repairs are needed
- Keep all equipment guards in place during operation.
- Always pay attention when using the baler.
- The chamber should never be entered under any circumstances.
- Do not put hands or feet in or near the chamber when the machine is in operation.
- Only cardboard items should be used in the baler.
- All persons should be clear of the point of operation before start up.
- Keep work area on and around the baler uncluttered.
- Employees should stand clear of the equipment while in operation and when ejecting bales from vertical balers.
- Do not operate baler if hydraulic fluid is leaking in any area.
 - If injury results from contact with fluid consult a doctor immediately.
- De-energize machine and follow proper lock out/tag out procedures before performing maintenance or clearing a jam.
- Repair work should be done by trained service personnel.
- Keep all equipment guards in place during operation.
- Notify your immediate supervisor if machine is having problems or if you have any questions.

Chemical Handling Safety

Policy

With proper handling, even highly toxic chemicals can be used safely. Remember to know what hazards the chemicals you are working with present and how to avoid them, and you will be able to prevent accidents and injuries from working with chemicals.

Safe Work Practices

- All chemicals must be appropriately labeled.
- Use Personal Protective Equipment when handling chemicals.
 - If you are unsure what PPE to use, ALWAYS ask your supervisor and/or consult your SDS.
 - Chemicals can enter your body through inhalation, absorption, ingestion, or injection.
- Use the buddy system or a way to constantly communicate with others if you are dealing with toxic substances.
- If your clothing is contaminated by the chemical, wash the clothing.
 - Be careful to not let your skin touch the contaminated clothing as you remove it.
 - Do not expose your family to the chemical by taking the contaminated clothing home to wash.
- If your skin is splashed by the chemical, wash immediately.
 - Follow the SDS for decontamination procedures.
- If your eyes are splashed with the chemical, go to the eyewash station and flush your eyes for 15 minutes.
 - Seek medical attention when you are finished flushing.

Chemical Storage Safety

Policy

There are many dangerous chemicals used in workplaces around the country. The danger can be reduced by using proper storage procedures and by following these safe work practices.

Safe Work Practices

- All containers should be properly labeled with proper identity and hazard warnings.
- Chemicals should never be stored alphabetically unless they are compatible.
- Chemicals should be stored and dated upon receipt.
- Chemicals should not be stored:
 - Higher than “eye level”.
 - On the top shelf of a storage unit.
 - On overcrowded shelves.
 - On shelves without an anti-roll lip.
 - On the floor.
- All chemicals should be stored away from direct sunlight.
- Be wary of conditions in chemical storage areas, such as:
 - Spilled chemicals
 - Trash accumulation
 - Improper storage
 - Temperature extremes

Chop Saw Safety

Policy

A chop saw can be extremely dangerous if precautions are not taken to ensure employee safety. Following company guidelines and these work practices should help to ensure that a safe environment is maintained.

Safe Work Practices

- Material should not be fed into the saw at a rate faster than it can handle.
- Employees should not attempt to cut material that is too short.
- Employees should never reach behind, over or under the blade, unless it has stopped turning and the power has been disconnected.
- The power should be disconnected before performing maintenance or adjusting/changing the saw blade.
- Employees should never make free hand cuts with a chop saw.
- Employees should make sure to hold the saw handle firmly while using it.
- The material should be firmly braced or clamped before cutting.
- Always exercise extreme caution, even when a saw blade is guarded it can still be dangerous and cause serious injury.
- Employees should allow the blade to reach full speed before cutting.

Confined Space

Policy

All employees who work in and around confined spaces must be trained in order to acquire the understanding, knowledge, and skills necessary to safely perform their assigned duties. Knowing the hazards involved, rescue procedures, lock-out/tag-out and the use of protective equipment will provide a safer work environment.

Safe Work Practices

SAFETY PRECAUTIONS

- Make sure any employee entering into a confined space has been trained and certified in the type of confined space they will be entering.
- Before entering a confined space, all mechanical equipment must be locked-out, blocked-out and tagged-out.
- Test the air before entering and periodically as you work.
- If there are any hazards in the confined space, then it is a “Permit-Required” confined space and entry is allowed by following your company’s confined space permit program.
- Have the proper ventilation for the confined space. Portable self-contained breathing devices and forced air ventilation (FAV) are examples of proper ventilation.
- Wear the proper protective clothing for the type of confined space you are entering.

ROBOTS (IF APPLICABLE)

- When possible, a robot or drone should be sent inside the confined space instead of a person.
- Inspect the robot or drone for malfunctions or broken parts. Report any malfunctions or damage to your supervisor. Do NOT use a damaged robot or drone.
- Only a person who has been trained should operate the robot. Ensure that you are complying with all the manufacturer’s instructions when operating a robot or drone.

Confined Space: Non Permit Required

Policy

A confined space is any space that has limited openings for entry and exit and is not designed for continuous worker occupancy. There are two main types of confined spaces and employees should know what type of confined space they will be entering before they enter it, and what kind of safe work practices are required to keep themselves safe in the confined space.

Safe Work Practices

BEFORE ENTERING

Before entering a non-permit required confined space, a contractor must verify that:

- The space poses no actual or potential hazardous atmospheres.
- All hazards within the space can be eliminated without entry into the space, such as locking and tagging equipment so it cannot be operated while employees are inside.
- Forced-air ventilation is not required to control atmospheric hazards.
- Once these things are verified, there must be a certificate made available to employees with the date, location of the space and name of the person certifying the space.

SAFETY PRECAUTIONS

Once a confined space is determined to be a non-permit required space, employees who enter must know and follow the appropriate safe work practices, such as:

- Never enter the confined space unless there is a minimum of two people in the entry team. This should consist of an attendant and the entrant.
 - Attendants and entrants must both be trained on confined space entry.
- Atmospheric testing should be done before entry and periodically thereafter with a calibrated direct-reading instrument, for oxygen content, for flammable gases and vapors, and for potential toxic air contaminants, in that order.
- The entrant should move slowly and carefully through the confined space.
- Entrants and attendants should have a means of communication throughout the entry.
- Employees must wear the proper clothing for the type of confined space you are entering.
- Leave the space immediately if an unexpected hazard is encountered.
 - In the event of an unexpected hazard, a contractor must determine if the space needs to be reclassified as a permit-required confined space.
 - Entry can continue if the hazard(s) are eliminated.

Conveyor Belt Safety

Policy

Employees who work or around conveyor belts must be fully aware of the hazards involved, as well as the safe work practices that can be used to reduce those hazards. Any employee found not observing the safety rules will be subject to disciplinary action.

Safe Work Practices

- Dos
 - Ensure that all personnel are clear of equipment before starting
 - Keep clothing, body parts, and hair away from conveyor.
 - Operate equipment only with all guards in place.
 - Know where the automatic shut-off switch or lever is.
- Don'ts
 - Sit, stand, walk, or ride the conveyor.
 - Perform maintenance until all energy sources have been locked out.
 - Wear loose or baggy clothing.
 - Overload the conveyor.
 - Load a stopped conveyor.

Defensive Driving Practices

Policy

Driving is always going to be a hazardous task. Employees can help protect themselves and others from accidents by practicing defensive driving. Defensive driving is not difficult to learn, and it has long-term benefits. The defensive driving practices provided in this lesson can help protect employees both at home and on the job.

Safe Work Practices

LOOK AHEAD

- Glancing at your intended lane of travel continuously while driving.
- Looking at the spot where your vehicle will be in 15 seconds or longer. In inclement weather, drivers should add more seconds on to their initial 15-20 seconds depending on road conditions.
- Watching the vehicle not only in front of you, but the vehicles that are driving in front of that vehicle. The vehicles that are further ahead will impact how the drivers behind them will act.
- Looking at traffic that are in the other lanes that are ahead of you.

BE AWARE OF YOUR SURROUNDINGS

- Locating motorcycles or bicycles that may be to the side, in front of, or behind your vehicle. Locating these riders is important because they have an easier time moving around traffic than other vehicles. Ensuring that you give all motorcycles and bicycles sufficient space to avoid accidental collision.
- Identifying the location of pedestrians. Watching pedestrians is important because they may have not seen your vehicle when crossing a street or jogging on the side of the road.
- Noting and preparing for changes in the speed limit.
- Accounting for the stopping time and loads of other drivers. Put some extra distance between your vehicle and those vehicles that have trailers or other items, such as boats, attached to the rear. These items may come loose and detach during travel.

SCANNING THE AREA AROUND YOUR VEHICLE

- Continuously looking to the front, rear, and sides of your vehicle.
- Checking your mirrors every few seconds. Your mirrors play an important part of informing you of where other vehicles and pedestrians are located.
- Keeping distractions like cell phones, laptops, tablets, etc. stored during travel. Your eyes are meant to be scanning the area around your vehicle for hazards. They can't do that if you are looking at a screen.

PREPARE FOR "WHAT IFS" AND EMERGENICES

- Leaving a sufficient amount of space between you and other vehicles. The more amount of space between you and another vehicle, the better.
- Leaving one lane to the side of your vehicle open for swerving or exiting.
- Watching and predicting the behaviors of other drivers.
- Avoiding “herds” of vehicles.

ALERT OTHER DRIVERS TO YOUR PRESENCE

- Staying out of other driver’s blind spots.
- Making eye contact with other drivers.
- Using your signals when changing lanes and making turns.
- Using your headlights when conditions are dark or in inclement weather.
- Ensuring that your brake lights are in working order. Other drivers cannot brake for you if they do not know that you are braking.
- Use your horn to warn others that you are backing up or to get their attention. Do NOT use your horn to express anger.

Earthquakes

Policy

To survive an earthquake and reduce its health impact requires preparedness, planning and practices. Having emergency supplies, knowing what to do during and after an earthquake may save lives.

Safe Work Practices

BEFORE AN EARTHQUAKE

- Know where the first aid kits are and make sure they have all of the needed supplies.
- Know where the fire extinguishers are located and that they are operating properly.
- Know where to shut off utilities if you are designated to do so.
- Know your company's Emergency Escape Plan and know where it is posted.
- If you work in an area that has hazardous materials or other dangers, you need to leave that area during an earthquake.
- Know the location of your Emergency Staging Area and have regular earthquake drills.
- Make sure shelving, heavy objects on walls, signs, etc. are secured using earthquake approved methods.

DURING AN EARTHQUAKE

- Drop, Cover and Hold – If you are not in a hazardous area, find a table, desk or other piece of equipment, cover your head and hold onto a table, desk or equipment leg.
- Move into a hallway or get against an inside wall, staying clear of windows, heavy objects that may fall over and any other furniture pieces that are free standing.
- If you are in a hazardous materials area, leave the area. If you need to leave the building, watch for falling debris.
- If you are outside, get into an open area away from buildings, power lines and anything else that may fall.

AFTER AN EARTHQUAKE

- If you are inside a building, exit the building, being careful of falling debris and debris on the ground.
- Go to the Emergency Staging Area. **STAY THERE!** You need to wait for your supervisor or emergency personnel to tell you that it is safe to leave.
- A head count or roll call needs to be taken to make sure no one is missing.
- Do not tie up telephone lines. Use the telephone for emergencies only.
- Utilities should be shut off by qualified employees only.
- If there are injuries, only trained personnel should attempt first aid and rescue.
- Wait for a member of your company who is in charge to tell you when you can either go home or go back into the building.

Eating and Drinking in the Workplace

Policy

Eating and drinking in the workplace can be hazardous to your health. Taking the time to note what is going on around the area where you eat and drink could be essential to your health.

Safe Work Practices

- Food and beverages should not be stored or consumed in a toilet room or in an area where it may be contaminated by any toxic material.
- Sprays such as cleaners, paints, pesticides or other types of chemicals can and will contaminate your food or drink.
- Eating and drinking is prohibited in areas that are used to store or use any material that is toxic.
- OSHA prohibits the consumption of food and drink in areas in which work involving exposure or potential exposure to blood or other potentially infectious material exists, or where the potential for contamination of work surfaces exists.
- Eating, drinking, smoking, applying cosmetics or lip balm and handling contact lenses is prohibited in work areas where there is a reasonable likelihood for occupational exposure. (Exposure means that the hazardous material will contaminate these items.)
- Food and drink should not be kept in refrigerators, freezers, shelves, cabinets or on countertops or bench-tops where blood or other potentially infectious materials are present.
- Desk tops can be unhygienic places. Papers that have been handled by many hands, inks, dust and other types of debris can contaminate your food.

Electricity: A Basic Understanding

Policy

Electricity can burn, shock or even kill you, depending on the strength of the shock. If you or a coworker is shocked, muscles can contract violently, causing broken bones, serious falls or other accidents and injuries.

Safe Work Practices

- Know your equipment. Read the manufacturer's literature BEFORE you try it out.
- Unplug machinery and appliances before cleaning, inspecting, repairing or removing anything from them.
- Keep electrical equipment and work areas clean. Oil, dust, waste and water can be fire hazards around electricity.
- Keep access to panels and junction boxes clear. Do not block an electrical panel.
- Move flammable materials away from electric heat sources and lights.
- Know the location of fuses and circuit breakers.
- If you are not trained to work in high voltage areas, do not enter them, even in an emergency.
- Make sure all electrical equipment is properly grounded. Check all extensions cords to make sure that the cord is a three (3)-prong cord.
- Plug power tools into grounded outlets installed with ground fault interrupters (GFI).
- Check with your local utility companies before you dig or work near suspended power lines. A "live" line is very dangerous.
- Always treat every electrical plug or box as being "live". Be wrong on the safe side.
- Use "C" rated extinguishers for electrical fires. NEVER use water.
- Use a tool or a piece of equipment only for its intended purpose.
- Never overload the capacity of the equipment.

Electricity: Working Safely

Policy

Electricity is essential to the workplace and everyday living. When used improperly, electricity can injure or kill. Taking proper precautions can save lives and lessen injuries.

Safe Work Practices

Your actions can protect yourself and your coworkers by:

- Reading and following instructions before handling anything electrical.
- Inserting plugs only in receptacle outlets with the same slot or blade pattern. Don't force or alter a plug by bending, twisting or removing blades to make it fit into a receptacle outlet.
- Never touch electrical equipment or light switches with wet hands.
- Firmly gripping the plug, not the cord, when disconnecting equipment. Pulling on the cord can damage the cord, plug or receptacle outlet and result in a shock or fire.
- Unplugging equipment or appliances when not in use as electrical current is still present even when in the "off" position.
- Recognizing signs of overloaded circuits. Flickering or dimming lights, blown fuses, warm wall plates or extension cords and tripped circuit breakers are signs of overloaded circuits.

Emergency Action Plan

Policy

Emergencies and disasters can strike at anytime. You are responsible for your own safety. The best way to protect yourself is to become familiar with your workplace emergency action plan and to be prepared for any emergency before it takes place.

Safe Work Practices

- Know your escape route.
- Know your emergency assignment, if you have been given one.
- Know your meeting place, and who to report to for check-in.
- Know how to report emergencies.
- Know the name of the employee or supervisor you can contact for further explanation of the plan if you have any questions.

Emergency Shower Stations

Policy

An emergency shower is an important tool to help prevent or minimize injuries from chemicals that spill onto employees. Employees should not hesitate to use the emergency shower when it is needed. Employees can utilize the emergency shower properly if they follow the safe work practices that are provided in this lesson.

Safe Work Practices

For an emergency shower to be used as intended, it will need to be set up properly. The following should be done before and during the setup of an emergency shower:

- Locate an area that an employee will be able to reach the emergency shower within ten seconds of being exposed to a chemical. It should be near the area where chemicals are being handled and should be in area free of obstructions.
- Before putting the shower together, all parts should be inspected for missing or damaged pieces. Report any missing or damaged parts to your supervisor. Do NOT put a shower together that has a missing or broken part.
- Ensure that you are complying with all manufacturer's instructions when assembling the shower.
- Once the shower has been assembled, you should test the shower to ensure that it is working properly. Any emergency shower should be able to run for 15 minutes with the amount of water specified by the manufacturer.

Note: If the shower came with an eye wash station, it should be tested with the shower.

- Inspect the emergency shower in accordance with all local and federal law. Ensure that all signs indicating the shower and eye wash have been put in easy-to-see locations.

When an employee needs to use an emergency shower, they should do the following to prevent or minimize injuries that could potentially occur from chemicals making contact with skin or clothing:

- Do NOT hesitate to use the emergency shower if you have gotten a chemical on you. Head over to the shower the moment a spill happens. If you can, have a coworker with you to help maintain privacy or to help with the removal of clothing if you cannot see. Another coworker should inform your supervisor or competent person of the accident and contact medical services.

- The handle should be pulled as quickly as possible to get the water flowing. Ensure that all clothing has been thoroughly drenched before removal. All PPE should be removed. Special care should be given to safety glasses or goggles. All clothing should be removed down to the underwear. Do NOT worry about modesty at this point - the most important thing at this time is getting the chemical off. A coworker can provide privacy by holding a blanket or towel to block others from seeing if you feel uncomfortable.
- You should stay under the shower for 15 minutes to ensure that the chemical has been removed.
- If a coworker helped in the removal of clothing and has gotten wet, they will also need to decontaminate as the chemical may have only been diluted during the showering process.
- If there is no basin under the shower, the water should be surrounded by absorbent material. The absorbent material should be disposed off in accordance with all local and federal law.
- All stripped off clothing should be decontaminated before normal washing. If the chemical was especially hazardous, it should be disposed of.

Employee Safety Responsibilities

Policy

Employers have many responsibilities under the law that requires them to keep their employees safe and healthy on the job. There are written safety programs, as well as safe equipment and training that each employer must provide. In general, the employer must provide their employees with a safe and healthy workplace. But safety is not just the employer's responsibility, it is also the job of every employee.

Safe Work Practices

As an employee, it is your responsibility to:

- Keep your work area free from debris, equipment, trip hazards and spills.
- To properly dispose of hazardous substances.
- To read any Safety Data Sheets (SDS) when working with chemicals.
- Keep guards on all tools and machinery that you use.
- Report injuries and/or illnesses that occur while on the job.
- Know how to evacuate your building in case of an emergency.

Extension Cord Safety

Policy

Extension cords help temporarily make electricity more accessible, which also means the dangers of electricity are more accessible. It is estimated that 4,000 people at the emergency room are there because of some mishap involving electricity. Therefore, keep in mind these rules and tips.

Safe Work Practices

There are other things to remember when using extension cords:

- Just because there are enough outlets in an extension cord doesn't mean you can fill them up
- Be sure you do not exceed the current required
- Make sure cords do not dangle
- They can be tripped over and ripped out of the wall
- Don't plug one extension cord into another
- You could overload the cords or circuits and start fires or other damage
- Don't plug a three-prong into two-hole extension cord
- You could overload the cord
- If you are done using an extension cord, put it away
- This prevents tripping and keeps the extension cord in good condition
- Do not store extension cords outside
- This prevents the casing from cracking and prevents damage to the prongs
- Do not use indoor extension cords outside
- The casing for indoor extension cords are not meant for conditions outside and will wear away quicker and cause hazards
- Make sure your extension cords have enough slack
- Otherwise it will be too easy for cords to be pulled out while they are transmitting electricity, which can damage the cords, circuits or equipment
- Do not coil the cords too tightly
- This will cause the wire to bend and become weak, which will damage the extension cord
- Do not pull on the cord to disconnect it; instead, grasp the plug firmly and pull it out
- This will damage the prongs and damage the wire where it connects to the prongs
- Use extension cords for temporary situations
- Extension cords wear out quickly, and electricity is too dangerous to be harnessed with damaged equipment

Fall Protection: General Industry

Policy

Fall protection is necessary to help protect employees from injuries that may result from a fall. The only way fall protection works is if everyone plays their part in ensuring that the protection works as intended. Like construction, general industry employees may find themselves working at heights or other areas which may require the use of fall protection. By following the safe work practices provided in this lesson, employees can help minimize their chances of a fall by properly using fall protection.

Safe Work Practices

Employees should do the following when working with fall protection:

- Inspect any wearable fall protection for damage (personal fall protection systems, arrest systems, travel restraint systems, etc.).
- Report any damaged fall protection immediately to your supervisor (faded floor markings, loose guardrails, fall protection harnesses with tears, etc.).
- Store any wearable fall protection in accordance with the manufacturer's instructions.
- Do NOT bypass or modify any provided fall protection.
 - Modified fall protection should be reported to your supervisor.
- All worn fall protection equipment should be worn in accordance with the manufacturer's instructions.
 - Employees should also wear provided PPE along with the fall protection.

Fire Extinguishers

Policy

Employees who work in any area with potential fire hazards must be trained and aware of the possible risks, and what to do in case of an actual fire. Employees must not use fire extinguishers unless they have been properly trained on how to do so correctly.

Safe Work Practices

- Employees should know where all nearby fire extinguishers are located.
- Fire extinguishers must always be mounted in readily accessible locations.
- Employees should be trained on how to properly operate the fire extinguishers.
- Only the correct type of extinguisher should be used for the particular fire:
 - Class A: For ordinary combustible materials, such as wood and paper.
 - Class B: For flammable liquids and gases.
 - Class C: For energized electrical equipment.
 - Class D: For combustible metals, such as magnesium.
 - Class K: For cooking oils, grease, or animal fat.
- Halon: For sensitive electrical equipment or aircraft parts.
- Fire extinguishers should be inspected monthly by a competent employee.
- Fire extinguishers must be serviced and recharged annually.

Fire Hazards in the Workplace

Policy

Be sure to educate yourself about the different types of fire hazards in your workplace, such as heat sources and electricity, and learn and practice safe procedures when dealing with them. If you are aware of the fire hazards around your workplace and know what to do to eliminate them or keep them safe, you can prevent workplace fires.

Safe Work Practices

- Keep an appropriate fire extinguisher nearby
- Turn off all nonessential electrical equipment at the end of the day
- Do not overload circuits or extension cords
- Do not use extension cords for heavy duty electrical equipment
- Keep the dust buildup to a minimum
 - Take special care with hard to reach areas where dust buildup often goes unchecked
- Take out the trash regularly
- Keep doors, hallways, stairs, and other exit routes free of obstructions
 - Be sure you are familiar with different escape routes
- For flammable and combustible materials, remember LIES:
 - Limit the amount of flammable liquids in storage
 - Isolate and store materials in approved containers stored in enclosed cabinets
 - Eliminate products you don't need by safely disposing of them
 - Separate incompatible materials (ie don't store flammables near corrosives)

Fire Sprinkler Systems

Policy

Fire sprinklers can be very useful, and employees who work in buildings with fire sprinkler systems should understand how they work in relation to the emergency action plan.

Safe Work Practices

- Employees should understand that smoke alone will not trigger a fire sprinkler system.
- When a fire sprinkler system goes off, only the required amount of sprinklers will discharge.
- It is important to know what type of fire sprinkler system the building is equipped with:
 - Wet pipe system – the pipes are full of water ready for activation at any moment.
 - Dry pipe system – the pipes are full of compressed air and upon activation, the sprinkler heads must release the air to allow the system to be filled with water.
 - Pre-action system – upon first detection of fire, the pipes fill with water. Then this turns into a wet pipe system in which the individual sprinkler heads must be activated to spray.
 - Deluge system – triggered by a smoke detector or heat detector, but instead of requiring an additional sensor, every sprinkler head is always open and each one goes off without delay.

First Aid Kit: Where and What

Policy

First-aid is emergency care given before regular medical aid can be obtained. If and when an accident occurs, a first-aid program that meets OSHA standards and is tailored to the type and size of the workplace can make a difference between life and death.

Safe Work Practices

WORKPLACE REQUIREMENTS

Workplaces should have the following:

- At least one person with first-aid or medical training readily available in case an emergency should be in the workplace.
- First-aid equipment and supplies
- Up to date first-aid manual
- Posted phone numbers for the Police Dept., Fire Dept., Ambulance or EMS, nearest hospital and Poison Control.

KNOW WHERE THEY ARE

- Know where the first-aid kit(s) is located. First-aid kits should be easily accessible.
- Have emergency phone numbers posted for quick responses.
- Know where all fire extinguishers are located.
- Know where nearest exits are located for easy access out of the building.
- Know where the AED – Automated External Defibrillator – is located and how to use it. (Not required by OSHA to have, but highly recommended.)

First Aid: Basics

Policy

At work, injuries and illnesses kill more than 2 million people in the world each year. That is one death every fifteen seconds or 6,000 people a day. Safe practices can prevent many injuries, illnesses and deaths. However, once injury or sudden illness has occurred, providing effective first-aid can make the difference between life and death; rapid versus prolonged recovery and temporary versus permanent disability.

Safe Work Practices

NEVER attempt first-aid skills that exceed your training.

- Assess the Scene
- If it is not safe or at any time becomes unsafe, GET OUT!
- Observe Universal Precautions by using personal protective equipment. (Universal precautions means to wear goggles, gloves or a face mask to protect from a patient's body fluids.)
- If victim is awake and talking, identify yourself and ask if it is okay to help.
- If victim appears weak, seriously ill or injured or is unresponsive, call 9-1-1.

Flammable Liquids: Safe Handling

Policy

Chemicals and fuels have widespread usage in industries for a multitude of important needs, but because of their hazardous nature, special care and handling is paramount. The proper use and storage of flammable liquids must be understood, and it clearly is a critically important subject for employee training. The range of flammable liquids goes from cleaning fluids to paints and gasoline to other volatile and dangerous liquids. Knowing the rules for handling and storing flammable liquids can help prevent injury to yourself and your coworkers and can prevent your jobsite from going up in flames.

Safe Work Practices

- Carefully read the manufacturer's label on the container of any flammable liquid before storing or using it.
- Practice good housekeeping in flammable liquid storage areas.
- Clean up spills immediately and then place the cleanup rags in a closed, bottom ventilated, metal container.
- Only use approved metal safety containers or the original manufacturer's container to store flammable liquids.
- Keep the containers closed when not in use; stored away from exits or passageways.
- Once the flammable liquid is in place in an adequately constructed storage room, it should be connected by a grounding wire to the room's grounding system.
- Grounding allows static electricity charges to drain off before they can build up to a spark-producing potential.
- Use flammable liquids only where there is plenty of ventilation.
- Not all dangerous liquids give off vapors you can smell. Some vapors are poisonous as well as flammable.
- Wear the proper PPE when working with any flammable liquid.
- Be careful not to get a flammable liquid on you or your clothing.
- It could cause painful skin irritation or ignite your clothing and envelop you in flames. If you get it on you, wash it off or change your clothes as soon as you can.

Forklift Safety

Policy

A forklift, jitney, hi-lo or lift truck, is an industrial truck. It is designed to maneuver within industrial areas, with a variety of functions and purposes, such as lifting heavy machinery, crates and boxes, and removing stock off of racks and shelves. A forklift may be powered in several ways such as propane, electricity, gas and diesel.

Safe Work Practices

- When you pick up the load:
 - Move squarely into position in front of the load.
 - Position the forks wide apart to keep the load balanced.
 - Drive the forks fully under the load.
 - Tilt the mast backward slightly to stabilize the load and lift.
- Check the destination before you place the load.
 - Is the destination flat and stable — or, will the load rock, tilt or lean?
 - Never place heavy loads on top of light loads.
 - Observe maximum stacking quantities and orientation if printed on cartons.
 - Know the load bearing capacity of your rack or storage loft destination.
 - Check rack legs or support members to make sure they are not bent or disconnected.
 - Are racks arranged back to back with a stock behind where you will place the load?
(Someone may need to be in the next aisle to control access while you place the load.)
 - Are wooden stringers or decking laid between front and rear rack beams in good condition?
 - If you are stacking, are other pallets in the stack in good condition and capable of supporting the load in addition to what they are already supporting?
- When you place the load at its destination:
 - Move squarely into position in front of the rack or stack where the load will be placed.
 - When ready to place the load, tilt the mast to level. Only tilt forward when the load is over the spot where it will be placed.
 - Lower the forks and back away.
 - Visually verify that the load is stable.

Forklift: Pedestrians

Policy

Driving a forklift near pedestrians requires additional safety precautions that may not otherwise be needed. High traffic areas are more likely to have accidents and there are extra steps that can be taken to protect your safety and the safety of others around you.

Safe Work Practices

High Traffic Areas

- Sound the forklift's horn when entering blind corners, doorways, or aisles.
- Sound the horn before backing up if there is no back-up alarm.
- Never use your cell phone while operating a forklift.
- Move slowly through areas with heavy traffic and pay close attention to your surroundings.
- If a pedestrian or forklift travels across your path:
 - Stop.
 - Do not move until the person or forklift completely passes by.
 - Proceed cautiously through intersections or heavily congested areas.
- Do not move the forklift forward if you do not have a clear view of travel.
- Never allow riders unless there is a seat specifically intended for a passenger.
- Use a spotter if you need to in order to navigate a crowded area or tight spaces.
- Use eye contact and hand signals to indicate to pedestrians to stand clear.
- Never allow anyone to stand or pass under the load or lifting mechanism.

Pedestrians

- Make eye contact with forklift operators, to confirm that they are aware of you.
- Do not walk across restricted areas intended only for forklift travel.
- Do not walk across high traffic areas while using your cell phone.
- Do not rely on your sense of hearing to detect approaching forklifts.
- Be aware that forklifts cannot stop suddenly. Even if forklifts could stop quickly, this sudden stop could cause the load to fall off and become a hazard itself.
- Stay clear of forklifts in motion and be aware of any blind spots the driver may have.
- Understand that the end of the forklift may swing wide when turning.
- Do not ride on a forklift unless it is specifically designed for passengers.
- Never pass underneath a load elevated by a forklift.

Forklift: Propane Tank Safety

Policy

Propane is a clean burning fuel used by forklifts. However, just like with any chemical or fuel, caution must be taken when refilling or changing the propane tanks on forklifts. To avoid accidents, remember the following tips.

Safe Work Practices

- Do not fill around any open flames or ignition sources
 - Especially do NOT smoke while filling or changing cylinders
- Fill the tank in the designated filling area
- Do not leave the tank unsupervised while it is filling
- Position the cylinder correctly; otherwise
 - The forklift may give false signs that the cylinder is empty
 - The forklift will not run as well and a lot of propane will be wasted
- Slowly open the valve to the forklift after the cylinder is properly mounted
- Make sure there are no leaks in the tank or valves after installation: Look, Listen and Smell
 - Look: Frost with form around leaks
 - Listen: Tank pressure will create a hissing noise if there is a leak
 - Although propane is an odorless gas, bad smells like rotten eggs or skunk are added to it so people can tell if there is a leak

Front-End Loader Safety

Policy

Front-end loader may have many hazards associated with them but are usually safe when they are operated correctly. Understanding the potential hazards, the pre-boarding operations and following safe work practices should all help to ensure employee safety.

Safe Work Practices

- Seat belts should always be worn.
- Always know the weight limit that the loader can carry.
- Avoid jerking movements when starting and stopping.
- Be wary of drainage washouts, potholes and ditches.
- Travel up and down on hills, not horizontally.
- Keep the load up hill at all times (back down a hill when there is a full load and drive up a hill when there is a full load).
- Drive in a slow safe manner.
- Avoid turning too quickly.
- The buckets should be loaded evenly.
- Always use loader in a well ventilated area.
 - If used indoors, make sure it is not used for extended periods of time.
- For visibility purposes, the bucket should always be kept low while driving the loader, especially with a full load.
- Never walk or work under a raised loader.
- Only operate a loader from the operator's seat.
- Watch for overhead wires and obstacles when you raise the loader.
- Lower the loader when parking or servicing.
- Be certain anyone operating the loader is aware of safe operating practices and potential hazards.

Gasoline Safety

Policy

Remember the proper use and storage of gasoline to prevent accidents, and remember what to do in case accidents actually do happen. In doing so, you can prevent injury, property damage, and death.

Safe Work Practices

- Only use gasoline as a fuel
- Do not use it as an accelerant, solvent, cleaning solution, or a weed or insect killer
- Keep gasoline a safe distance from any of the igniters listed above
- Have an ABC fire extinguisher nearby
- Follow the proper procedures for flammable and combustible liquids when using gasoline:
- Keep gasoline in closed containers when not actually in use
- Promptly and safely dispose of leaks or spills
- Do not store gasoline near exits

Good Housekeeping

Policy

Good housekeeping will not only prevent accidents and injuries, but it will save space, time and materials. Keeping a clean workplace that is orderly and free of obstructions will help to get work done safely and properly.

Safe Work Practices

Good housekeeping should be a habit and should become natural to all employees. Some things that can be done to make sure things are kept clean and safe are:

- Put items such as tools, away as soon as you are done using them.
- Clean up spills, broken glass, etc. as soon as they happen and place signage, cones etc. if needed.
- Clean up your work space as you work instead of leaving it all until the end of the day.
- Clean tools as soon as you're finished using them.
- Empty trash receptacles often.
- Keep aisles clear at all times.
- Keep clutter out of the workplace.
- Close cabinet doors and drawers.
- Report any unsafe item or area to a supervisor if you are not able to fix the problem.

Green Waste Recycling: Construction Waste

Policy

Recycling construction and demolition waste can help minimize the total waste that is sent to a landfill. Due to the pieces of debris, machines, and equipment used in recycling, employees could potentially be exposed to safety hazards if safety practices and procedures are not followed. By following the safe work practices presented in this lesson, employees can help minimize their chances of an injury occurring while sorting construction and demolition waste for recycling.

Safe Work Practices

Before sorting construction or demolition waste for recycling, employees should do the following:

- Inspect all provided PPE for damage. Report damaged PPE to your supervisor. Do NOT wear damaged PPE.
- Replace respirator filters as needed (if applicable).
- Ensure that you are wearing clothing appropriate for the weather if you are working in an area that is open to the weather (if applicable).
- Inspect the conveyor belt and other machines for damage. Report damaged machines to your supervisor. Do NOT operate damaged machines.
- Ensure that all guards are in place and secure. Report missing guards to your supervisor. Do NOT operate a machine that has missing guards.
- Ensure that the area around the conveyor belt is free of debris or obstructions. Remove debris and obstructions as necessary.

When sorting construction or demolition waste for recycling, employees should do the following:

- Do NOT wear loose clothing. Loose clothing could get caught in the conveyor belt or on a piece of debris.
- Watch the placement of your hands. Sharp objects (broken glass, nails, pieces of broken metal) could be hidden under other pieces of debris.
- Keep hands away from moving parts of machines.
- Do NOT overreach.
- Practice good ergonomics.
- Take all scheduled breaks.
- If you are working in an area open to the weather, drink plenty of fluids to stay hydrated.
- Ensure that you are visible to equipment operators and other employees when walking or working near moving equipment.
- Be aware of falling objects.
- Report all injuries immediately to your supervisor.

Grinders: Bench Grinder Safety

Policy

Bench grinders are extremely handy because they can shape, sharpen, and clean tools in a workshop. However, bench grinders will quickly become a danger if the proper safety procedures are not followed.

Safe Work Practices

- Stand on one side of the wheel when turning on power
- Keep bystanders at a distance or be sure they wear their own protective equipment
- Wait for the wheel to get up to full speed before starting to grind
- Grind only on the face of the wheels, not on the side
- Do not overheat the metal
 - If the metal is overheated and cools slowly, it will become too soft
 - If the metal is overheated and is quickly cooled, it will become brittle
- Do not use a wheel that vibrates
- Never remove the guards on a bench grinder
- Do not leave the bench grinder running while unattended
 - Wait for the wheel to come to a stop before you leave
 - Never stick an object into the wheel to stop the grinder quicker

Guarding Machines

Policy

Machine guards exist to protect employees from injury. As long as they are used correctly, and maintained or adjusted as needed, employees should not be in danger when operating machinery.

Safe Work Practices

- Safety guards must not be removed when machinery or equipment is being used.
- Never alter a safety guard in any way.
- Immediately report any defective guard to your supervisor.
- On some tools, the lower guard must automatically return to the covering position when the tool is withdrawn from the work.

Hand Tool Safety

Policy

Not following the appropriate safe work practices may lead to various injuries depending on what tool is misused. Possible injuries include abrasions, lacerations, puncture wounds, contusions, burns, or muscles sprains. Even common, non-powered hand tools must be handled and treated with caution at all times.

Safe Work Practices

- Know how to safely operate any tool before using it.
- Keep all tools in good condition by using them for their intended purpose.
- Wear personal protective equipment as required.
- Inspect your tool for cracked or bent pieces, loose or missing parts, and rust or corrosion.
- Make sure that handles are not loose, cracked, or splintered.
- Tools that you strike must be intact and ground down to reduce chipping.
- Store tools in a safe place – elevated work areas and ladders are not appropriate storage areas.
- All applicable guards should be in place.
- Use spark proof hand tools when working near flammable materials.
- Do not try to fix a tool that is in disrepair unless you are specifically trained.
- Use insulated hand tools when working near electrically energized equipment.
- Make sure the area that you are working in is properly lit.
- Keep the floor neat and clean – tripping with a tool in your hand can be very dangerous!
- Do not try to get your coworker's attention while they are using a tool.
- If somebody tries to get your attention while you are working with a tool, stop what you are doing to talk to them.
- Use a wrist lanyard to help keep tools from falling when working at elevated locations.
- Do not modify tools in any way.
- In some situations, clamping down materials will help to keep it from shifting.

Hazard Communication and GHS

Policy

Effective Hazard Communication promotes safe use and handling of chemical substances in the workplace. It is vital that employees actively participate in company hazard communication procedures and use safe work practices to assure a safe work environment.

Safe Work Practices

- Be aware of all chemical hazards in your work area.
- Always know where to access hazard communication material.
- DO NOT handle chemicals until the SDS has been reviewed and employee is properly trained.
- Make sure there is an SDS for every chemical substance.
- Comply with SDS safe use, handling, and storage requirements.
- Inform supervisor if there is no SDS for a chemical substance or if the SDS is not up-to-date.
- DO NOT handle chemicals or containers if there is no label.
- DO NOT handle containers if you do not understand how to read labels.
- Make sure every chemical substance container is labeled.
- Make sure labels are up to date and are presented in the GHS format, which includes:
 - Signal word(s).
 - Pictogram(s).
 - Manufacturer information
 - Precautionary statements/ first aid.
 - Hazard Statement(s)
 - The product identifier or name.
- Abide by label statements and use the appropriate precautionary actions, such as use of PPE.
- Do not remove, alter, or deface labels.
- Inform supervisor if there is no label for a chemical substance or if the label is defective.

Hazard Communication: GHS Labels

Policy

It is important that workers understand and identify various chemicals throughout the workplace and know how to work with them safely. Not only does this eliminate accidents, but also gives workers a greater sense of confidence and peace of mind while working.

Safe Work Practices

- DO NOT handle chemicals or containers if there is no label.
- DO NOT handle containers if you do not understand how to read labels.
- Make sure every chemical substance container is labeled.
- Make sure labels are up to date and are presented in the GHS format, which includes:
 - Signal word(s).
 - Pictogram(s).
 - Manufacturer information
 - Precautionary statements/ first aid.
 - Hazard Statement(s)
 - The product identifier or name.
- Abide by label statements and use the appropriate precautionary actions, such as use of PPE.
- Do not remove, alter, or deface labels.
- Inform supervisor if there is no label for a chemical substance or if the label is defective.

Hazard Communication: Safety Data Sheets (SDS)

Policy

It is important that workers understand and identify various chemicals throughout the workplace and know how to work with them safely. Not only does this eliminate accidents, but also gives workers a greater sense of confidence and peace of mind while working.

Safe Work Practices

- DO NOT handle chemicals until the SDS has been reviewed.
- Make sure there is an SDS for every chemical substance.
- Make sure SDSs are up to date and are presented in the 16-section GHS format.
- Comply with SDS safe use, handling, and storage requirements.
- Inform supervisor if there is no SDS for a chemical substance or if the SDS is not up-to-date.

Heat Illness Prevention

Policy

A healthy body temperature is maintained by the nervous system. As the body temperature increases, the body tries to maintain its normal temperature by transferring heat. Through sweating and blood flow to the skin, our bodies cool down. A heat-related illness occurs when our bodies can no longer transfer enough heat to keep us cool.

Safe Work Practices

Most heat related health problems can be prevented or risk reduced by following a few basic procedures.

- Good ventilation of an indoor facility
- Fans, evaporative cooling or mechanical refrigeration
- Acclimatization using short exposures followed by longer periods of work in the hot environment.
- Drink plenty of water
- Take frequent shade breaks
- Stay away from caffeinated drinks when working in hot environments
- Learn to recognize the symptoms of heat-related illnesses
- Use protective equipment (Hats, cool fabrics, etc.)

Heat Illness Prevention: High Heat

Policy

Working in the heat could be hazardous, and is especially so in weather of 95 degrees or hotter. Be sure to drink enough water, take shade breaks, and keep in communication with your supervisor or a partner so you can avoid heat illness and death for you or your coworkers.

Safe Work Practices

- Drink about four 8-oz cups per hour during hot weather
 - That's how much your body loses when you sweat
 - Know where the water is located
 - Do NOT drink too much water: "too much" is usually about 48 cups in a 24 hour period
- If possible, start work earlier in the day when it's coolest
- Try to do the heaviest jobs during the cooler hours of the morning or late afternoon when the sun is down
- Wear light colors and loose clothing to allow the body to breathe
- Get help if you are experiencing the symptoms of heat illnesses
- Rest in the shade when you need it
- If you are new, be sure someone is supervising you for the first 14 days until you are acclimatized (used to) the high heat

Heat Illness Prevention: Indoor Workplace

Policy

Employees who work in high-heat areas are at risk for heat illness whether they work inside or outside. Even during the winter, employees should know the steps to prevent heat illness.

Safe Work Practices

- Identify work areas where heat illness may be a concern.
- Employees must be acclimated to high temperatures before working in the heat.
 - Increase workloads gradually and allow frequent breaks during the first few weeks.
- Whenever possible, distribute the workload evenly between warm and cool areas.
 - If you can, plan to rotate with another employee for efficiency.
- Schedule heavier work tasks during the cooler parts of the day, if possible.
- Drink one quart of water per hour.
- Employees should know the symptoms of heat illness, and procedures to follow if these symptoms are spotted in themselves or another coworker.

Horseplay in the Workplace

Policy

You are responsible for your own safety. Perform your job correctly, and follow the safety rules and procedures that have been designed to protect you. Failure to follow safety rules is dangerous, not only to yourself but to those around you. Do not encourage horseplay by participating in it or applauding it, for it can quickly turn from entertaining to threatening and become a safety rule violation that results in serious injury on the job.

Safe Work Practices

- Employees must never initiate or participate in horseplay of any kind.
- All regulations, guidelines and safety rules set by your employer must be followed to guarantee the protection of all personnel in the workplace.
- Report all unsafe or unprofessional behavior to a supervisor.
- Inappropriate behavior such as hazing, initiations, or other demoralizing activities that adversely affect safety are considered inappropriate.
- Any employees found participating in prohibited activities such as horseplay will be subject to disciplinary action.

Hot Work Permits

Policy

Depending on the location of hot work, contractors may be required to obtain a hot work permit. A hot work permit is used to identify safety hazards associated with hot work, precautions that should be taken when hot work is going to be performed, and the expectations that the hiring party has with the contractor when hot work is going to be performed. Hot work permits can vary between companies, so contractors should work closely with the hiring party to ensure that all requirements of the hot work permit are met.

Safe Work Practices

A hot work permit should include the following information:

- The effective time and date
- The place of use
- The hours during which the source of ignition may be used
 - This should not exceed 24 hours
- The nature of the use of the source of ignition
- Any special precautions or limitations to be observed before, during, or after the use of the source of ignition
- Fire watch information
 - This includes the amount of time that the fire watch needs to stay on duty to ensure that no fires ignite

Ladders

Policy

Employees who exercise safe ladder use and safe work practices minimize their risk from falling, which can lead to serious injury and even death.

Safe Work Practices

- Select the proper ladder for the job, consider load capacity, height, and type of ladder.
- Avoid electrical hazards - do not use a metal ladder around exposed energized electrical equipment.
- Thoroughly inspect ladder before use.
 - Check joints between steps and side rails.
 - Make sure ladder rung is free from oil or grease.
 - Check for splints, loose bolts, or any defective or damaged parts.
- Remove defected ladders from service for repair or replacement.
- Use ladder only as designed, do not alter from manufacturer's specifications.
- Use proper erecting and positioning procedures, to ensure:
 - Footing support.
 - Top support.
 - Ladder security.
 - Safe angle of inclination.
- Wear appropriate attire and PPE.
- Do not erect ladders in front of unlocked or unblocked doors.
- Ascend and descend facing the ladder, while maintaining 3 points of contact.
- Do not lean out or overreach while on ladder.
- Ask for a helper to support the base of ladder for added ladder stability.

Lifting

Policy

Back injuries are considered one of the most painful and costly problems plaguing the workplace today. Back Injuries are second only to the common cold for lost time on the job.

Safe Work Practices

- Test every load before you lift by pushing the object lightly with your hands or feet to see how easily it moves. This tells you about how heavy it is.
- Remember, a small size does not always mean a light load.
- Make sure the weight is balanced and packed so it won't move around.
- Loose pieces inside a box can cause accidents if the box becomes unbalanced. Be sure you have a tight grip on the object before you lift it.
- Handles applied to the object may help you lift it safely.
- To avoid hurting your back, use a ladder when you're lifting something over your head.
- Get as close as you can to the load. Slide the load towards you if you can.
- Don't arch your back--avoid reaching out for an object.
- Do the work with your legs and your arms--not your back.
- How to Avoid a Back Injury
 - Plan ahead before lifting: Knowing what you're doing and where you're going will prevent you from making awkward movements while holding something heavy. Clear a path, and if lifting something with another person, make sure both of you agree on the plan.
 - Lift close to your body: You will be a stronger and more stable lifter if the object is held close to your body rather than at the end of your reach. Make sure you have a firm hold on the object you are lifting, and keep it balanced close to your body. Keep the load close to your body. Having to reach out to lift and carry an object may hurt your back.
 - Feet shoulder width apart: A solid base of support is important while lifting. Holding your feet too close together will be unstable, too far apart will hinder movement. Keep the feet about shoulder width apart and take short steps.
 - Bend your knees and keep your back straight: Practice the lifting motion before you lift the object, and think about your motion before you lift. Focus on keeping you spine straight--raise and lower to the ground by bending your knees.
 - Tighten your stomach muscles: Tightening your abdominal muscles will hold your back in a good lifting position and will help prevent excessive force on the spine.
 - Lift with your legs: Your legs are many times stronger than your back muscles--let your strength work in your favor. Again, lower to the ground by bending your knees, not your back. Keeping your eyes focused upwards helps to keep your back straight.
 - If you're straining, get help: If an object is too heavy, or awkward in shape, make sure you have someone around who can help you lift.

- Wear a belt or back support: If you are lifting in your job or often at home a back belt can help you maintain a better lifting posture. A back belt or support will not prevent you from straining or hurting your back.

Lockout/Tagout (LOTO): Affected Employees

Policy

Lockout/tagout procedures may seem to be nothing but a hassle; however, these procedures help protect all employees who work with machines or equipment. Everyone may play a different role when it comes to carrying out the procedures, but everyone is a team when it comes to ensuring safety. The time taken away for maintenance and repair may seem unnecessary at times; however, when machines are properly repaired and maintained, employees will find that their work is more productive and safer.

Safe Work Practices

When a lockout/tagout is needed, affected employees should do the following to ensure everyone's safety during the process:

- Listen to all authorized employees when they notify you of a lockout/tagout. The information that they give you will be important as lockout/tagout could affect the lighting, air conditioning, or other factors of the work environment.
- Do NOT attempt to remove any locks or tags. These items are meant to be seen as a warning to other employees. Removing a lock or tag is illegal and could result in an authorized employee being injured or worse.
 - If a lock and tag needs to be removed, only your supervisor is allowed to do it and only after it has been established that the authorized employee is not at work and only when it is safe to do so.
- Do NOT attempt to turn on any machine or piece of equipment that has a lock and tag. Depending on the machine, attempting to turn it on could release any stored energy that didn't get removed from the machine, which could result in an injury or worse for the authorized employee.
- If a shift change is going to occur, ask who the authorized employee is in case you or other affected employees need to get in contact with them.
 - Tags should have the name of the authorized employee written on them.
- Remove yourself from the area or stay a safe distance away when authorized personnel are working on a machine or piece of equipment. This includes the time when authorized personnel are removing the locks and tags from machines.
- Do NOT work on a machine until you have been notified that the lockout/tagout is over.

Lockout/Tagout (LOTO): Authorized Employees

Policy

Lockout/tagout is an essential part of protecting employees while they perform certain tasks on a machine or piece of equipment. It takes everyone to make these procedures work; however, employees need to remember that they are responsible for their own safety. Lockout/tagout doesn't take too much time and it helps protect everyone.

Safe Work Practices

In addition to following the procedures of a lockout/tagout, employees should do the following to ensure their safety while performing maintenance or repair work:

- Assume responsibility for own safety while looking out for the safety of others.
- Communicate as much as possible with coworkers, especially during shift changes. Always provide as much information as possible to the person who will be taking over and do not leave until they have put their lock on and you have removed yours.
- Remember that each machine may have a different lockout/tagout procedure.
- Do NOT remove guards or other safety features while the machine is turned on or has power running to it.
- Only use your lock. Do NOT lend or trade locks with other authorized employees.
- Do NOT rush. It is better to take a few minutes and make sure everything has been properly performed than having an accident occur.

Machine Safeguards

Policy

Machines enable amazing things to be done. But machines can also cause disfiguring injuries and death, especially during operation, examination, lubrication, adjustment, and maintenance of the machine. Therefore, it is important to have some sort of safeguards to protect workers from machines.

Safe Work Practices

Safeguards must:

- Prevent contact
 - The safeguards must prevent any part of the worker's body from coming into contact with moving parts
- Be secure
 - The worker should not be able to easily remove the safeguard
- Protect employees from objects falling off the machine
- Create no new hazards
 - The guard should not have sharp edges or other dangers
- Create no interference
 - A safeguard must not impede the job the machine is meant to do
- Allow for safe, simple maintenance
 - If possible, safeguards must allow for simple maintenance, such as lubrication

Natural Gas

Policy

Natural gas occurs “naturally” and is a hydrocarbon gas mixture consisting primarily of methane, and sometimes a small percentage of carbon dioxide, nitrogen, hydrogen sulfide, or helium. It is used in transportation, manufacturing, making fertilizer and power generation. Natural gas can be dangerous if safe work practices are not followed and precautions are not taken to ensure safety.

Safe Work Practices

- Keep away from heat and all ignition sources.
- Store cylinders in a cool/low temperature, and in a well ventilated place.
- Cylinders should be protected from physical damage.
- Employees should not smoke around natural gas cylinders.
- Be aware of any signs of dizziness or fatigue, especially in poorly ventilated areas.
- Employees should not attempt to repair, adjust or modify cylinders.
- Employees should use explosion-proof electrical ventilating or lighting equipment.
- Containers should not be cut, welded, punctured or incinerated.
- Empty containers retain product residue and can be hazardous.
- Leaks should be stopped only if it is safe to do so.

Office Safety

Policy

Office safety is an essential practice that needs to be reviewed periodically in order to prevent common office mishaps.

Safe Work Practices

- Slips, Trips, and Fall
 - Make sure carpeted areas are flat with no signs of fraying, tears, and lifts.
 - Use mats in entry ways to prevent slippery/wet floors; especially in the rainy seasons.
 - Do not run wires or cables in the middle of common walkways.
 - Keep hallways and walkways clear of boxes, filing cabinets, and other excess clutter.
 - Office chairs are never to be used for horseplay or as a step stool.
 - Chairs must remain on all legs on the ground at all times; do not recline in a chair unless it is made to do so.
 - Do not sit on counter tops, desktops, or any surface not intended to be used as a seat.
- Cuts and Punctures
 - When using sharp objects such as knives, scissors, letter openers, etc. cut away from your body.
 - Keep your fingers clear when using staplers, paper cutters, and when closing drawers.
 - Check the office for exposed nails, sharp edges, and any objects that could puncture the skin.
- Lifting
 - Keep a balanced stance with feet shoulder-width apart.
 - When lifting from the ground, bend your knees, and keep your back straight. Do not bend over and arch your back.
 - Never carry a load that is so large it will block your vision.
 - If something is too heavy ask someone for help. You are not impressing anyone by carrying something that is excessively heavy alone.
- Space Heaters
 - Never leave the heater unattended for any reason.
 - Do not use a heater that has a damaged cord, plug, has been dropped, or shows any signs of damages or malfunctions.
 - The heater must be at least 3 feet from any combustible materials such as furniture, papers, boxes, clothing, purses, etc. at all times.
 - Disconnect the heater by setting the power control to the OFF position and then unplug. Unplug the heater when not in use.
 - Wait for it to cool completely before moving or handling the heater.

- You may not plug the heater into an extension cord, power strip, or an outlet that has other electrical appliances plugged into it. This may overload the circuit and create a fire hazard.
- Heaters are not to be used in areas with an excess amount of moisture or water (i.e.: bathrooms) unless the heater is specifically manufactured to do so.

Operator and Ground Worker Safety

Policy

Every year, heavy equipment operators and ground-workers are injured or killed by heavy mobile equipment used in construction. Working safely in the area of any heavy equipment requires the shared responsibility of both the equipment operator and ground-workers.

Safe Work Practices

- Only trained persons should operate heavy machinery.
- Wear high visibility clothing and appropriate PPE and attire.
- Avoid distractions and actions that could interfere with good communication (e.g., headphones, loud music, etc.).
- Do not engage in horseplay.
- Be aware, stay alert and know your equipment's blind spots – whether you're the operator or just working around it.
- Communicate with people working around you – either via two-way radios or a spotter who's been trained on standard hand signals. Never assume people know what you're going to be doing.
- Always wear your seat belt.
- Don't climb on or get off equipment while it's moving.
- Never exceed the load that a machine is rated to carry.
- Inspect equipment before operation.
- Adjust all side and back mirrors to help compensate for blind spots.
- Ensure workers are clear of equipment before operating.
- Establish eye contact with the operator before approaching danger zone.
- Unless it is essential to the task, all personnel should stay away from all sides of heavy equipment while it is in use.

Outdoor Work and Harmful Animals

Policy

Outdoor workers can be exposed to various animals, such as wild animals or aggressive pets. An unfortunate interaction can result in injury or illness. The specific types and severity of hazards vary depending on the nature of the outdoor work, the region, season, and duration of the job. Nonetheless, employees should take the appropriate precautions and use safe work practices to reduce their risk of injury or illness.

Safe Work Practices

- Avoid working alone, always have communication with other workers.
- Wear the appropriate PPE for the work and area you are working in.
- Avoid contact with animals, dead and live animals can spread diseases such as Rat Bite Fever and Rabies.
- Avoid contact with rodent-contaminated areas. If you can't avoid contact, wear protective gloves and wash your hands regularly.
- Do not tease or abuse an animal.
- Never pet an unfamiliar animal. Also, be cautious about touching baby animals within view of their mother.
- Wash hands as often as necessary.
- Ask your supervisor for more information about the animal hazards in your work area.
- If bitten/scratched, get medical attention immediately.

Oxygen and Acetylene: Cylinder Storage

Policy

Acetylene and Oxygen are used as fuel gas for welding, cutting and allied processes. These gases are classified as Class 2 gases. Acetylene and Oxygen are delivered in cylinders that are under constant pressure. The risk associated with these cylinders is due to the high pressure of the gases contained in them. Transportation or storage of these cylinders must be done with extreme care.

Safe Work Practices

General

- All cylinders should be protected against:
 - Physical and mechanical damage.
 - Tampering by an unauthorized person.
 - High temperatures.
- Oxygen cylinders shall be separated by a minimum distance of 20 feet or by a non-combustible barrier at least 5 feet high, or a minimum of 18 inches (46 centimeters) above the tallest cylinder and having a fire-resistance rating of at least one hour.
- Acetylene and liquefied gas cylinders should be stored valve end up. The valve should be closed, with the protective device in place.
- Valve protection devices should not be used for lifting cylinders.
- All cylinders which are designed to accept valve protection devices should be equipped with such devices when the cylinders are not in use or connected for use.
- Unless cylinders are secured on a rack, regulators should be removed and valve-protection devices, when provided for, should be put in place before cylinders are moved.
- All gas cylinders in service should be securely held in substantial racks or secured to other rigid structures so that they will not fall or be knocked over.
- Cylinders should never be used as rollers to move other objects.
- Cylinders should be stored in definitely assigned places away from elevators, stairs, or gangways.

Indoor Storage

- In a well-protected location.
- Well-ventilated location.
- In a dry location.
- At least 20 feet from highly combustible materials such as oil or excelsior.
- Where cylinders will not be damaged by passing or falling objects.
- Where they cannot be subjected to tampering by unauthorized persons.

Outdoor Storage

- Compressed gas cylinders should be stored in a manner to prevent them from creating a hazard by tipping, falling or rolling.
- Liquefied fuel-gas cylinders should be stored in a position so that the safety relief device is in direct contact with the vapor space in the cylinder at all times.
- These external stores should be secured against damage and tampering and be clear of combustible materials.

Personal Protective Equipment (PPE): Disposable Dust Masks and Respirators

Policy

Disposable dust masks and respirators are a safe and cost-effective option for some jobs. Do not use this type of respiratory protection unless you are sure it will be sufficient for your job and you understand all safety guidelines related to their use.

Safe Work Practices

- Do not use disposable respirators for lead, asbestos, cadmium, gases, vapors, fumes or smoke.
- Wearers of disposable respirators conduct a fit check each time they put on a respirator.
- Only choose respirators that display a label or statement of certification by NIOSH (National Institute for Occupational Safety and Health) on the packaging or respirator itself.
- Read all instructions provided by the manufacturer and adhere to the recommendations regarding the proper use, maintenance, cleaning, care, and warnings.
- Confirm that a good face seal is achieved by pinching the metal bar around your nose and making sure there are no gaps between the mask and your face.
- Never share disposable respirators with others.
- Keep respirators protected from moisture, dust or other contaminants at all times.
- Do not use a misshapen or bent disposable respirator.
- Prevent others from reusing a disposable respirator by breaking the straps when finished.
- Discard immediately if, at any time, the disposable respirator:
 - Becomes damaged or deformed;
 - No longer forms a seal;
 - Becomes visibly wet;
 - Becomes difficult to breathe through; or
 - Becomes contaminated in any way.

Personal Protective Equipment (PPE): Eye Protection and Preservation

Policy

Prevention is the key to protecting your eyes. Your ability to see is a very valuable asset. Don't take risks with your eyesight. Eye injuries are often permanent.

Safe Work Practices

- The primary prevention to eye injury is protection. Keeping the eyes shielded with the proper equipment is essential.
 - Safety Glasses: These are the most commonly used eye protection. They are made much stronger than street-wear lenses. They are impact resistant and come in prescription and non-prescription.
 - Goggles: These are very similar to the safety glasses, but they fit much closer to the eyes. These are necessary when working in situations which could result in chemicals splashes, fumes vapors and dust injuries.
 - Face Shields: Full-face shields are often required to guard against molten metal and chemicals splashes. These shields can be made to fit over a hard hat or to wear directly on the head.
 - Equipment Guards: Plant equipment and machinery is the source of many eye injuries. Be sure to use guards, screens and shields that are attached to any equipment. Make sure they are always in place and used along with additional eye protection.
- If an injury does occur, prompt attention is essential.
- Sudden Blow to the Eye
 - Apply a cold compress without pressure, or tape crushed ice in a plastic bag to the forehead and allow it to rest gently on the injured eye.
 - Seek immediate medical attention if pain continues, if vision is reduced, or if blood or discoloration appears in the eye.
- Penetration of the Eye
 - Do not wash out the eye.
 - Do not try to remove a foreign object stuck in the eye.
 - Seek immediate medical attention.
- Chemical Splashes
 - Check the label for specific first aid instructions and follow those instructions.
 - If washing of the eye is on the label for treatment, wash the eye out for at least fifteen minutes. Hold the eye open with your fingers and look into the running water.
- Foreign Particles
 - Flush the eye with water until the foreign object has come out.
 - If for some reason you cannot rinse the eye, loosely bandage it and get emergency medical treatment.
 - Never rub or try to remove objects embedded in the eye.

Personal Protective Equipment (PPE): Foot Safety

Policy

Proper footwear is important, not only for foot comfort but also for one's general well-being. Improper footwear can cause or aggravate existing foot problems. Workers may be exposed to various hazardous conditions on the job, including slippery surfaces, climbing hazards, handling or working around heavy equipment and machinery and working around electricity. These different working conditions may require different safety footwear to protect the foot, and the worker, from injury.

Safe Work Practices

- The OSHA regulations require foot protection when there is a danger of foot injuries. Depending on the specific hazards, employees may need to wear special foot protection such as:
 - Rubber or wooden-soled shoes for wet or slippery surfaces
 - Reinforced impact-resistant work shoes or boots to protect feet and toes from being bruised or crushed
 - Rubber or neoprene boots to protect against chemical hazards
 - Metal insoles or reinforced soles to protect against punctures
 - Non-conducting shoes, with no metal or nails, for working around electricity
- Even when special protective footwear isn't needed, work shoes or boots should:
 - Fit comfortably, without slipping or pinching the foot or toes.
 - Be solidly constructed of sturdy materials that can resist wear and tear.
 - Provide good foot support.
 - Have low heels and nonskid soles for good traction.
 - Be in good condition, with no rips or holes.
 - Fasten securely; laces shouldn't drag on the floor.

Personal Protective Equipment (PPE): Hard Hats

Policy

Wearing a hard hat is the first line of defense against head injuries on the job. Prevention of head injuries is an important factor on any job site.

Safe Work Practices

- Maintenance of your hard hat will help it to last longer and keep you protected. Doing a shell degrading test would include the following:
 - Compress the shell inward from both sides about 1 inch.
 - Release without dropping the shell.
 - The shell should return to its original shape quickly.
 - If elasticity is not similar to a new shell, it should be replaced.
- The hard hat shell should be replaced if:
 - The brim or shell is nicked, cracked, perforated or deformed.
 - Chalking or fading of the surface.
 - Flaking of the surface.
 - The shell is stiff or brittle.
 - The helmet has been struck by a falling object.
 - The helmet has had an electrical contact.
- Check the suspension and if you see any of the following, replace the suspension:
 - Cracking
 - Tearing
 - Fraying
 - No longer holds the shell from 1 to 1-1/4 inches away from the head.
- Cleaning
 - Remove the head liner and inspect for defects. (If there are defects, replace the liner.)
 - Immerse the shell in hot water and detergent for one minute.
 - Scrub.
 - Rinsed in clear hot water.
 - Inspect for defects. (If there are defects, replace the shell.)

Personal Protective Equipment (PPE): Hearing Protection

Policy

Hearing protection is just one part of a complete hearing conservation program that should include engineering controls, administrative controls, and available hearing protection devices. Employees must obey all applicable guidelines in the hearing conservation program, including wearing hearing protection devices when necessary.

Safe Work Practices

The choice of hearing protective devices may depend on the noise level, comfort, and the suitability of the hearing protection device for both the worker and the environment. The three general types of hearing protection are:

- Ear plugs are pre-formed or moldable pieces of foam that are inserted to block the ear canal. These typically have a noise reduction rating between 20 and 30 which means that wearing them will reduce the existing noise by 20-30 decibels based on laboratory test data.
- Ear caps seal the opening to the ear without actually entering the ear canal. These typically have a NRR between 20 and 30 decibels.
- Ear muffs consist of a headband connecting two hard outer cups that fit around the ear and contains sound-reducing material with soft ear cushions inside. These typically have a NRR between 20 and 35 decibels.

Pressure Washers

Policy

Pressure washers operate at pressures from 1,000 to 5,000 psi, meaning that they are capable of causing serious property damage and personal injury. To avoid this, be sure to be smart and follow the proper procedures when using pressure washers.

Safe Work Practices

- Only use chemicals approved for use with that specific pressure washer
- Check the engine oil level every time you use the washer
- Check the parts of the safety washer to make sure they are in good shape and properly connected
- Never refuel a hot or running engine
- Wait at least two minutes after it is turned off before refilling
- Be sure electric pressure washers are properly connected and grounded
- Identify and know how to operate emergency fuel cut offs
- In winter:
 - Store the pump in a warm area
 - Use compressed air to release the remaining fluid
- Connect and turn on the water supply before you turn on the pressure washer
- Set the trigger safety lock when the gun valve is not in use
- Be aware of the location of electricity sources such as power lines and fuse boxes and keep the water away from them
- Get used to the pressure washer
- Begin with the spray far away from the surface and gradually find the right distance for cleaning-to close may destroy the surface being cleaned
- Be aware that the washer may “jump” when it is first turned on
- Do not exceed the manufacturer’s safe operating pressures for hoses, valves, and other fittings
- Never leave the unit unattended
- Try not to use gasoline-powered washers inside; if you must use them inside, be sure the area is well ventilated to avoid carbon monoxide poisoning
- Never point the gun at yourself or another person
- Personal Safety
 - Wear safety goggles or face shields when operating a pressure washer
 - Wear ear protection to prevent hearing loss
 - The pressure can cause loss of balance
 - Use an extension like a spray arm to help clean areas that are out of reach
 - Never wear open toed shoes

- Never attempt to rinse off any part of your body with the water jet; it can easily penetrate skin

Push and Pull Safety

Policy

The pushing or pulling of equipment and objects occurs in many different industries. Employees that push or pull equipment or objects could potentially be exposed to harm. Following the safe work practices presented in this lesson will help ensure employee safety.

Safe Work Practices

Before employees go to move equipment, they should remember the following:

- Plan your path of travel.
- Ensure that the path you have chosen is free of debris and obstruction.
- Do NOT use paths that have slippery surfaces.
- Use transport devices such as hand carts, pallet jacks, or forklift if putting something into the back of a truck.
- Always push over pulling when possible, using your body weight can help prevent injury.
- Do Not stack on carts over eye level.
- Limit the weight of a load to 50 pounds. Anything over 50 pounds should either be team lifted or lifted with a mechanical assistant.
- Don't be afraid to ask for help when needed.
- Remember the greater the load, the greater risk of injury.
- Know your own limits.
- Keep a good pace, don't try to move too fast which can lead to injury.
- Stay close to the item you are moving and keep your back straight.

Note: If an employee chooses to use a back brace, they should be properly trained in its use and proper lifting techniques.

Recycling: Collecting Materials

Policy

Collecting materials from recycling bins can potentially expose employees to harm. By following the safe work practices presented in this lesson, employees can help minimize their chances of an accident occurring while collecting recycling materials from bins.

Safe Work Practices

Note: Recycling trucks come in different models and designs. Employees should follow their company's operation and riding procedures for their specific model and design. Presented are some general safe work practices that employees can use to help them stay safe while on their routes.

Before an employee leaves the facility to go collect materials from recycling bins, they should do the following:

- Inspect all provided PPE for damage. Report damaged PPE to your supervisor. Do NOT wear damaged PPE.
- Ensure that you are wearing clothing that is appropriate for the day's weather.
- Inspect the truck for malfunctioning or damaged parts. Report trucks with malfunctioning or damaged parts to your supervisor. Do NOT operate a truck with malfunctioning or damaged parts.
- Ensure that fluids are at manufacturer-specified levels. Refill fluids as needed.

When employees are out collecting materials for recycling bins, they should do the following:

- When not in residential areas or when not performing pickups, employees should follow posted speed limits.
- Ensure that company-specified speeds are followed when in residential areas or when performing pickups.
- Do NOT ride on the steps if the truck is going faster than 10 miles per hour (mph) or further than 0.2 miles (if applicable).
- Do NOT ride on the steps when the truck is backing up (if applicable).
- Use provided cameras to help you locate oncoming vehicles.
- Do NOT exit the truck until it safe to do so.
- Use hazard or other designated lights to warn other vehicles to slow down or stop when performing pickups.
- Use horns or alarms to alert oncoming traffic and employees who may be out of the truck that you are backing up.
- Maintain 3 points of contact when exiting or entering the truck.
- Practice proper ergonomics when lifting bins (if applicable).
- If a bin has wheels, employees should push the bin over to the truck.

- Use lifting equipment whenever possible.
- Look for and beware of shattered or broken glass or other sharp objects when emptying bins.
- Check blind spots for oncoming traffic before heading for the cab of the truck.

Recycling: Composting Safety

Policy

Composting facilities or areas can be dangerous places to work. Employees could potentially be exposed to both physical and health hazards. By following the safe work practices presented in this lesson, employees can help minimize their chances of an accident occurring while working in a composting facility or area.

Safe Work Practices

Before working in a designated composting area or facility, employees should do the following:

- Inspect all provided PPE for damage. Report damaged PPE to your supervisor. Do NOT wear damaged PPE.
 - If you are required to wear a respirator, ensure that it fits properly. Report ill-fitting respirators to your supervisor. Replace respirator filters as needed.
- Tie back long hair and remove all jewelry.
- Ensure that all manufacturer-provided guards are in place on all equipment that you will be using. Report missing guards to your supervisor. Do NOT operate equipment with missing guards.

When working with compost, employees should do the following:

- Be aware of your surroundings.
- Ensure that drivers and operators can see you. Do NOT step behind vehicles or other pieces of equipment. Make eye contact with the driver or operator before walking in the path of vehicles and equipment.
- Drivers of vehicles and equipment operators should be aware of pedestrians.
- Be aware of flying debris when working with certain pieces of equipment.
- Operate all equipment in accordance with the manufacturer's instructions.
- Practice good housekeeping.
- Practice good hygiene.
- Practice proper ergonomics.
- Do NOT lift more than you can handle. If something is too heavy, employees should use a mechanical means of lifting or ask another employee to help with a team lift.
- Only authorized employees should enter confined spaces.
- Do NOT enter a confined space unless you are an authorized employee.
- Do NOT eat or drink while in the composting area.
- Wash your hands before eating, drinking, smoking, or applying cosmetics (including lip balm).
 - Depending on the area of work, employees may want to wash their face in addition to their hands prior to eating, drinking, smoking, or applying cosmetics (including lip balm).
- Report any signs of illness or injury to your supervisor.
- Report signs of smoke to your supervisor. Compost piles can get hot enough to self-ignite.

- Should a jam occur in a piece of equipment, employees should power the piece of equipment down and either unplug or lock and tag out the piece equipment prior to clearing the jam. Only authorized employees should clear jammed equipment.
- Perform all hot work activities away from dry compost and other combustibles.

Recycling: Loading and Unloading Bins

Policy

Similar to loading or unloading other items or materials, loading and unloading recycling bins for delivery could potentially expose employees to harm. By following the safe work practices presented in this lesson, employees can help minimize the chances of an accident occurring when loading or unloading recycling bins.

Safe Work Practices

Before employees start to load bins into the trailer, employees should do the following:

- Inspect the trailer for damage. Report damaged trailers to your supervisor. Do NOT load bins into a damaged trailer.
- Ensure that the trailer tires are inflated to the manufacturer-specified pressure. Fill tires as needed.
- Inspect the forklift for damage (if applicable). Report damaged forklifts to your supervisor. Do NOT operate damaged forklifts.

When loading or unloading bins, employees should do the following:

- Do NOT stack the bins too high.
- Do NOT exceed the weight limit of the forklift (if applicable).
- Forklift operators should be on the lookout for pedestrians while operating the forklift

- Do NOT exceed the weight limit of the trailer.
- It is recommended that employees use a mechanical lift (if available on the trailer) or a ramp to help load or unload the bins from the trailer if bins are to be loaded or unloaded by hand.
- Use proper ergonomics when lifting and pushing the bins.
- Do NOT pull the bins.
- Ensure that bins are properly secured in the trailer.
- Ensure that the back of the trailer is properly secured before leaving the loading area.
- Be aware that bins may have shifted during travel, so employees should open the trailer carefully.
- It is recommended that employees push the bins to the end of the trailer instead of trying to lift and carry it when unloading bins.
- Be aware of any wet or icy conditions at both the loading and unloading locations as wet or icy conditions can cause slipping hazards.
- Be aware of any traffic that may be in the unloading location.

Recycling: Sorting Materials

Policy

When materials arrive at the material recovery facility (MRF), they will need to be sorted. Sorting materials from contaminants could potentially expose employees to harm. By following the safe work practices presented in this lesson, employees can help minimize their chances of an injury occurring when sorting materials for recycling.

Safe Work Practices

Before working on the sorting line, employees should do the following:

- Inspect all provided PPE for damage. Report damaged PPE to your supervisor. Do NOT wear damaged PPE.
- Tie back long hair and remove all jewelry.
- Take a moment to stretch before starting work.
- Ensure that all manufacturer-provided guards are in place and secured on all pieces of equipment that you work with.

When working on the sorting line, employees should do the following:

- Practice good housekeeping.
- Practice proper ergonomics.
- Do NOT overreach for items.
- Do NOT bend or twist when reaching for items.
- Do NOT use your bare hands to pick up materials.
- Be aware that hazardous items such as hypodermic needles, batteries, propane tanks, dead animals, etc., could be mixed in with the recyclables. If you see hazardous items, report them to your supervisor.
 - It is recommended that employees stop the conveyor when a hazardous item is spotted to ensure that the hazardous item is kept visible until it can be disposed of properly.
- Do NOT touch hypodermic needles or other items that may contain blood. Always assume that hypodermic needles or materials with blood have the possibility of being contaminated.
- Use a broom or tool to pick up hypodermic needles or other materials containing blood.
- Ensure that all hypodermic needles are placed in an appropriate sharps containers.
- If you are stuck by a needle, immediately report the injury to your supervisor. Ensure that the wound is washed with soap and water.
- If you come into contact with bloody materials, wash the area with soap and water. Report contact with bloody materials to your supervisor.
- Be aware that broken glass may be hiding under other material. Use caution when grabbing material from the conveyor belt or table.
- Report all injuries to your supervisor.

- Do NOT attempt to fix a piece of equipment without performing all required lockout/tagout procedures. Report damaged pieces of equipment to your supervisor.

Recycling: Yard Safety

Policy

Yards at recycling centers can be dangerous areas as there are forklifts, pieces of machinery, and stacks of either loose or baled recyclables. Employees working in the yard could potentially be exposed to harm. By following the safe work practices presented in this lesson, employees can help minimize their chances of an accident occurring while working in the yard.

Safe Work Practices

Before entering the yard, employees should do the following:

- Ensure that you are wearing clothing appropriate for the day's weather.
- Inspect all provided PPE. Report damaged PPE to your supervisor. Do NOT wear damaged PPE.
- Inspect all forklifts and equipment for malfunctioning or damaged parts. Report malfunctioning or damaged forklifts or equipment to your supervisor. Do NOT operate damaged forklifts or equipment.

When working in the yard, employees should do the following:

- Be aware of your surroundings.
- Stay hydrated.
- Be aware of broken glass or other sharp objects.
- Practice good housekeeping.
- Only trained and authorized employees should be operating forklifts or other specialized equipment.
- Make eye contact with forklift and equipment operators before walking in the path of forklifts and equipment.
- Forklift and equipment operators should be aware of all pedestrians in the yard.
 - If possible, forklift and equipment operators should have a spotter to help them spot pedestrians, vehicles, or other pieces of equipment.
- Forklift operators should ensure that all bales are stable before releasing them.
- Do NOT stack bales too high.
- Inspect stacked bales for signs of being unstable. Report unstable bales to your supervisor.
- Do NOT climb on mounds of loose recyclables.
- Do NOT climb on stacked bales.
- Perform all hot work away from combustibles.
- Immediately clean up any spilled oil or other liquids. Report spilled oil to your supervisor.

Respirators: Dust (Nuisance) Masks

Policy

Dust masks are used in a variety of applications including mowing, gardening, sweeping and dusting. Their purpose is to provide protection against nuisance dust only and is used for employee comfort.

Safe Work Practices

- Prior to use of dust (nuisance) masks, employees should review the contents of Appendix D.
- Do not wear dust masks in environments which require the use of particulate (filtering facepiece) respirators.
- Ensure that the use of dust (nuisance) masks does not create a hazard in itself.
- Heed all instructions regarding the dust (nuisance) mask limitations.
- Employees should not share dust (nuisance) masks.
- Keep track of your dust (nuisance) mask so that you do not mistakenly use someone else's.
- Replace dust (nuisance) masks daily or when they become soiled, damp or contaminated in any way.
- Discontinue use if breathing becomes impaired.

Safety Vests

Policy

In order to avoid accidents due to low visibility, wear the correct safety vest for each task as mandated by the ANSI.

Safe Work Practices

- Class 1 safety vests are good for workers in controlled environments, such as loading docks and parking lots- basically for people who work around traffic that is travelling 25 mph or less. Class 1 safety vests should have at least 155 square inches of reflective material. Examples of workers who wear Class 1 safety vests are:
 - Parking attendants
 - Warehouse personnel
 - People who get shopping carts from parking lots
- Class 2 safety vests are for people who work near traffic that goes faster than 25 mph and who won't be devoting their full attention to the traffic. Class 2 safety vests should have at least 201 square inches of reflective material. Examples of workers who need to wear Class 2 safety vest are:
 - Forestry Workers
 - Law Enforcement Personnel
 - School Crossing Guards
 - Airport Baggage Handlers & Ground Crew
 - Parking and Toll Gate Personnel
- Class 3 safety vests are for workers who deal with traffic traveling at speeds of 50 mph or higher and who work in all manner of weather. Class 3 safety vests are for workers who face serious hazards or whose task load requires a shift of attention away from their work. The enhanced visibility must be on the chest, back, arms and possibly legs. Class 3 safety vests should have at least 310 square inches of reflective material. Examples of workers who need to wear Class 3 safety vests are:
 - Accident Site Investigators
 - Emergency Responders
 - Railway Workers
 - Utility Workers
 - Survey & Flagging Crews

Seat Belt Safety

Policy

The law requires that you wear your seat belt. Seat belts protect people from needless death and injury. But whether it is because they are in a hurry, distracted, or they simply forget, many people don't wear their seat belts, and thousands die as a result. Therefore, it is important to remember to buckle up, even when traveling short distances.

Safe Work Practices

- Keep your seat belts in good condition
- Be sure to alert your employer if the seat belt is too worn or old. Wearing a seat belt is pointless if it's so worn it doesn't work.
- Wear the seat belts correctly
- Always buckle up before driving or riding in a vehicle. This goes for everyone in the vehicle, whether you're sitting in the front or the back.
- Wear the lap belt low across the hips and below your stomach.
- Wear the shoulder belt over your collarbone, away from your neck. It should cross over your chest.

Situational Awareness

Policy

Situational awareness is a method of forming conclusions and making decisions based on adding new information from your surroundings to previous knowledge. It can be difficult to understand because it is more of a mindset than a skill, but situational awareness can help you anticipate trouble and react accordingly.

Safe Work Practices

- Recognize that threats exist - In some instances, denial of this fact can be harmful because it will slow your reaction time to an imminent threat. It has been said that the three main obstructions to good situational awareness are complacency, apathy, and denial.
- Trust your intuition - Your subconscious may notice subtle changes in your environment that you are unable to explain, and it is advisable to follow these promptings to avoid any trouble.
- Stay aware of your surroundings - Allowing yourself to daydream while you drive or text as you walk to your car in a dark parking lot are examples of things that take away your focus and reduce your ability to anticipate danger. If you put all of your focus into one thing, it takes away the previously mentioned ability of your subconscious to detect a possible risk.
- Know your level of focus – Are you zoned out, alert, on high alert, or frozen? It is your job to know your level of focus at all times, and determine if it is appropriate for the current situation.
 - Zoned out – distracted, not paying attention, or completely unconcerned.
 - Alert – Calmly paying attention to your surroundings and being mindful of possible objects or persons that may become a threat.
 - High Alert – Directing all of your focus on your environment. This costs more mental energy to maintain and the stress of it may become draining if continued for an extended period of time, especially if the situation does not require it.
 - Frozen – a panic stricken state that leaves you unable to react.
- Practice – If you don't naturally have good situational awareness, you can improve that with the following exercises:
 - Consciously increase your level of focus to “high alert” for a short time. Plan an escape route, note exits, and be aware of foot traffic. Soon you will find yourself noticing such things easily and automatically.
 - When in public, pay attention to those around you and, one at a time, attempt to determine their mood, attitude, or background. This exercise forces you to be aware of others.

Slips, Trips and Falls

Policy

On the average, workers who are injured as a result of a slip and fall accident, spend more days away from work than those who are injured as a result of other cause. Loss of productivity is often an unfortunate side effect of slips, trips and falls.

Safe Work Practices

Slips and falls can be avoided by:

- Keeping all passageways, storerooms, service rooms and work areas clean and orderly.
- Keeping floors maintained and in a clean and dry condition.
- Keeping floors free from debris, protruding nails, holes, large cracks or loose boards.
- Keeping passageways and aisles clear with no obstructions across or in the aisles.
- Keeping permanent aisles and passageways appropriately marked.
- Using mats and runners in areas where individuals may encounter slippery surfaces.
- Using warnings to identify slip/fall hazard areas.
- Making sure you can see where you are going and keeping work areas well lit.
- When walking on uneven surfaces such as gravel, uneven lawns, flaws in parking lots, walk a little slower and take smaller steps.

Smoking in the Workplace

Policy

Smoking can be very dangerous, but it is extremely so in the workplace. Remember to follow the rules and use common sense in the workplace so that smoking in prohibited places will not be the cause of injury or ill health for you or your coworkers.

Safe Work Practices

Smoking laws vary from state to state. It is recommended that both employers and employees educate themselves on their state's smoking laws. Employees should follow their company's smoke-free policies. Some states prohibit smoking in an enclosed space. An enclosed space includes:

- Lobbies
- Lounges
- Waiting areas
- Elevators
- Stairwells
- Restrooms that are part of the building
- Within 50 feet of any area where explosive materials are being handled
- In places where the employees are exposed to asbestos
- In areas used for fueling

Sorting Conveyor Belt Safety

Policy

If you are required to sort through materials on a moving conveyor belt at work, then you are probably well aware of your exposure to pinch points, fatigue, and pinch point injuries. This is why you must also be aware of the safe work practices that you can apply while at work to reduce your chance of injury.

Safe Work Practices

- General
 - Each station should have access to an emergency stop button or pull cord in case of an accident
 - Avoid throwing objects – arrange bins or shoots nearby to eliminate this hazard
 - Elevated work stations must be equipped with guardrails and toe boards
- Pinch point
 - Hair must be kept up and out of the way
 - Avoid loose or flowing clothing - no scarves, ties or rings.
 - Do not remove guards from conveyor belt
 - Do not reach under the conveyor belt to retrieve something unless it is off
- Overuse or strain injuries
 - Don't overstretch across a conveyor belt
 - Rotate workers among stations to avoid overuse injuries
 - Adjust the conveyor's speed in such a way that each arm can be used equally.
- Contamination or puncture injury
 - When reaching for objects, pay attention to oncoming objects to avoid being struck
 - Do not rest your hand on a moving conveyor belt, as there may be shards of glass embedded in it
 - Be aware that among the materials being sorted, hazardous objects such as sharps or other contaminants may be present
 - Stop the conveyor and alert a supervisor if you see a hypodermic needle on the line. This is a hazard that must be carefully removed and disposed of in a biohazard waste bin.

Stump Grinder Safety

Policy

Following the proper procedures before, during, and after the use of a stump grinder can make the job go well. Especially remember to follow all the instructions in the owner's manual and use common sense while using the stump grinder and everything should go smoothly and safely.

Safe Work Practices

- Before using the stump grinder
 - Read the manufacturer's manual.
 - Check the engine gauges every day.
 - Check the entire machine for loose nuts, bolts and other pieces.
 - Open the chipper hood and check for any foreign objects.
 - Remove rocks, logs, and any trash from the stump area.
 - Select a firm and level surface and stabilize the machine.
 - Secure the location around the stump where you'll be working.
 - Check the location of underground utilities and overhead wiring.
- While using the stump grinder
 - Never wear loose clothing or jewelry that can catch on the stump grinder.
 - Wear your personal protective gear: goggles, ear protection, gloves and boots.
 - Allow the engine to warm up for about two minutes.
 - Lower the cutter wheel SLOWLY onto the stump.
 - Run the engine at full throttle while grinding the stump.
 - Move the handle using left-to-right motion, allowing the cutter head to grind the stump with each pass.
 - Do not allow the stump grinder wheels to drop into the hole. Fill it with chips or change position.
 - Shut off the machine if you hear or feel something unusual.
- After using the stump grinder
 - Decrease the throttle level back to the start position and allow the grinding wheel and teeth to stop spinning.
 - Move the stump grinder to a safe place so the remaining wood chips can be cleaned up.
 - Use the chips to fill the excavation site or spread them around the surrounding area.

Tire Inflation Cage

Policy

Any inflated tire contains a great amount of explosive energy - should you inflate or mount a tire improperly, there is a chance that the tire and wheel assembly can separate which results in a sudden explosion. It is very important to follow all safety practices while performing this task because the resulting blast is powerful enough to cause serious injury or death.

Safe Work Practices

- Make sure that no part of your body is inside of the cage at any time during use.
- Cal/OSHA code 3325 states that: Tire inflation shall be accomplished by means of a clip-on chuck with a minimum 24-inch length hose to an in-line foot or hand valve and gauge.
- Some manufacturers suggest that inflation cages must be at least three feet from all surrounding walls or objects during the inflation procedure.
- Never alter or customize your tire cage in any way – this includes bolting it to the ground.
- Make sure that you and those around you are never in the way of the trajectory path.
- Do not remove the tire from the inflation cage before inspecting to see that the components of the rim and wheel are securely in place.
- Deflate the tire completely while it is still in the inflation cage if adjustments are required.
- Do not attempt to use force to shift components of the tire when readjusting, even if it is only slightly inflated.

Tire Repair Safety

Policy

According to a rubber manufacturer's survey, 88% of tires are incorrectly repaired. When tires are incorrectly repaired, they can cause accidents, injuries, lawsuits, and even death. Therefore, be sure to properly prepare your tires, and keep these tips in mind.

Safe Work Practices

- Do not repair a tire unless you have been properly trained
 - Always follow the manufacturer's guide for both the tire and the repair kit
- Tires should be completely removed in order to be repaired
- Always inspect the inside of the tire before making the repair
 - The damage may be more than a small hole caused by the puncture
 - Sometimes the penetrating object will cause tread separation or loosen the fibers that make up the tire. The hole may be bigger on the inside, causing water to get inside the tire which will cause corrosion
- Find the object that caused the hole and mark the inside of the tire in order to find it again when you remove the object
 - If you did not mark it, put a soapy mixture around the whole inside of the tire, then pump it up
 - The air leaking out of the hole will cause bubbles to form, and you can find the hole again
- You may have to use a carbide cutter to smooth the fibers broken by the hole to make sure they do not unravel
- Fill the hole to prevent air from escaping or moisture from entering
- Buff the rubber on the tire so the patch will stay on better
 - Be careful not to buff too deeply
- Apply the patch on the inside of the tire

Tires: Lifting

Policy

Lifting tires doesn't have to be a hazard, so long as safe work practices are followed.

Safe Work Practices

- Do not attempt to lift a tire that you feel is too awkward by yourself.
- Ask for help in lifting big or awkward tires.
- Always use two hands to lift heavier tires.
- Try to pick the tire up using the hole in the middle.
- When manually lifting, an employee should remember ergonomics (Bend at the knees, move the tire (load) close to your body, have a straight back with your head up, and lift with your legs.) This type of lifting is good for tires that are on the floor. Manual lifting should only be done with small to medium tires that weigh less than 50 pounds.
- Do not twist your upper body.
- Do not attempt to manually lift if the tire is big or awkward.
- If you do not feel comfortable doing a manual lift on a tire, consider using a tire lift or other mechanical lift assist.
- Ensure that you are complying with the manufacturer's instructions when using any mechanical lift.
- Inspect the mechanical lift assist for any malfunctioning or broken parts.
- Do not use a mechanical lift that has malfunction or broken parts.
- Do not attempt to lift a tire located above you.
- If you need to reach a tire on an upper rack, use a mechanical lift to reach the shelf and utilize any fall protection provided with the mechanical lift.
- If the tire is too big to lift, roll it whenever possible.
- Watch the positioning of your fingers and toes so that should the tire fall, your fingers or toes will not be injured.

Traffic Control

Policy

Working on or near traffic can make a safe job dangerous and a dangerous job much more so. Employees who do this must follow all of the safety guidelines in order to prevent injuries or accidents.

Safe Work Practices

- Stay visible by wearing a safety vest with an approved amount of reflective material on it anytime you are working near traffic.
 - You can also stay visible by not allowing coworkers or other obstructions to block your view of traffic.
- Do not lean or sit on vehicles.
- Stay focused on traffic.
- Do not wear head phones or ear buds that may interfere with your ability to hear.
- In the case of an emergency, such as a car driving into the work zone, keep at least one method of escape in mind.
 - Get yourself to safety then alert your coworkers.
 - Employees must know what to do in all emergency situations, including car accidents.
- Alert your supervisors if you are feeling weak or need somebody to take over for you.
- Hostile drivers:
 - Do not argue or raise your voice.
 - Be professional and civil.
 - Do not lean on or touch their car.
 - If they threaten your safety or fail to follow instructions, discreetly take down their license plate number and vehicle description and report it to your supervisor.

Trash Tilt Truck (Construction)

Policy

Tilt trucks and wheelbarrows can be great tools for keeping a construction site clean. However, these tools can lead to back injuries when they are used improperly. Ergonomics can help in the proper use of these tools and help in the prevention of back injuries. When employees use the safe work practices provided in this lesson, they will find that they help reduce their chances of injuries when using a tilt truck or wheelbarrow.

Safe Work Practices

Tilt Trucks

Many tilt truck manufacturers have built their products around the idea of ergonomics. However, employees should remember that while such products have built in ergonomic features, that does not remove the responsibility of using proper ergonomics by the employee. When using a tilt truck, employees should perform the following safe work practices:

- Use an appropriately sized tilt truck for the job and for the employee.
- Walk with their back straight. Employees should not bend their back to push a tilt truck.
- Only use tilt trucks on level surfaces.
- Do NOT overload the tilt truck. This includes staying under the maximum capacity and ensuring that items are not stacked so high as to block the employee's view.
- Do NOT pull the tilt trucks. Tilt trucks should only be pushed and employees should push them by the provided handle.
- Use a forklift to lift heavier tilt trucks whenever possible. A forklift should only be used on tilt trucks that have provided forklift handles.
- Keep pathways clear of debris and other employees.

Wheelbarrows

Unlike tilt trucks, wheelbarrows are not ergonomically designed. When using a wheelbarrow, employees should perform the following safe work practices:

- Have a clear path from the loading site to the destination.
- Lift the handles by bending the knees instead of lifting with the back.
- Walk with a straight back. Walking with a hunched or bent back could lead to a back injury.
- Place loads in the middle of the wheelbarrow. This will help distribute the weight to the front of the wheelbarrow while transporting the material.
- Place the wheelbarrow in the direction that the employee will travel. This will help prevent the need to turn the wheelbarrow around while it is full.
- Do NOT overload the wheelbarrow. Overloading could cause the unit to tip.

- Use a ramp whenever a wheelbarrow has to travel from level to level.

Vehicle Floor Jack Safety

Policy

Using vehicle floor jacks is a good way to do quick jobs underneath a vehicle. As long as employees use the required protective equipment and follow all of the manufacturer's safety recommendations, this job can be done quickly and safely.

Safe Work Practices

Before lifting the vehicle, employees should:

- Read and understand the vehicle's manual and know how to operate a floor jack.
- Make sure that the floor jack has a sufficient weight capacity capable of lifting your vehicle.
- Only jack cars up on a hard, flat surface such as concrete.
 - If you must lift the vehicle on asphalt or dirt, place 5/8" thick plywood underneath the floor jack and jack stands to prevent sinking.
- If you will be removing the tires, loosen the lug nuts while the car is still on the ground.

Once you are ready to begin, follow the instructions of the jack manufacturer to lift the vehicle to the desired height.

- Position the floor jack underneath one of the lift points of the vehicle. Placing the jack on an incorrect lift point can be dangerous and potentially damaging to the vehicle. Reference your vehicle's owner's manual to verify appropriate lift points.
- Never use cement blocks or wood as jack stands. Jack stands are required, but wooden or cement jack stands are structurally unsound as wood may splinter and cement blocks can easily crack and crumble. Wheels must be chocked with materials specifically intended for the blocking of vehicles.
- Always chock your wheels AND set your emergency brake. Employees must immobilize the vehicle before lifting it by placing tire or wheel chocks on both sides of each tire on the ground.

Welding Safety

Policy

There are a few different types of welding, but all of them can be made safer if certain tips are followed.

Safe Work Practices

WORK AREA

- Before you start welding:
 - Make sure there is a working fire extinguisher in reach
 - Remove clutter and unnecessary materials that could start a fire
 - Sparks and slag can fly up to 35 feet away from the source- be sure flammable and combustible materials are far enough away or protected from the sparks
 - Be sure you have the proper equipment before you start
- After you're finished:
 - Mark hot work pieces to alert others of the burn and fire hazards
 - Deposit all scraps and electrode butts in proper waste containers to avoid fire and toxic fumes
 - Keep a fire watch in the area during and after welding to be sure there are no smoldering materials, hot slag or live sparks which could start a fire

GENERAL SAFETY TIPS

- Only operate welding equipment you have been trained to use
- Never look directly at a flash (the arc of light), even for an instant
- Be sure anyone who would be exposed to the arc light has proper eye protection
- Avoid working in wet conditions since water is an electrical conductor
- Know what the substance is that's being welded and any coating that's on it so you can take the necessary precautions
- Don't coil the electrode cable around your body

Welding Torch Safety

Policy

Take your time to be sure you're using the welding torch correctly. Remember to wear the proper gear, inspect your equipment for irregularities, and take steps to prevent the different hazards from occurring.

Safe Work Practices

- Procedure
 - Inspect your torch, torch attachments, and hoses for irregularities.
 - Check the location of your hoses; be sure sparks or slag won't fall on them.
 - Purge your hoses by letting them run for about 2-3 seconds before lighting the torch.
 - Only use approved lighters.
 - Never use matches, cigarettes, or cigarette lighters to light a torch.
 - Turn on/light the fuel gas first.
 - Never light both the fuel gas and the oxygen at the same time.
 - If the flame smokes, increase the gas until the smoke disappears.
 - Add the oxygen until there is a well-defined cone of flame.
- Burn back
 - If the lines aren't properly purged before lighting, an explosion in the hose, regulator or cylinder might occur.
- Backfire
 - This can be prevented if you don't keep your torch too close to what is being welded.
- Flashback
 - Make sure your torch tip is clear of clogs
 - Use a flash arrestor on your torch: this piece of equipment stops the fire before it can get back into the hose
 - If you don't have a flash arrestor, destroy the fire by turning off the oxygen

Wood Dust Fire Safety

Policy

Wood dust may seem like a harmless byproduct of woodworking. After all, it is small and people use it all the time for things such as saw dust stoves; however, employees should not be fooled by appearances. Wood dust is a combination of fire and explosive hazards. Such hazards should be treated with care and respect. By following the safe work practices provided in this lesson, employees can minimize the chances of a fire or explosion from occurring while working with wood.

Safe Work Practices

There are many proactive steps that an employee can do to help lower or prevent the chance of a wood dust fire or explosion from occurring. When working with wood, employees should:

- Inspect the work area before and after performing woodwork activities such as sawing, shaving, or sanding.
 - Machines should be inspected for signs of damage or malfunctioning. This includes looking for signs of sparking. Sparks can cause fires and explosions by the spark hitting airborne dust and oxygen.
 - If dust from a previous job was left, clean it up using a vacuum instead of wiping it off or using a broom. It's better to clean up a small pile of dust than letting it build up and get into the air.
- Report any malfunctioning or damaged machines to your supervisor.
 - The machine should be tagged and taken out of service until such time it has been repaired or replaced.

After machines have passed inspection, employees should do the following:

- Utilize guards and covers that come equipped with woodworking machines.
- Utilize a dust collection system while performing woodwork. Such systems could include manufactured dust collection systems that attach to the tool and suck up dust and debris while the work is performed.
- Work in ventilated areas when performing woodwork.
- Keep the work area clean. This includes both the actual working area and the area around it. Areas that need to be checked and cleaned are:
 - The top and bottom of work surfaces
 - The floor around the work area
 - Elevated surfaces
 - Horizontal surfaces
 - Corners
 - Ducts

- The inside and outside of electrical devices. Due to the size of the wood dust, grains can collect inside of machines by entering through small openings such as vents or doors.

Note: If you do not have access to a vacuum and you have no choice but to sweep the dust up. Consider misting the wood dust with water before attempting to sweep. The water will keep the dust from becoming airborne. Do NOT soak the wood dust.

- After the work has been completed and the area cleaned, air filters should be checked.
 - Air filters should be cleaned and replaced as needed.

Working at Heights

Policy

Whether it's just climbing up a ladder or getting onto a roof top, working at heights is dangerous. Employees who work at heights have the potential to fall or be hurt by falling objects. By practicing the safe work practices presented in this lesson, employees can help minimize their chances of an accident occurring when working at any height.

Safe Work Practices

Before an employee works at any height, they should do the following:

- Ensure that they are wearing the appropriate PPE for the task.
- Inspect all fall harnesses for damage (if applicable). Report damaged harnesses to your supervisor. Do NOT wear damaged fall harnesses.
- Inspect ladders for damage (if applicable). Report damaged ladders to your supervisor. Do NOT use damaged ladders.
- If feasible, inspect guardrails for damage (if applicable). Report damaged guardrails to your supervisor. All guardrails should meet the OSHA standards for guardrails.
- Become familiar with your company's fall rescue plan. If you have questions about the fall rescue plan, ask your supervisor for clarification.

When working at heights, employees should do the following:

- When feasible, employees should move the work to ground level.
- Use the appropriate equipment for the task.
- Use all equipment (boom lifts, scissor lifts, forklift platforms, etc.) in accordance with the manufacturer's instructions.
- Only trained employees should operate boom lifts, scissor lifts, forklifts, etc.
- Maintain three points of contact when using ladders.
- Only use ladders on stable surfaces. Report unstable ladders to your supervisor.
- When feasible, ask a coworker to hold the ladder while you climb or descend the ladder.
- Do NOT carry objects in your arms while climbing ladders.
- Only authorized and trained employees should work at heights that require the use of a fall protection harness.
- Ensure that fall protection harnesses are properly secured to anchor points.
- Ensure openings through which an employee could fall are properly guarded. Report unguarded openings to your supervisor.
- Avoid working on edges when possible.
- Ensure that all tools are properly stored or secured when not in use.
- Immediately clean up spills to prevent slipping. Spilled chemicals should be cleaned up in accordance with the manufacturer's instructions.

Universal Waste Systems

Contractor Safety Program



Universal Waste Systems
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INTRODUCTION

Purpose

Universal Waste Systems (Company) developed the Contactor Safety Program to assure the safety of Company employees and of the public who may be in proximity to maintenance operations, construction, demolition, installation, or service operations performed by Contractors/Vendors or their subcontractors.

When serving in the host capacity, the Company has a responsibility to provide information about hazards, controls, safety and health rules, and emergency procedures to all employers at the workplace, and ensure that safety and health responsibilities are assigned as appropriate to other employers at the workplace.

Application

Each department that coordinates or uses the services of a Contractor to perform maintenance, repairs, installation, renovation or construction-related operations is expected to designate one or more persons to coordinate this program within his or her department. The site Safety representative must also be notified in order to participate in the contractor safety orientation and in the surveillance of their activities. These employee coordinators shall be referred to as Company Project Managers and are expected to assure that the Contractor is:

- Informed of the presence of hazards in or near the work area.
- Informed about Universal Waste Systems' requirements related to vehicle traffic, confined space entry, electrical safety, lockout/tagout, hot work, etc.
- Aware of the Company's expectations regarding safety compliance and the control of worksite hazards.

Scope

This program applies to all Universal Waste Systems facilities and to all work performed by Contractors and Subcontractors.

Universal Waste Systems personnel, for the purposes of this program, are not considered "contractors", "subcontractors" to a General Contractor, "visitors", nor "vendors". Universal Waste Systems personnel shall be trained by Universal Waste Systems staff on facility hazards and controls and will follow Company health and safety programs and policies. If a construction site is established at the facility, Universal Waste Systems personnel shall inform the General Contractor when on site, and observe posted personal protective equipment requirements established by the General Contractor.

Contractors performing building, facilities or equipment-related construction, repair, installation, renovation or maintenance activities shall attend a safety orientation provided by the Company prior to beginning their physical activities.

Vendors and visitors shall sign in and out, at the front office, during every site visit.

The Contractor shall provide the Company Project Manager with emergency contact phone number(s), usable 24 hours a day, for the Contractor's representative. The Contractor bears sole responsibility for the safety of his or her employees. The Contractor is expected to take all steps necessary to protect the safety and health of Company employees, customers and visitors during the performance of their work by establishing, administering and enforcing safety rules that meet the regulatory requirements of the California Occupational Safety and Health Administration (Cal/OSHA). These regulations include, but are not limited to:

- Title 8 of the California Code of Regulations (CCR) Subchapter 7, General Industry Safety Orders,
- Title 8 of the California Code of Regulations (CCR) Subchapter 4, Construction Safety Orders

Each Contractor that coordinates the work of Subcontractors shall assure that they abide by the requirements outlined herein. The Contractor bears sole responsibility for communication of safety-related information and requirements to its' Subcontractors.

GENERAL SITE HAZARDS

1. Heavy Equipment

Contractor employees must be made aware that because of the nature of refuse (trash) and recycling operations, there is a need for the use of heavy equipment at UWS facilities. Heavy equipment used at UWS facilities consists of wheeled loaders, forklifts, aerial lifts, street sweepers and excavators. Contractor employees are to remain clear of all heavy equipment. Contractor employees (pedestrians) must remain at least 15 feet from mobile equipment and remain out of an operator's blind spot(s). In the event that work must be performed in traffic areas, said areas must be coned or barricaded by the Contractor. Additionally, personnel must wear high visibility clothing consisting at minimum of a high visibility safety vest or high visibility safety shirt.

2. Machinery

Operation of UWS facilities requires the use of machinery such as balers, conveyors, screen separators, etc. Contractor personnel must assure that the Facility Project Manager is notified prior to work around such machinery. Contractors performing work on machinery must follow all steps to de-energize equipment, in order to render it safe for maintenance. Lockout/Tagout procedures must be utilized in every case. The Contractor will be required to comply with his Lockout Tagout/Energy Control Program and at minimum with UWS's specific lockout/tagout procedures. If the Contractors program is determined to be insufficient, UWS's Energy Control Program shall be followed.

3. Noise

The facilities operate mobile equipment/heavy equipment and machines that generate noise, making for an environment that may necessitate the need for hearing protection. Clear methods of communication will therefore be necessary for personnel in noisy areas. The Contractor shall be responsible for assuring that PPE is worn, where required, and that his personnel are compliant with the Hearing Conservation standard as it applies.

4. Dust
Refuse and recycling operations generate dust throughout the facility. Dust in the facility has generally been found to be at concentrations below the Cal/OSHA Permissible Exposure Limit. Although this is the case, some individuals may consider the airborne dust to be a nuisance. If so, the Contractor may wish to provide dust masks to his personnel.
5. Site Chemicals
UWS facilities do not maintain any exotic chemical substances, with the possible exception of the Household Hazardous Waste storage areas. Said areas are off limits to Contractor personnel, unless authorized by UWS management and only under direct escort. UWS facilities typically store limited amounts of automotive fluids and compressed gases. Smoking is strictly prohibited within 50 feet of these areas and only allowed in designated areas. Copies of Safety Data Sheets (formerly MSDSs) for site chemicals may be obtained from the facility Environmental Health & Safety Department. SDS binders are accessible in the employee lunch rooms or maintenance areas. It is the Contractor's responsibility to inform his employees of site chemical hazards and their locations. Contractor will be required to provide UWS with Safety Data Sheets for all hazardous substances brought onto UWS owned and/or operated facilities. If deemed necessary by UWS, the Contractor shall be required to submit a Spill Response Plan. The Contractor shall also comply with NFPA and Cal/OSHA storage and handling requirements. Further discussion of site chemical requirements is addressed later in this Contractor Safety Program.
6. Roof Fall Hazards
Although part of a facility's roof structure may be protected by high parapets, the majority of facility roofs are unguarded, contain unguarded skylights and therefore present a fall hazard. Roof access is therefore prohibited unless approved by a Facility Project Manager and Safety representative. If a fall exposure/ hazard exists, it shall be the Contractor's sole responsibility to assess the exposure and to eliminate the exposure, guard against it or provide adequate protection PPE.
7. Confined Spaces
The facility contains a number of both permit-required and non-permit-required confined spaces. Examples of our permit-required confined spaces are fuel & oil tanks or liquid sumps. Examples of non-permit-required spaces are conveyor cleanout pits. Regardless, Contractors are prohibited from entering any facility confined space without the authorization of the Company Safety representative. If a project requires the Contractor to enter a confined space, the Company shall require that the Contractor provide a copy of their confined space entry program and discuss its application in our facility.
8. Vehicle Traffic
Many internal and external areas are exposed to moving vehicle traffic from public and commercial customers, visitors and employees. Any Contractor employee working in an area exposed to vehicular traffic shall be required to

wear high visibility clothing, such as a safety vest. Individuals working in direct proximity to vehicular traffic shall be required to wear Class 2 or greater safety attire. Contractor employees shall remain visible to traffic around them at all times and by assuring eye contact with area drivers. Contractors may also be required to provide traffic spotters and traffic barriers, if working in close proximity to vehicular traffic.

GENERAL SAFETY POLICIES

In addition to conforming to the safety rules and regulations of governmental authorities having jurisdiction over Contractor activities, the Contractor will at minimum take the following precautionary measures.

1. No one shall report to work while under the influence of drugs or alcohol.
2. No one shall consume alcohol or drugs at any time during the work day.
3. Possession or storage of drugs or alcohol on UWS facilities is prohibited.
4. Hardhats, safety glasses and high visibility clothing shall be worn by contract workers and visitors while on active work sites. Contractors working at night or in low light environments where exposed to vehicular traffic, shall be required to wear at minimum Class 2 safety vests or equivalent clothing.
5. Site workers shall also wear full length pants, shirts with sleeves (T-shirts OK) and hard soled work boots.
6. The use, possession or storage of weapons such as firearms, is prohibited while on a UWS facility.
7. All injuries and accidents must be reported immediately to UWS personnel.
8. Fighting, assaulting, threatening or otherwise endangering any employee, customer or any other member of the public shall not be permitted.
9. No one shall engage in horseplay or any form of disruptive conduct, at any time while on site.
10. Contractors must observe all traffic laws and posted site speed limits.
11. Contractors must comply with all applicable Department of Transportation regulations, where required.
12. Vehicles, equipment or machinery must be inspected each day, prior to its use or more frequently, if deemed necessary, to assure its safe operation.
13. Equipment must not be operated in a careless or unsafe manner.
14. Contractors shall only allow smoking in UWS designated areas.

15. Defective or unsafe equipment must be taken out of service immediately.
16. No one shall use UWS property without proper authorization, including permitting unauthorized personnel to operate or board a UWS vehicle.
17. Being alert at all times is crucial to personal safety, therefore, no one shall be permitted to sleep or doze while operating equipment or machinery, or while in an active operational area of the facility.
18. Salvaging or personal acquisition of material intended for disposal or recycling by UWS or by a customer is prohibited.
19. Wearing electronic earbuds or head phones from any radio, phone, game unit or entertainment device while performing work is prohibited.

These rules are not all inclusive. Contractors who engage in any type of conduct which may be injurious or which may interfere with the efficient operation of business shall be subject to a stop order.

CONTRACTOR SITE REQUIREMENTS

Nothing in this section shall preclude the Contractor from complying with the more stringent requirements of the applicable federal, state, county, and industry standards, rules, and regulations.

Worksite Access

The Contractor shall establish controls to restrict unauthorized access to the work zone and ensure that requirements for entry are clearly posted at all access points. Signs should clearly indicate required personal protective equipment that must be worn in the restricted area. The use of high visibility safety cones, delineators and caution/danger tape may also be used to define a work area.

Emergency Notification

In the event of a facility emergency, Universal Waste Systems will use several information delivery methods to reach personnel. Individuals may be notified to evacuate via the sounding of the facility fire alarm system. Verbal emergency information will be communicated via the facility phone intercom system, the facility radio communication system and verbal commands from facility supervisors and lead personnel. Contractors that are notified by UWS of a facility emergency shall follow the Company's instructions and communicate them to their employees and subcontractors.

Control of Dust, Vapors or other Fugitive Emissions

The Contractor shall take all reasonable precautions necessary to control fugitive emissions from the job site. Fugitive emissions include, but are not limited to nuisance dust, chemical odors, vapors and gases.

Fugitive dust at our facility not only creates housekeeping issues and potential health concerns, but also create potential storm water pollutants that are addressed in another section of this Contractor Safety Program. Regardless, any Contractor performing

activities that may generate dust, shall take appropriate steps to control said dust and confine it safely to a small area. Settled dust shall be collected and disposed of properly on a daily basis. Any dust which is potentially hazardous shall be managed according to Cal/OSHA standards. Disposal of hazardous dust shall be performed by the Contractor according to DTSC, EPA and DOT standards.

Where the product(s) or material(s) to be used by the Contractor has a permissible exposure limit (PEL) established by Cal/OSHA and where Company employees or the public may be exposed to the product or material, the Contractor shall take all reasonable steps to maintain exposures below the PEL. In instances where it is anticipated that the PEL could be exceeded or when building occupants report objectionable concentrations of air contaminants or possible health effects from said exposure, the Contractor shall cease operations and monitor, or shall contract to have monitored, these work areas and/or building exposure conditions. Under these circumstances, monitoring shall occur, at a minimum, at the start of work, until it can be proven that the emissions are below the PEL or until any building occupant concerns are resolved to the Company's satisfaction. If feasible control measures are not practicable to maintain exposures below the PEL, the Contractor shall restrict access to all areas where exposures exceed the PEL to authorized personnel only. Copies of this air monitoring data shall be provided to the Company Safety representative upon request.

Storm Water Management

Universal Waste Systems maintains a very aggressive Storm Water Pollution Prevention Plan (SWPPP). The Contractor shall therefore take all necessary steps to prevent contaminants from their job site or activities, from entering our storm water system. Contractors shall notify the Universal Waste Systems Safety department prior to commencing in any land-disturbing activities or other activities that could deposit contaminants on the exterior grounds of the facility. A land-disturbing activity or construction activity has the potential to generate storm water pollutants, including sediment deposition, during a runoff producing rain event. Universal Waste Systems strictly prohibits the disposal of chemicals and solid waste into storm sewer systems at any time. No liquids or solid materials shall be discharged into the storm water drain system. Materials from land-disturbing activities or construction activities that could potentially enter the storm water drain system during rain events include, but are not limited to, the following:

<ul style="list-style-type: none"> • Gasoline • Diesel fuel • Antifreeze/coolants • Paints • Oils • Concrete 	<ul style="list-style-type: none"> • Waste water • Grass, leaves or groundcover • Trash • Fertilizer • Pesticides • Soils
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Any evidence of a non-storm water discharge entering the storm sewer system shall be immediately reported to the Safety department or Operations department.

Accidental Spills and Releases

In the event of an accidental release or spill of chemicals or other hazardous materials by the Contractor, the Contractor shall:

- Immediately take action as appropriate to contain the spill if this action can be taken without jeopardizing the health or safety of employees,
- Notify the Company (UWS), fire department, or other entities as needed or required,
- Contact the Company Project Manager immediately.

All Company costs associated with responding to or remediation of a chemical or hazardous material spill or release may be assessed to the Contractor.

The following phone numbers may be used in the event of an emergency during normal working hours:

Responder	Phone Number
Santa Fe Springs Fire Department	911
Santa Fe Springs Police Department	911
UWS EHS Manager (Luis Elvir)	323-836-3485
UWS Operations Manager (Gabe Chavez)	626-905-4658
UWS Maintenance Manager (Michael Castaneda)	626-629-6356
UWS EHS Director (Mario Quezada)	310-383-3678

Fire Protection and Suppression Systems

The Contractor shall not conduct any work that disables or alters the functionality or technical specifications of fire protection and suppression systems without prior approval of the Company Project Manager and the Safety Department. The Safety department must also be notified and will secure any external approvals, as required. These systems include, but are not limited to, fire alarm panels, exit signs and emergency lighting, sprinkler and other suppression systems, heat and smoke detection, fire hydrants, fire department access, smoke hatches, pull stations and fusible links.

In the event of a fire related emergency, the Contractor may use facility fire suppression equipment, such as facility fire extinguishers. It is therefore recommended that contractor personnel make themselves familiar with the location of fire extinguishers in the vicinity of their work area. This permission does not absolve the Contractor from the responsibility to provide primary fire suppression equipment for any activities where a fire risk may be present. If a Company fire extinguisher is used, discharged or damaged by the Contractor, the Contractor must immediately report the incident to the Company Project Manager and to the Safety Department. The spent or damaged extinguisher must also be presented to the Company for its immediate replacement.

Means of Egress

The Contractor shall not conduct work or operations that obstruct exits or the means of egress from an occupied building without the prior approval of the Safety Department and the Company Project Manager. Equipment and materials are not to be stored in

exits or exit stairwells at any time, and may not be stored in the means of egress without prior approval. Fire-rated doors shall not be chocked or blocked open except temporarily and while constantly supervised. Such chocks/blocks must be immediately removed in the event of a building fire alarm or similar emergency.

Building Alarms and Evacuation

In the event of a fire, sound the alarm via a facility pull station and/or notify other building occupants immediately. Contractor personnel shall respond appropriately to all alarms by exiting the building immediately and gathering at the assembly area on the lawn of the northeast corner of the facility (by the main entrance gate). The Contractor shall then have the responsibility of performing a head count for his/her personnel and subcontractor personnel. Missing personnel shall be reported to the Company and to emergency responders.

Signs

The Contractor shall abide by the requirements of any sign posted in and around the facility that requires the use of specific personal protective equipment, that restricts access to qualified or authorized persons only, or that establishes other requirements for entry. Unless otherwise specified, restricted access to qualified or authorized personnel, shall refer to UWS employees.

Compressed Gases

Compressed gases shall be stored and used in accordance with Cal/OSHA requirements. Compressed gas cylinders and their associated equipment shall also be inspected prior to each use. The use of leaking or otherwise faulty equipment shall be prohibited. Cal/OSHA storage requirements shall be adhered to for flammables and oxidizers that are not in use.

Company Equipment

Contractors shall provide all necessary equipment to perform and complete their project. If a Contractor has a need to use specialized equipment owned by Universal Waste Systems, such as powered industrial trucks, aerial lifts, etc, the Contractor must request permission to do so by notifying the Company Project Manager and the Safety department. Only after receiving express permission from the Company Project Manager and the Safety representative, may the Contractor use the UWS equipment. The Contractor is responsible for assuring his or her employee has been trained and certified (if required) to use such equipment. The Contractor accepts sole responsibility for the safe operation and proper maintenance of the equipment for the duration of use. The Contractor's employee shall be required to perform pre and post use inspections of the equipment. Any safety deficiencies must be reported right away and the equipment not used. Where a Universal Waste Systems employee needs to use specialized equipment owned by the Contractor, the Contractor may only allow the UWS employee to use it after confirming with the Company Project Manager and Safety representative that it is agreeable to do so and that the employee is trained to use the equipment safely.

Roof Access

If work will be conducted on the roof of a building or carport, the Contractor and the Company Project Manager shall coordinate access with consent from the Safety representative. If the Contractor's employees or subcontractors will require access to any portions of the roof that present a fall hazard due to, but not limited to:

- Unguarded floor openings, such as unguarded skylights
- Unguarded roof edges, such as a parapet below 42 inches

The Contractor shall then be required to provide fall protection equipment/devices to its personnel. The Contractor shall comply with Cal/OSHA fall protection requirements. The Contractor shall be required to notify the Company Project Manager before attempting any roof access.

Fall Protection Systems

The Company Project Manager shall inform the Contractor of any fall protection system installed in the work area, or of the absence of such systems so that temporary controls may be considered. Anchor points installed on Company properties may be used only for the purpose and manner for which they were designed (i.e. personal fall arrest or restraint). The Contractor must inspect any fall protection system prior to its use and provide personal fall protection devices to its personnel.

First Aid Services

The Contractor shall make all arrangements necessary to assure adequate first aid/CPR response to our facility. The Santa Fe Springs Fire Department will provide emergency medical response to construction projects, however, UWS cannot guarantee a minimum response time and may not be named in lieu of the Contractor providing adequately trained first aid/CPR personnel on site.

Sharps Hazards

The site Household Hazardous Waste (HHW) area or MRF Lead Office may contain sharps waste, such as used hypodermic syringes, from the general public. Abandoned Sharps are collected by lead personnel and stored in closed sharps containers located within the HHW area or Lead Office. Said containers are normally red in color and are clearly labeled as containing sharps waste. Incidental sharps may also appear from time to time in the recyclable materials or solid waste stored and processed in the facility. When incidental sharps are discovered, they are temporarily stored in sharps containers on the sortlines and transfer station floor. Any Contractor having the need to work in an area where sharps are stored shall make their personnel aware of these containers and inform them that they are not to be opened, moved or otherwise handled. If there is a need to move said containers, the Contractor shall notify the Company Project Manager so that the containers can be moved by Company personnel. Additionally, if the Contractor discovers any loose sharps in any work area, they are not to be handled and must be reported immediately to any Company supervisor for safe removal by Company personnel.

Chemical Hazards

The Contractor shall maintain, on-site, Safety Data Sheets (SDSs formally known as MSDSs) for all chemicals used or stored at the job site as required by CalOSHA regulations. The Contractor shall provide copies of SDSs to the Company Project Manager and Safety department upon request.

Chemicals are used routinely on site by the Company. Given the number of chemicals used on site, it is impractical to provide the Contractor with a copy of all SDSs, nevertheless, if the Contractor plans to work in an area where a chemical product is present and would like more information regarding that product, a request can be made for the SDS from the Company Project Manager or from the Safety representative. Additionally, SDSs are required to be maintained and to be accessible to employees in

each work area, and SDSs for all chemicals may be obtained from the Safety representative or by looking at the SDS binders located in the maintenance shop, employee lunch rooms and the Safety office. Chemical use and/or storage is routine in, but is not limited to, the maintenance shop area, transfer station outdoor lube area and Haz-Mat storage area, janitors closets by the employee lunchroom and in the main office, in the MRF and in the office storage, and the CNG fueling area.

NOTE: Since chemicals in the HHW area are considered a hazardous waste, they are exempt from the SDS requirement. Nevertheless, information regarding hazardous waste stored in the HHW can be obtained from the Safety Department and from the hazardous waste labels on each shipping container, as well as from hazardous waste manifests.

When work will be performed in areas with chemical hazards, the Company Project Coordinator shall inform the Contractor of the following:

- Known hazards and any required safety procedures that must be followed in the Contractor's work area.
- Methods for obtaining access to Safety Data Sheets (SDS) for hazardous chemicals present in the Contractor's work area.
- Emergency procedures that the Contractor is to follow in the event of accidental exposures or releases of hazardous chemicals.

The Contractor shall also make himself/herself familiar with the closest locations of emergency showers, eyewash stations and fire extinguishers.

Confined Spaces

When the Company arranges to have a Contractor perform work that involves entry into a confined space, the Company Project Manager shall:

- Inform the Contractor that the workplace contains confined spaces and that entry is allowed only through compliance, at a minimum, with a confined space program meeting Cal/OSHA requirements.
- Inform the Contractor of the elements, including the hazard(s) identified and the Company's experience with the space.
- Inform the Contractor of any precautions or procedures that the Company has implemented for the protection of Company employees in or near confined spaces where contractor personnel will be working.
- Notify the Safety representative when Contractor and Company personnel will be working in or near confined spaces so entry precautions and procedures are coordinated.
- Debrief the Contractor at the conclusion of the entry operations regarding any hazards confronted or created in confined spaces during entry operations.
- Provide a copy of Universal Waste Systems' Confined Space Entry Program to the Contractor upon request.

Each Contractor who is retained to perform work that will require permit-required confined space entry operations shall:

- Provide at least 24-hours advance notice to the Company Project Manager.

- Coordinate entry operations with the Company Project Manager and Safety representative when both the Contractor and Company personnel will be working in or near confined spaces;
- Provide the Company Project Manager and Safety representative with a copy of the confined space entry program that the Contractor will follow;
- Inform the Company Project Manager of any hazards confronted or created in confined spaces during entry operations;
- Inform the Company Project Manager in writing of the rescue services/team they will be using during permit entry; and,
- Provide a copy of the canceled permit(s) to the Company Project Manager and Safety representative upon request.

The Contractor shall not depend solely on Company provided data in assessing whether a confined space is permit required. The Contractor must perform its own assessment and air monitoring to make an educated determination.

Hazardous Waste

The Contractor shall assure that all hazardous chemicals or hazardous materials are handled and disposed of in accordance with federal and state regulations. All “hazardous” and “universal” waste shall be handled following applicable Federal and State waste regulations, including the use of secondary containment and the availability of sufficient spill supplies.

The Contractor should also be aware that the Company maintains its own hazardous waste in the Maintenance area, HHW storage area and temporarily in the MRF. Should the contractor need to work in any areas where Company hazardous waste is stored, the Contractor must inform the Company Project Manager in order to coordinate activities around said waste. The Contractor shall not be allowed to move any Company hazardous waste containers. Lastly, the Contractor is responsible for his/her own hazardous waste generated on the project and shall not deposit Contractor hazardous waste in Company hazardous waste containers.

Electrical Safety

If the Contractor will be performing work that involves existing electrical systems and/or electrical equipment, the Contractor, the Company Project Manager and a Company qualified electrical maintenance employee will meet to discuss the project. When a pre-job site walkthrough is conducted, the Contractor shall ensure that an electrical qualified person has established the approach boundaries for exposed energized electrical components and that unqualified personnel do not cross these boundaries.

Prior to commencing the electrical project, the Company Project Manager shall:

- Coordinate access to the worksite, work scheduling, pre-planning for outages, and safety requirements between the Contractor and Company personnel, where appropriate.
- Provide the Contractor with a copy of the UWS Electrical Safety and NFPA 70E Arc Flash Safety Program.
- Obtain a copy of the Contractor’s electrical safety program.

- Obtain written verification of the Contractor's qualified electrical employee(s), if requested.

NOTE: All contractor electrical work must be performed when equipment is de-energized and locked out. In the event that electrical work over 50 volts must be performed to diagnose an issue, live work will be allowed by a qualified electrical individual ONLY. The Contractor shall then perform live diagnostic work following both OSHA regulations, as well as NFPA 70E arc flash safety requirements. The Contractor shall allow the Company Project Manager or Safety representative the opportunity to review an electrical permit prior to commencing live work.

Each Contractor who is retained to perform work that will involve work on or near energized and exposed electrical systems of equipment greater than 50 volts shall:

- Coordinate all work activities with the Company Project Manager prior to starting work.
- Ensure the approach boundaries for energized electrical equipment are established and that the area is restricted to authorized personnel only.
- Coordinate requests for shutdown of existing electrical systems in occupied buildings with the Company Project Manager by providing at least two weeks' notice so that arrangements can be made for temporary power, if necessary, and departments can make arrangements to be without power for the defined period of time.

Lockout/Tagout

If Company employees will be present on the Contractor's worksite and employees of either Universal Waste Systems and/or the Contractor will be performing work that requires the use of lockout/tagout devices, the following requirements shall apply:

The Company Project Manager shall:

- Inform the Contractor of Universal Waste Systems' lockout/tagout procedures and provide a copy of Universal Waste Systems' Lockout/Tagout Program upon request. Most lockout/tagout procedures are posted on electrical equipment.
- Inform any Company personnel present at the project site of energy control procedures that are to be followed.
 - The Project Manager will coordinate with the Safety representative to assure that Company personnel understand the energy control procedures that are to be followed on the project site.

The Contractor shall:

- Provide a copy of their Lockout/Tagout Program to the Company upon request.
- Assure that its personnel understand the energy control procedures that are to be followed on the project site.

The Contractor shall assure that its personnel de-energize all equipment to be worked on and that lockout-tagout devices are applied to prevent the accidental application of energy to any devices being serviced. There shall be no exceptions to this procedure.

Hot Work

Contractors performing hot work, such as welding, oxy-acetylene cutting, plasma cutting, pipe soldering, torch applied roofing or metal grinding, shall inform the Company Project Manager of such work. The Contractor shall follow the UWS Hotwork Safety Program and obtain a Hotwork Permit prior to performing any hotwork activities in the facility. A copy of the canceled permit(s) shall be provided to the Company Safety representative at the end of each shift.

Personal Protective Equipment (PPE)

Contractors shall be required to assure that their employees comply with the basic PPE requirements as detailed in the General Safety Policies section of this plan.

Equipment Storage

Contractors shall store tools, supplies, materials and vehicles in a safe and orderly manner. Storage shall be performed in a manner that will not impede pedestrian or vehicle traffic. Any stacked materials shall be placed in such a manner to prevent them from toppling over.

Sanitation

The Company provides bathroom facilities to its employees and visitors at several locations throughout the facility. Contractors with small on site employee counts may use these facilities as long as it does not create a sanitation issue within those bathroom facilities due to contaminants or due to overuse. In the event that the Company determines that the use of its bathroom facilities is not adequate for Contractor use, the Contractor shall then be responsible for providing temporary bathroom facilities for its employees, at the Contractor's expense.

Insurance Requirements

The Contractor shall maintain appropriate insurance, including, but not limited to general liability, auto liability and workers compensation insurance, as determined to be applicable by the Company. Verification of insurance via a certificate of insurance shall be coordinated with the Company Safety representative, who may be reached at (562) 205-4993, prior to the start of work.

Typical insurance requirements are the following:

- The Named Insured wording must be the name of the company or entity that Universal Waste Systems, its affiliates and subsidiaries conducts business with. List DBAs if necessary. In your case, you must list **Universal Waste Systems, Inc.**
- **Name Universal Waste Systems, Inc., its affiliates and subsidiaries as Additional Insured.**
- **Waiver of subrogation endorsement** must apply with respect to Workers Compensation, (i.e., certificate should state that subrogation rights are waived with respect to worker's compensation).
- **30-day** cancellation notice is required.
- Required limits are:

___ General Liability- \$1,000,000

- ___ Automobile Liability- \$1,000,000
- ___ Workers Compensation- Statutory
- ___ Employer Liability- \$1,000,000
- ___ Property Insurance
- ___ Pollution Liability Insurance/Environmental Impairment- \$5,000,000

Certificate holder section should state:

Universal Waste Systems, Inc., its affiliates and subsidiaries

Worksite Inspections

Work site inspections may be conducted by the Safety representative or other designated Company personnel. These inspections are conducted solely for the benefit of the Company, and shall not relieve the contractor of responsibility for enforcement of, and compliance with Cal/OSHA regulations.

In the event that work site conditions exist that potentially impact the safety of Company employees or the public, the Company inspector shall issue a verbal or written warning to the Contractor and shall notify the Company Project Manager. If the unsafe conditions cannot be immediately corrected and represent a danger or have the potential to harm Company employees or the public, then the Company inspector will:

- Assure that other Company personnel or the public present onsite, are warned to avoid the area of the hazardous condition.
- Detail the safety deficiencies that were noted, and explain the potential impact upon Company employees or the public.
- Require that the Company Project Manager have the Contractor either stop work or implement measures to isolate the hazardous condition until the unsafe condition can be mitigated.

A formal written report of the deficiency(s) may be issued to the Contractor. This report shall be copied to the Company Project Manager.

In the event that work site conditions exist that present an imminent danger to life or health for the Contractors personnel, the Safety representative may order the cessation of hazardous activity until the danger from such a condition is abated or adequate measures have been taken. The Contractor shall take prompt action to correct the hazardous condition.

UWS

CONTRACTOR'S SAFETY DECLARATION

As the duly authorized and designated representative and agent of (Contractor company name) _____, hereinafter called the "Contractor", I hereby certify and agree for myself and on behalf of Contractor that:

- Contractor has received an orientation briefing including, but not limited to site-specific safety rules, incident/injury reporting, emergency procedures and potential hazards in the proposed work area during routine site operations.
- Contractor has received a copy of the UWS Contractor Safety Program and has a full understanding of its requirements.
- Contractor will instruct all of its employees and its subcontractors in the topics covered at the above mentioned orientation, before they are allowed to perform work on-site.
- Contractor is knowledgeable of relevant state and federal safety regulations and will ensure that its employees comply with those regulations, as well as UWS safety rules and policies.
- Contractor will provide required personal protective equipment for its employees and agents working on UWS property or UWS projects.
- Contractor employees are medically qualified to perform their work assignments (including the wearing of personal protective equipment), in accordance with applicable state and federal safety regulations.
- Contractor employees have received safety training appropriate for their job assignments and in accordance with applicable state and federal safety regulations.
- Contractor shall perform regularly scheduled maintenance on owned or leased vehicles and equipment, as per manufacturer recommendations, state and federal regulations. Identified defects will be repaired prior to operation and as defects become apparent during operation. If defects are discovered, the equipment will be taken out of service until repairs are made.
- Contractor will conduct and document tailgate safety meetings in compliance with applicable sections of Cal/OSHA's Construction or General Industry Safety Orders.

- Contractor will report all work related incidents, injuries, property damage and adverse environmental incidents to the Safety representative or Facility Manager immediately.

The terms of this declaration are incorporated into the agreement between Universal Waste Systems and _____.

Contractor's Representative: _____

Date: _____

Universal Waste Systems Representative: _____

Date: _____



Santa Fe Springs Recycling & Transfer Station

HEARING CONSERVATION PROGRAM

Plan Administrator: Mario Quezada

Revised 2022

SANTA FE SPRINGS RECYCLING & TRANSFER STATION

Noise Exposure and Hearing Conservation Program

1. Applicability and Scope

This program is designed to provide procedures to comply with the Cal/OSHA Occupational Exposure to Noise and Hearing Conservation Standard of Title 8 CCR §5095 through §5100. Monitoring indicates that the following categories of compliance are required.

- Exposures in excess of 90 dBA on a time weighted average or over 140 dBA impulsive or impact noise require feasible engineering controls, mandatory hearing protection devices and a hearing conservation program.
- Exposures between 85 dBA and 90 dBA require a hearing conservation program and voluntary use of hearing protection devices.

2. Exposure Monitoring

The following procedures shall govern exposure monitoring.

- 2.1 General Procedures. Noise exposures shall be determined with properly calibrated audio dosimeters worn by a representative employee for a work group or any individual employee. Full shift testing is preferable, although shorter duration testing for specific purposes is allowable as long as reportable data are integrated into a full shift exposure by the instrument or manually.
- 2.2 Extent of Monitoring. Monitoring shall be conducted to obtain representative exposure data for each job classification occupationally exposed to noise and for each unique job or task known to present exposures which may exceed 85 dBA (refer to Table 1).
- 2.3 Recurrent Monitoring. Monitoring shall be repeated whenever a change in production, process or equipment increases noise levels to the extent that more employees may be exposed in excess of the 85 dBA action level or that hearing protective device attenuation may be inadequate to control noise exposure to less than 90 dBA.

2.4 Employee Access to Monitoring Information. Employees monitored shall be provided the opportunity to observe monitoring and shall be provided the results of the testing if exposures exceed the action level.

2.5 Records of results shall be maintained at the following location:
Santa Fe Springs Recycling & Transfer Station Safety Office

3. Implementation of Control Measures

Control measures shall be examined if exposures exceed 90 dBA or if impulse or impact noise exceeds 140 dBA. When feasible, engineered controls shall be installed. Mandatory hearing protection devices shall be used as an interim control during installation of engineered controls or used as supplemental controls if engineered controls fail to reduce exposures to less than 90 dBA. Due to the nature of the waste recycling or transfer activities, it has been determined that most noise sources cannot be feasibly control via engineering.

Although most noise sources could not be eliminated, efforts were made during the design and construction process of the recycling facility to place noise sources, such as equipment motors, in locations as far from employees as possible. Many of the motors and rotating separators were therefore installed at floor level or apart from the sort lines, when possible. An equipment maintenance program is also in place to clean and lubricate equipment components in order to reduce wear and reduce noise.

Mobile equipment is also a focus for reducing noise levels. Forklifts and wheeled loaders are also regularly maintained by on-site mechanics to look for exhaust leaks or other potential contributory noise sources.

Administrative controls are not a feasible alternative because the areas where similar employee groups work, all have similar exposures above the action level or the permissible exposure limit. Administrative controls cannot be used among unlike groups due to work skill levels.

4. Audiometric Testing

Any employee whose noise exposure monitoring or whose job classification's representative exposure monitoring exceeds 85 dBA, shall be provided at not cost to the employee an initial baseline and annual audiometric examination. Audiometric testing shall be provided by accredited professionals using approved and calibrated equipment. A non-exposed period of 14 hours or more shall be assured prior to any audiometric testing.

4.1 Baseline Audiogram

A new employee or previously untested employee who is exposed above the action level (85 dBA) will be provided an audiogram within 6 months of the employee's first exposure in excess of 85 dBA.

4.2 Annual Audiometric Retesting

Annual re-testing shall be provided to any employee whose exposures exceed the action level.

4.3 Determination and Reporting of Hearing Threshold Shifts

Once the baseline is established, each annual audiometric test shall be examined to determine whether a 10 dBA reduction from baseline in hearing threshold is detectable in either ear in the 2,000, 3,000 or 4,000 Hertz frequencies. The numerical shift in hearing threshold shall then be age adjusted using the Table in Appendix F of the Standard. If this adjusted shift exceeds 10 dBA and is verified, by re-testing and/or other inquiry, for example health status, the following actions shall occur:

- The employee shall be notified in writing within 21 days of the final determination.
- An employee not using hearing protectors shall be required to use these devices.
- An employee already using hearing protection shall be provided and required to wear devices with more noise attenuation capability.
- The case shall be entered as an occupational illness on the OSHA 300 Log

5. Hearing Protective Devices

Employees shall be provided hearing protection devices at no cost and be required to use them in areas posted (usually those areas known to exceed 90 dBA which are posted as "Hearing Protection Required" and during other tasks known to produce high noise exposures. Any employee whose noise exposure is at 85 dBA or above will be provided and advised to use hearing protection devices.

5.1 Hearing Protection Devices

Hearing Protectors shall be available in several different styles and brands which meet the attenuation requirement (sound level reduction) needed. Employee selection can be based on personal preference, comfort or level of protection in excess of the minimum requirement desired.

5.2 Replacement, Cleaning and Sanitation

A supply of disposable protectors shall be available. Reusable hearing protectors shall be replaced at no cost to the employee if lost or damaged. Sanitizing supplies are typically not required for disposable protectors.

5.3 Fitting and Training

Employees shall be fitted and trained to use hearing protection devices upon first use and annually thereafter as part of employee hearing conservation training.

6. Employee Information and Training

Training and information shall be provided to employees who are exposed to noise at or above 85 dBA action level, initially and annually thereafter. Covered employees must participate in the training program.

6.1 Content of Training

The training program includes the following topics:

- The effects of noise on hearing
- The purpose of hearing protectors, the advantages, disadvantages, and attenuation of various types
- Instructions on selection, fitting, use and care of hearing protectors
- The purpose of audiometric testing, and an explanation of the test procedures

Records of the training program content and trainees shall be maintained using a safety training roster. Such records

shall be maintained as part of the employees' safety training records and maintained for at least 3 years.

6.2 Employee Information

Employees are provided access to certain information in the manner set forth in the standard.

- **Copy of the Noise Exposure Standard.** A copy of the standard will be made available to employees upon request. A copy of the standard is also posted within the safety program binder or posted in the employee lunch room.
- **Opportunity to observe noise measurements.** Employees may observe any measurement of employee noise exposure.
- **Notification of exposure at or over 85 dBA.** Each employee exposed at or over 85 dBA will be notified of this finding.
- **Notification standard threshold shift.** Each employee who has experienced a verified standard threshold shift in audiometric testing will be notified in writing within 21 days of the determination.
- **Referral to company medical consultant.** As hearing loss cases are potentially covered under Worker's Compensation, audiometric tests which indicate standard threshold shifts will be referred to a medical professional for evaluation.

7. Recordkeeping

The following records associated with the noise standard and hearing conservation program shall be maintained for the period specified:

- (1) Noise exposure monitoring records or audiometric testing records will be stored for at least 30 years past the individual's final date of employment with the company.
- (2) Audiometric tests for each employee must be retained for at least the duration of employment and include:
 - Name and job class of the employee

- Date of the audiogram and examiner's name
- Date of the calibration of the audiometer
- The employee's most recent noise exposure determination.

(3) Employee training records shall be retained for at least three years.

TABLE 1

LOCATION	TASK	RESULTS		HEARING PROTECTION	
		Above AL	Above PEL	Available	Required
<u>MRF</u>					
Santa Fe Springs	Forklift Operators	X	X		X
Santa Fe Springs	Baler Operators	X		X	
Santa Fe Springs	Pre-Sort	X		X	
Santa Fe Springs	Sorters	X		X	
Santa Fe Springs	Paper Line	X		X	
Santa Fe Springs	Loader Operator	<AL		X	
Santa Fe Springs	Maintenance	<AL		X	
<u>TRANSFER STATION</u>					
Santa Fe Springs	Loader Operator	<AL		X	
Santa Fe Springs	Excavator Operator	<AL		X	



HOT WORK SAFETY PROGRAM

HOT WORK SAFETY PROGRAM

This program provides minimum requirements for safe work practices during hot work activities. Hot work activities include welding, cutting, burning and brazing, as well as abrasive operations that may generate sparks. This program is intended to assure compliance with the requirements of state Cal/OSHA and federal OSHA standards for these activities. Instructions are included for completing "Hot Work" permits before such activities begin.

This program applies to operations that can produce ignition sources such as sparks, hot surfaces, or open flames. Contractors must have their own standard operating procedures for hot work activities that comply with OSHA regulations and are at least as protective as this program.

I. DEFINITIONS

Hot Work: Burning, welding, cutting, brazing or other activities capable of producing ignition sources.

Hazardous Area: Locations where flammable or combustible materials are handled or stored.

II. RESPONSIBILITIES

A. Managers and Supervisors

Managers and supervisors are responsible for assuring that all hot work activities are done in a safe manner and in compliance with this program. They will provide initial and annual refresher training on hot work safety procedures and use of hot work permits.

B. All Employees

Employees are responsible for complying with this program and for notifying their supervisor or manager of any questions or unsafe situations involving hot work activities.

Welders are responsible for only performing welding activities, in the specific type of welding to be performed, that they are competent in before they are allowed to perform hot work operations.

III. EQUIPMENT REQUIREMENTS

Welding, burning, cutting and brazing equipment must be chosen for safe application to

the intended work. This includes selection of equipment properly constructed for unusual environmental conditions such as high temperatures or weather conditions that may occur during hot work operations. Examples are:

- Compressed gases, welding rods and filler metals, electrodes and other equipment appropriate to the specific hot work activity;
- ABC-type fire extinguishers;
- First aid kit;
- Welding screens for welding operations;
- Properly labeled compressed gas cylinders;
- Welder's helmet or faceshield with an eyeshade meeting the requirements of Table 1 for the specific activity;
- Leather or heavy duty cloth gloves, and cloth coveralls or long-sleeved shirt and pants, to prevent skin exposure to ultraviolet radiation and metal fumes;
- Steel-toed, leather safety boots with minimum 6-inch high tops.
- Hearing protection (earplugs or muffs), when necessary, such as when grinding metals.

IV. HOT WORK PERMITS

Hot Work Permits must be completed and signed before beginning hot work in all work areas other than those specifically set up and pre-approved by UWS for hot work activities. Such designated hot work areas must have all potentially hazardous conditions removed before hot work begins.

Hot Work permits may be obtained from supervisors, managers or the Safety Department. Hot Work permits are good for a maximum of one work shift and one day only. If hot work is interrupted for more than one hour, a new permit is required before work resumes.

UWS operations Supervisors and Managers and the Safety staff are authorized to sign Hot Work permits. After completion of a hot work activity, the Hot Work permit must be turned into the Safety department to keep on file.

V. OPERATIONAL PROCEDURES

A. Fire Prevention

The immediate work area must be cleared of all flammable and combustible materials, including weeds, trash, paper and debris, before hot work begins. Materials that cannot be removed must be protected with fire resistant covers or wetted. A minimum of 15 feet of clearance should be maintained from combustible materials. Clearances may and should be increased if the potential for contact between combustible material and ignition sources may exist at greater distances.

At least one ABC-type fire extinguisher must be present in the immediate area before hot work begins. Welding and hot work are prohibited where there is any potential for accumulating flammable or combustible atmospheres.

Hot work activities require posting an employee serving as a fire watch, to look for smoldering fires that may be caused by the operation. The fire watch must remain in the immediate area of the hot work for at least 30 minutes after the activity stops, to ensure that no smoldering fires are present.

Where floor openings or cracks exist near hot work activities, these openings must be closed to prevent sparks and hot metal from falling to lower levels and igniting fires. Where closure is impractical, all flammable and combustible materials below the hot work area must be protected with fire resistant covers or wetted and a specific fire watch person must be posted to look for potential fires on the lower level. The fire watch must remain in effect for at least 30 minutes after hot work ends.

The need for welding screens or other fire resistant barriers to be placed around all welding and cutting operations to prevent exposure of nearby personnel to sparks, hot metal and ultraviolet radiation must be reviewed prior to hot work permit issuance.

B. Prohibited Areas

Hot work is prohibited in the presence of flammable or explosive atmospheres, and in areas where large quantities of readily ignitable materials are stored. These materials include chemicals in drums, propane cylinders, and paper or cardboard supplies.

Hot work is prohibited inside confined spaces and on other equipment that involves moving machinery or power sources, until and unless the moving machinery and power sources have been appropriately locked out, isolated, tagged and thoroughly cleaned of any flammable and combustible materials.

Use of electrical equipment is prohibited when employees must stand or work in

puddles or other wet areas.

C. Compressed Gas Cylinders

Compressed gas cylinders will be labeled with their contents and placed in designated storage racks to show whether they are full or empty.

Compressed gases must be shut off as soon as welding, burning and cutting operations are completed. Compressed gases must be transported on cylinder carts, whenever possible. Cylinders must be chained to the cart during movement. Where local ground is too rough to permit the use of cylinder carts, employees will carefully roll one cylinder at a time into place, with the valve cover securely screwed to the top of the cylinder.

All compressed gas cylinders must be kept upright and restrained at all times. Vehicles and heavy equipment are NOT acceptable as tie-off locations to support gas cylinders.

Oxygen regulators must be oil and grease-free and restricted to use with oxygen gas only. All cylinder regulators must be removed and cylinder safety caps must be screwed on as soon as compressed gas use is finished. Cylinder carts must be secured when not in use. Employees are prohibited from storing gas cylinders with the regulators on.

Oxygen and fuel gas cylinders should be stored at least 20 feet apart unless they are separated by a noncombustible barrier at least five feet high with a minimum fire-resistance rating of 30 minutes.

No more than 2000 ft³ of fuel gases may be stored inside any building. Storage of compressed gas cylinders will be in a location protected from extreme weather, vehicle traffic and ignition sources. Smoking is allowed only in designated break areas outside UWS buildings.

D. Equipment Selection and Maintenance

All hoses, electrical cords and electrodes must be neatly stored when not in use.

All welding and cutting equipment will be properly bonded and grounded. Safety Data Sheets for each type of welding rod, filler metal and fusible granular material used should be present in the SDS binder. Containers and packages of welding rod, filler metals and fusible granular materials should be labeled with their metallic composition and appropriate hazard warnings in compliance with state and federal OSHA hazard communication standards.

All equipment used for hot work will be visually inspected for damage and defects before each use. Damaged or defective equipment will be tagged out of service

immediately and must not be used until the faulty parts have been repaired or replaced.

VI. PERSONNEL PROTECTIVE EQUIPMENT AND RESPIRATORS

Forced air or local exhaust ventilation will be used whenever feasible to control toxic or flammable atmospheres generated by welding, cutting, brazing or other hot work activities. Safety glasses or goggles with sideshields are required for employees performing hot work and for other personnel near the hot work area. Welder's eyeshades will be worn by employees performing hot work to protect against ultraviolet radiation and flying metal. Other personnel near the hot work area must also wear welder's eyeshades unless they are protected by welding screens. Eyeshades will be selected in accordance with Table 1.

Employees are prohibited from wearing loose clothing and jewelry, or oil-soaked clothing during hot work activities. Protective clothing consisting of at least leather or cotton work gloves and a long-sleeved cotton shirt and pants will be worn during hot work activities. Leather aprons and jackets may be added to these items. Cotton caps or flame resistant hats should be worn to protect the head, ears and face from UV radiation, sparks and flying metal.

Synthetic clothing is prohibited due to its tendency to melt or cause flash fires when hit by flying sparks and hot metal. Chemical-resistant clothing such as Tyvek, PolyTyvek and Saranex is also prohibited during hot work activities. These materials pose the same fire hazards as other synthetic clothing materials.

VII. CONFINED SPACE ENTRIES

UWS employees are prohibited from performing welding and other hot work inside confined spaces on-site, unless specifically monitored and permitted by the Director of EH&S. A properly trained and equipped outside contractor will be obtained to perform such work. Such contractors must be pre-approved by the UWS Safety Department.

**TABLE 1
EYESHADE REQUIREMENTS FOR WELDER'S HELMETS AND GOGGLES¹**

Welding/Cutting Operations	Electrode Size (inches)	Arc Current	Minimum Protective Shade*
Shielded metal arc welding	< 3/32	< 60	7
	3/32 - 5/32	60 – 160	8
	5/32 - 8/32	160 – 250	10
	> 8/32	250 – 550	11
Gas metal arc and Flux cored arc welding		< 60	7
		60 – 160	10
		160 – 250	10
		250 – 500	10
Gas tungsten arc welding		< 50	8
		50 - 150	8
		150 - 500	10
Air carbon arc cutting	Light	< 500	10
	Heavy	500 - 1000	11
Plasma arc welding		< 20	6
		20 - 100	8
		100 - 400	10
		400 - 800	11
Plasma arc cutting	Light**	< 300	8
	Medium**	300 - 400	9
	Heavy**	400 - 800	10
Torch brazing and torch soldering and carbon arc welding	Brazing		3
	Soldering		2
	Carbon Arc		14

**TABLE 1
EYESHADE REQUIREMENTS FOR WELDER'S HELMETS AND GOGGLES**

Welding/Cutting Operations	Plate Thickness (inches)	Plate Thickness (mm)	Minimum Protective Shade*
Gas Welding			
Light	< 1/8	< 3.2	4
Medium	1/8 - 1/2	3.2 - 12.7	5
Heavy	> 1/2	> 12.7	6
Oxygen Cutting			
Light	< 1	< 25	3
Medium	1 - 6	25 - 150	4
Heavy	> 6	> 150	5

* As a rule of thumb, start with a shade that is too dark to see the weld zone. Then go to a lighter shade that gives sufficient view of the weld zone without going below the minimum protective shade. In oxyfuel gas welding or cutting where the torch produces a high yellow light, it is desirable to use a filter lens that absorbs the yellow or sodium line in the visible light spectrum.

** These values apply where the actual arc is clearly seen. Experience has shown that lighter filters may be used when the arc is hidden by the workpiece.



INJURY & ILLNESS PREVENTION PROGRAM

2025

**Santa Fe Springs Facility
9010 Norwalk Blvd.
Santa Fe Springs, CA 90670**

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I. OVERVIEW

A. PURPOSE

To establish an Injury and Illness Prevention Program to be used to identify, correct and control any hazards or unsafe conditions.

B. REFERENCE

- California Code of Regulations, Title 8, Section 3203.

C. SAFETY POLICY

Accidents are caused, they do not just happen. Therefore, we believe that nearly all accidents are preventable. Accidents destroy manpower and material resources. They are a waste of assets that we cannot afford. Because accidents are both preventable and wasteful, we want all employees to join with us and participate in an aggressive, effective and continuing accident prevention and control program.

To the best of our ability, we provide the best equipment, the safest facilities, and necessary people to accomplish all our tasks safely and economically.

The real power behind production without accidents is personal concern and motivation. We expect each supervisor and every single employee to participate in the program. The prevention of accidents is not someone else's concern, it is our concern and it is your concern. We expect supervisors to provide for the prompt and aggressive investigation of accidents and near misses, to determine their causes. We expect personal and prompt corrective action to be taken after each accident. Further, periodic safety inspections will be made of each work area to determine what corrective actions must be taken to insure a safe and healthful working environment.

Each employee is, to a large degree, directly responsible for, and in control of, his personal safety both on and off the job. To promote the individual safety of each of us and those with whom we come in contact with, rules and regulations must be adhered to.

We expect each employee, from our most senior to our newest trainee, to comply with these regulations at all times. These safety regulations are designed with but one objective in mind, to keep from getting hurt and to avoid hurting others.

The price of accidents and injuries in human suffering and in dollars and cents is high - and rising! It can only be stopped and reduced if everyone knows, accepts and fully carries out accident prevention as his/her own personal responsibility.

D. RESPONSIBILITIES FOR SAFETY AND HEALTH

All employees of the Santa Fe Springs facility are responsible for working safely and maintaining a safe and healthful work environment. Additionally, the Operations Manager, Gabe Chavez, has the responsibility and authority for implementing the provisions of this program with the assistance of the Safety Department.

1. OPERATIONS MANAGER: Gabe Chavez

The Operations Manager's duties include:

- a. Communicate safety program objectives to supervisory personnel.
- b. Providing the necessary facilities, equipment and money.
- c. Directing the implementation of safety programs and policies.
- d. Supporting the efforts of on-site management.
- e. Providing adequate personnel and timely resources to conduct activities safely.
- f. Act as Emergency Coordinator for the facility.
- g. Serve as liaison with public officials.

2. SAFETY DIRECTOR: Mario Quezada

The Safety Manager's duties are to:

- a. Brief the supervisors on their specific responsibilities related to safety.
- b. Promote health and safety programs.
- c. Review completed accident reports.
- d. Review Employee Observations.
- e. Review Tailgate Safety Meetings.
- f. Oversee the monthly Safety Training.
- g. Serve as overall Program Administrator.
- h. Ensure that formal facility inspections are conducted on a monthly basis.
- i. Ensure that Safety Meetings and Training sessions are conducted on a monthly basis.
- j. Maintain the OSHA 300 log and its related workers compensation documentation.

3. SUPERVISORS

- a. Complete Incident and Injury Reports (6 Hour Reports) and submit them to the Safety Department on the day of the accident.
- b. Conduct and document employee observations as necessary.
- c. Conduct and document Safety Meetings.
- d. Enforce Safety Rules and Regulations.
- e. Ensure that employees are provided with personal protective equipment such as hard hats, safety vests, dust masks, ear plugs, safety glasses, gloves, etc.
- f. Maintain working knowledge of all safety programs applicable to your operations.
- g. Notify the Safety Department of any emergency, injury or incident immediately.
- h. Discipline employees for violation of Safety Rules and unsafe acts.
- i. Maintain the facility in an orderly and safe manner.
- j. Maintain tools and equipment in good condition.

4. FACILITY EMPLOYEES

- a. Safely complete on-site tasks outlined by the Supervisors, in a safe manner.
- b. Comply with company, state and federal safety rules, regulations, and guidelines.
- c. Notify the Supervisor or Operations Manager of any unsafe condition, incident or injury immediately.

E. IDENTIFICATION OF WORKPLACE HAZARDS

1. Facility Inspections

- a. Facility Inspections will be conducted on a minimum of once per month using a Self-Inspection Checklist.
- b. All identified hazards will be documented.
- c. A work order or task assignment will be issued to ensure that the hazard is corrected.

2. Employee Observations

- a. Employee observations will be conducted by the Operations Manager and facility supervisors as deemed necessary.
- b. Observations may be informal or may be documented in writing.
- c. Results of observations will be discussed with the observed employee as soon as possible. Both the safe and unsafe items will be reviewed.
- d. Completed Safety Observations will be submitted to the Safety Department.

3. New Matters

The facility Manager will arrange for an inspection and investigation of any new substance, process, procedure, or equipment introduced into the workplace. The facility Manager will also arrange for an inspection and investigation, whenever Santa Fe Springs facility team is made aware of a new or previously unrecognized hazard.

4. Employee Reporting of Hazards

Employees are required to immediately report any unsafe condition or hazard that they discover in the workplace to their supervisor. Employees are encouraged to report unsafe conditions or acts in order to assure a safe work environment for everyone. Reporting safety issues will have no reprisal.

II. COMMUNICATING WITH EMPLOYEES ON SAFETY AND HEALTH ISSUES

A. SAFETY MEETINGS

Safety Meetings will be conducted at least once per month and will be documented by the facility Supervisor or Manager. During these meetings the following items will be discussed:

1. Causes of recent accidents, injuries, or near misses and the methods adopted by the company to prevent similar incidents in the future.
2. Results of recent Self-Inspection Checklists for the month.
3. Any health or safety training issues that need updating.

Safety Meetings will also include training related to a specific safety topic, such as heat illness prevention, driver safety, etc. Tailgate Safety Meetings will be documented. Topics typically covered will be:

1. Safety and health issues specific to that department;
2. Reinforcement of current safe work practices; and
3. The opportunity for employees to bring up any health and safety issues.

B. POSTING

Posters will routinely be placed around the facility and on bulletin boards promoting safety.

C. ANONYMOUS NOTIFICATION PROCEDURES

Employees who wish to inform the company of workplace hazards may also do so anonymously by leaving or mailing an unsigned/unidentified written note with the Safety Department or at their supervisor's office. An anonymous phone call to any member of the management team can also be made. The Safety Department will investigate all such reports in a prompt and thorough manner.

Additionally, any employee who reports a safety concern to the company may do so without the fear of repercussions for raising the safety concern.

D. FACILITY IMPROVEMENT COMMITTEE

If the facility becomes large enough, a Facility Improvement Committee (FIC) may be established to assist management in providing a safe workplace. Committee members will act as the liaison between workers and management. Committee members' will work to ensure a cooperative effort to improve safety in the workplace. Some of their tasks will involve discussing and resolving employee safety concerns, keeping safety awareness at a high level and suggesting procedures to ensure a safe work environment. Other tasks may include reporting incidents, discussing incident reports for trends or problems, and participating in facility inspections to identify hazards.

III. ENFORCEMENT OF THE SAFETY PROGRAM

A. DISCIPLINARY SYSTEM

It is the intent of the Company to operate in a safe, orderly and productive manner. To accomplish these objectives, it has become necessary to establish disciplinary measures for those few individuals who fail to comply with Company or agency safety rules or regulations.

Violation of the Company rules and policies is contrary to the best interest of the Company and its employees. Depending on the severity of the offense, the frequency of unrelated offenses and the employee's overall work performance, the company may elect to implement any level of disciplinary action, up to and including termination. Each infraction is reviewed on a case by case basis and may include disciplinary actions such as verbal warnings, written warnings, suspensions, demotions or terminations. We believe that if employees are conscientious, honest, careful and orderly, the company rules and policies will not pose a hardship to anyone and additionally will result in a safe work environment. All disciplinary measures will be documented.

B. POSITIVE RECOGNITION

Our Safety recognition program is designed to create an incentive for identifying hazards and reducing "unsafe" behavior. This program is centered on teaching our employee's methods to manage risk and to communicate concerns to increase awareness and improve the overall safety of our facility. The program may consist of safety campaigns and employee appreciation events such as food truck meals. We have additional means of recognition for our employees who demonstrate safe work practices such as discretionary awards such as Starbucks cards.

IV. HEALTH & SAFETY TRAINING

Awareness of potential health and safety hazards, as well as knowledge of how to control such hazards, is critical to maintaining a safe and healthful work environment and in preventing injuries and illnesses in the workplace. The Santa Fe Springs facility is committed to instructing all employees in safe and healthful work practices. To achieve this goal, Santa Fe Springs facility will provide training to each employee with regard to general safety procedures and with regard to any hazards or safety procedures specific to that employee's work assignment.

A. WHEN TRAINING OCCURS

Training will be provided as follows:

1. Upon hiring.
2. Whenever an employee is given a new job assignment for which training has not previously been provided.
3. Whenever the Company is made aware of a new or previously unrecognized hazard.
4. Whenever the facility Manager, Safety Manager, or Supervisor believes that additional training is necessary.

5. During the regularly scheduled monthly safety training sessions. Refer to Appendix A for a summary of suggested training and meeting topics.
6. Whenever new substances, processes, procedures are introduced into their work environment that may represent a new hazard.

B. TRAINING OF SUPERVISORS

Supervisors and Managers are trained in the following ways:

1. Safety Meetings: All Managers and supervisors are required to read the materials provided by the Safety Department, understand all of the materials, ask questions if anything is unclear and attend the safety meetings.
2. Safety Training Sessions: Managers and supervisors are required to attend any specialized safety training sessions in person or via phone calls.
3. Refer to Appendix B for a summary of training topics.

C. AREAS OF TRAINING

Employees at the Santa Fe Springs facility will receive initial training covering a variety of topics which are presented in order to provide a new employee with an awareness of facility hazards, safeguards and safety rules and regulations. The Santa Fe Springs facility provides regularly scheduled safety training to cover OSHA required programs such as Hazard Communication, Lockout/Tagout, etc. Additionally, specialized training topics such as lift truck certification, etc. will also be provided to employees as needed.

D. DOCUMENTATION OF TRAINING

Training will be documented for attendees. Supervisors and managers will periodically observe employees to ensure that they are performing their duties in accordance with the training provided to them. All training documentation will be kept in the personnel training files or training binders.

V. ACCIDENT INVESTIGATION

A. COMPANY POLICY

All work related accidents will be investigated in a timely manner. Minor incidents and near misses will be investigated as well as serious accidents. A near miss is an incident which, although not serious in itself, could have resulted in a serious injury or significant property damage. All accidents will be recorded.

B. RESPONSIBILITY FOR ACCIDENT INVESTIGATION

Accidents will be investigated by the employee's immediate Supervisor. If necessary, the Safety Department will assist the supervisor in the initial investigation. The facility Manager and the Safety Department will review all investigations and further investigate the incident if deemed necessary.

C. PROCEDURES FOR INVESTIGATION OF ACCIDENTS

All accidents, whether injury related or not will be investigated by the employee’s supervisor. Said supervisor will complete his initial investigation and report within 24 hours of being made aware of the occurrence. The Appendix D Injury and Illness report (currently the 6 Hour Report) will be submitted to the Safety Department for review and further investigation. Cases involving recordable injuries will be submitted to the workers compensation carrier. All accident records will be filed and will be available for inspection. Refer to Appendix C for accident/exposure investigation procedures.

VI. HAZARD CORRECTION AND PREVENTING REOCCURRENCES

The purpose of an effective Injury and Illness Prevention Program is to take a proactive approach to injury prevention. All incidents are therefore investigated, not to seek to blame an individual but to determine the root cause of the incident and attempt to correct any deficiencies which may lead to another occurrence. If an imminent hazard exists which cannot be immediately abated without endangering employee(s) and/or property, all exposed personnel will be removed from the area except those necessary to correct the existing condition. Safety deficiencies which are identified shall be tracked to completion. All accidents/near misses will be discussed during Safety Meetings in order to further educate employees on site specific situations and to promote safer work habits.

VII. RECORDKEEPING AND POSTING REQUIREMENTS

Records that document the implementation of the IIPP will be maintained by the Safety Manager. The following records will be maintained for the period indicated, at a minimum:

- OSHA Log 300 Forms 5 Years
- Inspection Forms..... 1 Year
- Investigation Forms 1 Year (5 years, Log 300)
- General Training Records Duration of Employment
- Training Records..... 3 Years
- Safety Meeting Rosters 3 Years
- Medical & Exposure Records Employment +30 Years

VIII. INJURY AND ILLNESS PREVENTION PROGRAM REVIEW

The Injury and Illness Prevention Program will be reviewed annually by the Safety Department and local facility Manager. Said managers will verify the effectiveness of each element of the program. Changes will be made as needed and said changes shall be communicated to management and to all affected employees.

IX. EMPLOYEE ACCESS TO THE IIPP

Our employees or their designated representatives have the right to examine and receive a copy of our IIPP. This will be accomplished by providing access in a reasonable time, place and manner but in no event later than five (5) business days after the request for access is received from an employee or designated representative.

- a. Whenever an employee or designated representative requests a copy of the Program, we will provide the requester a printed copy of the Program, unless the employee or designated representative agrees to accept an electronic copy of the Program.
- b. One printed copy of the Program will be provided free of charge. If the employee or designated representative requests additional copies of the Program within one (1) year of the previous request and the program has not been updated, with new information since the prior copy was provided, we may charge reasonable, non-discriminatory reproduction costs for the additional copies

This right and procedure will be communicated to the employees during the new hire orientation process and during periodic safety training. Any copy provided to the employee need not include any of the records of the steps taken to implement and maintain the written IIPP. Where we have distinctly different and separate operations with distinctly separate and different IIPPs, we may limit access to the IIPP applicable to the employee requesting it.

An employee must provide written authorization in order to make someone their "designated representative." The written authorization must include the following:

- The name and signature of the employee authorizing the designated representative.
- The date of the request.
- The name of the designated representative.
- The date upon which the authorization will expire (if less than 1 year).

APPENDIX A

MONTHLY EMPLOYEE SAFETY MEETING AND SAFETY TRAINING MATRIX

Universal Waste Systems

MONTHLY SAFETY MEETING & TRAINING TOPICS

MONTH	TRAINING TOPIC	MEETING TOPIC
JANUARY	CONFINED SPACE AWARENESS	SLIP, TRIP & FALL HAZARDS
FEBRUARY	MATERIAL HANDLING & ERGONOMICS	SAFE LIFTING
MARCH	IIPP REVIEW	HAZARDOUS MATERIALS RECOGNITION
APRIL	HAZARD COMMUNICATION (RIGHT TO KNOW)	CONVEYOR SAFETY
MAY	HEAT STRESS	SAFELY SPOTTING VEHICLES & HEAVY EQUIPMENT
JUNE	FIRE SAFETY (FIRE PREVENTION PLAN)	INJURY/INCIDENT REPORTING
JULY	PERSONAL PROTECTIVE EQUIPMENT	CRITICAL TIPPING FLOOR RULES
AUGUST	ENERGY CONTROL (LOCKOUT/TAGOUT)	HOUSEKEEPING ISSUES
SEPTEMBER	CUPA, SWPPP, SPCC	SAFETY AROUND HEAVY EQUIPMENT, VEHICLES & TS PITS
OCTOBER	HEARING CONSERVATION	SITUATIONAL AWARENESS
NOVEMBER	EXPOSURE CONTROL (BLOODBORNE PATHOGENS)	DRUGS & ALCOHOL
DECEMBER	EMERGENCY RESPONSE (EMERGENCY ACTION PLAN)	WORKPLACE VIOLENCE

Note: The preceding are suggested Safety Meeting topics simply because meetings are meant to be related to site specific safety issues. You may use these topics and relate them to site specific issues, in the event that you do not have a pressing topic that you feel must be covered for the month.

APPENDIX B

MONTHLY SUPERVISOR/MANAGER SAFETY TRAINING MATRIX

UNIVERSAL WASTE SYSTEMS MONTHLY SUPERVISOR/MANAGER SAFETY TRAINING KEY TOPIC MATRIX

MONTH	TOPIC
JANUARY	Confined Space Awareness <ul style="list-style-type: none"> • Overview of the program • Stress that we do not allow our employees to enter permit confined spaces with contaminants. • Discussion of the permit and non-permit required confined spaces on the site.
FEBRUARY	Material Handling & Ergonomics <ul style="list-style-type: none"> • General overview via the outline • Emphasis on the use of equipment rather than manual manipulation
MARCH	IIPP Review <ul style="list-style-type: none"> • Overview of the program • Discussion of everyone's responsibilities
APRIL	Hazard Communication (Right To Know) <ul style="list-style-type: none"> • Overview of the program • Access and maintenance of the SDS binders • Two way contractor involvement. • Controlling the purchase of chemicals
MAY	Heat Stress <ul style="list-style-type: none"> • Overview of the program • Management preventative actions such as water supply, increased breaks, etc. • The importance of heat illness recognition by supervisors. • Dealing with emergencies
JUNE	Fire Safety (Fire Prevention Plan) <ul style="list-style-type: none"> • Overview of the program • Extinguisher use • Hot Work Permits • Discuss how to react to hot loads, pit fires, fires in the pile, etc. • Practice an evacuation

JULY	Personal Protective Equipment <ul style="list-style-type: none"> • Overview of the program • Use and enforcement • Accessibility • Reevaluate PPE/Hazard Assessments
AUGUST	Energy Control (Lockout/Tagout) <ul style="list-style-type: none"> • Overview of the program • Training of authorized employees • Accessibility of lockout supplies • Observations of procedures in action
SEPTEMBER	CUPA, SWPPP, SPCC <ul style="list-style-type: none"> • Overview of each program • Management role in implementing these environmental programs. • Points of emphasis for material storage (haz & non-haz) • Preparing for and reacting to spills.
OCTOBER	Hearing Conservation <ul style="list-style-type: none"> • Overview of the program • Must have more than one type of hearing protection available • Check for proper use
NOVEMBER	Exposure Control (Bloodborne Pathogens) <ul style="list-style-type: none"> • Overview of the program • The importance of stopping the line for a needle stick (get the syringe) • Safely removing suspect items
DECEMBER	Emergency Response (Emergency Action Plan) <ul style="list-style-type: none"> • Overview of the program • Each supervisors role in various emergencies • Who the key employees are that may assist the supervisors

APPENDIX C

ACCIDENT/EXPOSURE INVESTIGATION PROCEDURES

Procedures for investigating workplace accidents and hazardous substance exposures include:

1. Contact the Safety Department and facility Manager immediately;
2. Make sure injured person receives medical treatment as necessary;
3. Safe-guard all other employees;
4. Visit the accident scene as soon as possible;
5. Interview injured workers and witnesses
(Ask the "5 W's": Who, What, When, Where, Why);
6. Examine the workplace for factors associated with the accident/exposure;
7. Determine the root cause of the accident/exposure;
8. Take corrective action to prevent the accident/exposure from recurring;
9. Record the findings and corrective actions taken and document it on the ^ Hour Report; and,
10. Submit the report to the Safety Department for review and further investigation within 24 hours of the occurrence.

*Cases involving recordable injuries will be submitted
to the workers' comp carrier within 24 hours.*

APPENDIX D

ACCIDENT INVESTIGATION REPORT (6 HOUR REPORT)



6 Hour Report

Date of Incident –
Day of Week –
Time of Incident –
Hours on Duty when Incident Occurred –
Location / Address-
Employee Name –
Position –
Date of Hire –
Trainer –
Truck # -
Truck Make-
Truck Model-
Truck Vin #-
Terminal –
Type of Incident (Damage / Crash / Injury) –
Body Part Affected (if Injury) –
Was The Other Party Notified?
Involved Party Name-
Contact Phone # -
Address –

UWS Vehicle Towed YES / NO Property Damage YES / NO Ambulance Called YES / NO

Current Status Of Where We Are In The Claim Status:

Summary of Events:

Root Cause:

Corrective Action Taken:

Planned Retraining:

Instructions Please list your rates in the format provided below so we can ensure they include all city fees and proposed facility per-ton fees. PLEASE ADD ANY OTHER SERVICES AND FEES IN THE SPACES PROVIDED OR ADD MORE ROWS AS NEEDED. If you do not provide a service or fee, leave it blank and shade the corresponding cells so we know it was intentionally left empty. All listed rates should be monthly (for recurring services) or per-occurrence.

Residential Service

Rate Type	Service Component	Facility Component	All-Inclusive Rate
Standard 3-cart (96gal-96gal-96gal)	\$ 12.41	\$ 8.28	\$ 20.69
Senior 3-cart (35gal-35gal-35gal)	\$ 11.17	\$ 7.45	\$ 18.62
Senior 3-cart (upsized 1 to 3 carts to 65 gal)	\$ 11.55	\$ 7.70	\$ 19.24
Other Cart size/configuration			
Residential Manure Bin - 1.5 Cubic yard	\$ 134.84	\$ 47.38	\$ 182.22
Extra Trash Cart	\$ 7.45	\$ 4.97	\$ 12.41
Extra Recycle Cart	\$ 6.70	\$ 4.47	\$ 11.17
Extra Organics Cart	\$ 7.45	\$ 4.97	\$ 12.41
Overloaded Cart Fee*			\$ 25.00
Contaminated Cart Fee*			\$ 25.00
Reactivation Fee			\$ 35.00
Extra Dump - service day			\$ 35.00
Extra Dump - non service day			\$ 50.00

*After 3rd offense only. First and second offense will be warnings.

Additional City Events & Services (Not Defined As "No Cost" in RFP)

Service	Cost	Additional Detail
Downtown Containers	\$15.00	Per Container
Bulky Item Event	\$0.35	Per home per month for one bulky-item event per year
HHW Event	\$0.55	Per home per month for one HHW event per year
Curbside HHW	\$ -	Curbside is not recommended but we can discuss
Other?		

Commercial Service

Rate Type	Service Component	Facility Component	All-Inclusive Rate
Commercial Trash (Black or Grey Container)			
96-gallon 1x week	\$ 83.55	\$ 35.81	\$ 119.36
96-gallon 2x week	\$ 167.10	\$ 71.61	\$ 238.71
96-gallon 3x week	\$ 250.65	\$ 107.42	\$ 358.07
96-gallon 4x week	\$ 334.19	\$ 143.23	\$ 477.42
96-gallon 5x week	\$ 417.74	\$ 179.03	\$ 596.78
96-gallon 6x week	\$ 501.29	\$ 214.84	\$ 716.13
1 yard bin 1x week	\$ 117.27	\$ 50.26	\$ 167.54
1 yard bin 2x week	\$ 222.82	\$ 95.49	\$ 318.32
1 yard bin 3x week	\$ 340.10	\$ 145.76	\$ 485.85
1 yard bin 4x week	\$ 457.37	\$ 196.02	\$ 653.39
1 yard bin 5x week	\$ 574.65	\$ 246.28	\$ 820.92
1 yard bin 6x week	\$ 691.92	\$ 296.54	\$ 988.46
1.5 yard bin 1x week	\$ 139.67	\$ 59.86	\$ 199.53
1.5 yard bin 2x week	\$ 265.38	\$ 113.73	\$ 379.11
1.5 yard bin 3x week	\$ 405.05	\$ 173.59	\$ 578.64
1.5 yard bin 4x week	\$ 544.72	\$ 233.45	\$ 778.17
1.5 yard bin 5x week	\$ 684.39	\$ 293.31	\$ 977.70
1.5 yard bin 6x week	\$ 824.06	\$ 353.17	\$ 1,177.23
2 yard bin 1x week	\$ 147.93	\$ 63.40	\$ 211.34
2 yard bin 2x week	\$ 281.08	\$ 120.46	\$ 401.54
2 yard bin 3x week	\$ 429.01	\$ 183.86	\$ 612.87
2 yard bin 4x week	\$ 576.94	\$ 247.26	\$ 824.21
2 yard bin 5x week	\$ 724.88	\$ 310.66	\$ 1,035.54
2 yard bin 6x week	\$ 872.81	\$ 374.06	\$ 1,246.88
3 yard bin 1x week	\$ 183.39	\$ 78.59	\$ 261.98
3 yard bin 2x week	\$ 271.14	\$ 116.20	\$ 387.34
3 yard bin 3x week	\$ 421.79	\$ 180.77	\$ 602.55
3 yard bin 4x week	\$ 605.17	\$ 259.36	\$ 864.53
3 yard bin 5x week	\$ 788.56	\$ 337.95	\$ 1,126.51
3 yard bin 6x week	\$ 971.94	\$ 416.55	\$ 1,388.49
4 yard bin 1x week	\$ 221.71	\$ 95.02	\$ 316.73
4 yard bin 2x week	\$ 421.25	\$ 180.54	\$ 601.78
4 yard bin 3x week	\$ 642.96	\$ 275.55	\$ 918.51
4 yard bin 4x week	\$ 864.67	\$ 370.57	\$ 1,235.24
4 yard bin 5x week	\$ 1,086.38	\$ 465.59	\$ 1,551.97
4 yard bin 6x week	\$ 1,308.09	\$ 560.61	\$ 1,868.70
5 yard bin 1x week	\$ 260.04	\$ 111.44	\$ 371.48
5 yard bin 2x week	\$ 494.07	\$ 211.74	\$ 705.81
5 yard bin 3x week	\$ 754.10	\$ 323.19	\$ 1,077.29

Residential Service

BID ALTERNATE	Per-Unit Charge to Perform All Residential Billing Services.	\$	1.45
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Commercial - Downtown District (DD) & Other City Facility Services

Rate Type	Service	Facility	All-Inclusive Rate
DD - Organics Generators (48 gal)	\$ 28.32	\$ 9.95	\$ 38.27
DD - All Other Businesses (48 gal)	\$ 28.32	\$ 9.95	\$ 38.27
Power-wash (over quarterly)			\$ 136.00
Gate/Restricted Access (Per mth)			\$ 29.95
Resume Fee/Collection			\$ 35.00
Damaged Cart (negligence)			\$ 85.00
Damaged Bin (negligence)			\$ 350.00
Damaged Lid (negligence)			\$ 125.00
Extra Dump - service day			\$ 52.68
Extra Dump - non service day			\$ 62.68
Commercial Manure Bin			\$ 182.22
Extra Dump - non service day			\$ 62.68

Commercial Service

Rate Type	Service Component	Facility Component	All-Inclusive Rate
Commercial Recycling (Blue Container)			
96-gallon 1x week	\$ 71.04	\$ 24.96	\$ 96.00
96-gallon 2x week	\$ 142.08	\$ 49.92	\$ 192.00
96-gallon 3x week	\$ 213.12	\$ 74.88	\$ 288.00
96-gallon 4x week	\$ 284.16	\$ 99.84	\$ 384.00
96-gallon 5x week	\$ 355.20	\$ 124.80	\$ 480.00
96-gallon 6x week	\$ 426.24	\$ 149.76	\$ 576.00
1 yard bin 1x week	\$ 104.34	\$ 36.66	\$ 141.00
1 yard bin 2x week	\$ 198.25	\$ 69.65	\$ 267.90
1 yard bin 3x week	\$ 302.59	\$ 106.31	\$ 408.90
1 yard bin 4x week	\$ 406.93	\$ 142.97	\$ 549.90
1 yard bin 5x week	\$ 511.27	\$ 179.63	\$ 690.90
1 yard bin 6x week	\$ 615.61	\$ 216.29	\$ 831.90
1.5 yard bin 1x week	\$ 124.32	\$ 43.68	\$ 168.00
1.5 yard bin 2x week	\$ 236.21	\$ 82.99	\$ 319.20
1.5 yard bin 3x week	\$ 360.53	\$ 126.67	\$ 487.20
1.5 yard bin 4x week	\$ 484.85	\$ 170.35	\$ 655.20
1.5 yard bin 5x week	\$ 609.17	\$ 214.03	\$ 823.20
1.5 yard bin 6x week	\$ 733.49	\$ 257.71	\$ 991.20
2 yard bin 1x week	\$ 135.42	\$ 47.58	\$ 183.00
2 yard bin 2x week	\$ 257.30	\$ 90.40	\$ 347.70
2 yard bin 3x week	\$ 392.72	\$ 137.98	\$ 530.70
2 yard bin 4x week	\$ 528.14	\$ 185.56	\$ 713.70
2 yard bin 5x week	\$ 663.56	\$ 233.14	\$ 896.70
2 yard bin 6x week	\$ 798.98	\$ 280.72	\$ 1,079.70
3 yard bin 1x week	\$ 147.26	\$ 51.74	\$ 199.00
3 yard bin 2x week	\$ 279.79	\$ 98.31	\$ 378.10
3 yard bin 3x week	\$ 427.05	\$ 150.05	\$ 577.10
3 yard bin 4x week	\$ 574.31	\$ 201.79	\$ 776.10
3 yard bin 5x week	\$ 721.57	\$ 253.53	\$ 975.10
3 yard bin 6x week	\$ 868.83	\$ 305.27	\$ 1,174.10
4 yard bin 1x week	\$ 169.46	\$ 59.54	\$ 229.00
4 yard bin 2x week	\$ 321.97	\$ 113.13	\$ 435.10
4 yard bin 3x week	\$ 491.43	\$ 172.67	\$ 664.10
4 yard bin 4x week	\$ 660.89	\$ 232.21	\$ 893.10
4 yard bin 5x week	\$ 830.35	\$ 291.75	\$ 1,122.10
4 yard bin 6x week	\$ 999.81	\$ 351.29	\$ 1,351.10
5 yard bin 1x week	\$ 191.66	\$ 67.34	\$ 259.00
5 yard bin 2x week	\$ 364.15	\$ 127.95	\$ 492.10
5 yard bin 3x week	\$ 555.81	\$ 195.29	\$ 751.10

Temporary & Industrial Service

Rate Type	Service Charge	Per-Ton Charge	All-Inclusive Rate
Temporary Bin (3-yard)			\$ 249.97
Temporary Bin (4-yard)			\$ 333.29
Temporary Bin (10-yard)	8 ton max \$ 375.00	\$ 122.75	\$ 1,165.00
Temporary Bin (20-yard)	3 ton max \$ 375.00	\$ 122.75	\$ 671.25
Temporary Bin (30-yard)	4 ton max \$ 375.00	\$ 122.75	\$ 770.00
Temporary Bin (40-yard)	5 ton max \$ 375.00	\$ 122.75	\$ 868.75
Permanent Bin (30-yard)	4 ton max \$ 350.00	\$ 122.75	\$ 745.00
Permanent Bin (40-yard)	5 ton max \$ 350.00	\$ 122.75	\$ 843.75
Compactor Bin (30-yard)	4 ton max \$ 450.00	\$ 122.75	\$ 845.00
Compactor Bin (40-yard)	5 ton max \$ 450.00	\$ 122.75	\$ 943.75

Commercial Service

Rate Type	Service Component	Facility Component	All-Inclusive Rate
Commercial Organics (Green or Brown Container)			
48-gallon 1x week	\$28.32	\$9.95	\$38.27
48-gallon 2x week	\$53.81	\$18.91	\$72.71
48-gallon 3x week	\$82.13	\$28.86	\$110.98
48-gallon 4x week	\$110.45	\$38.81	\$149.25
48-gallon 5x week	\$138.77	\$48.76	\$187.52
48-gallon 6x week	\$167.09	\$58.71	\$225.79
64-gallon 1x week	\$49.80	\$17.50	\$67.30
64-gallon 2x week	\$94.62	\$33.25	\$127.87
64-gallon 3x week	\$144.43	\$50.74	\$195.17
64-gallon 4x week	\$194.23	\$68.24	\$262.47
64-gallon 5x week	\$244.03	\$85.74	\$329.77
64-gallon 6x week	\$293.83	\$103.24	\$397.07
1.5 yard bin 1x week	\$134.84	\$47.38	\$182.22
1.5 yard bin 2x week	\$256.20	\$90.02	\$346.22
1.5 yard bin 3x week	\$391.04	\$137.39	\$528.44
1.5 yard bin 4x week	\$525.89	\$184.77	\$710.66
1.5 yard bin 5x week	\$660.73	\$232.15	\$892.88
1.5 yard bin 6x week	\$795.57	\$279.53	\$1,075.10
2 yard bin 1x week	\$180.06	\$63.27	\$243.33
2 yard bin 2x week	\$342.12	\$120.21	\$462.33
2 yard bin 3x week	\$522.19	\$183.47	\$705.66
2 yard bin 4x week	\$702.25	\$246.74	\$948.99
2 yard bin 5x week	\$882.31	\$310.00	\$1,192.32
2 yard bin 6x week	\$1,062.38	\$373.27	\$1,435.65

Universal Waste Systems Inc. is not providing for any alternative collection system that would require a different rate sheet than what is provided. We have some enhancements to our proposal outlined in the main text, but those services do not affect the rates proposed.



Universal Waste Systems Inc. has reviewed the request to provide separate pricing for residential billing. We have identified the prices as \$1.45 per customer per month for billing services. This price is also a part of our fee proposal.

The fee includes the billing, collection, payment processing, and allotment for uncollectable debt and collection service.

UWS proposes at a minimum the following steps would take place:

- UWS would bill all residential customers on a quarterly basis.
- UWS would need a complete billing file from the cities current billing system to upload into our system.
- UWS would run tests on the data to attempt to avoid billing errors for the first billing.
- UWS would have to notify all customers to update auto pay information, credit card and checking account information, all customers would receive new log in information.
- Customers would need to re-enroll in paperless billing options.

If this is a service the City of Fullerton would like UWS to do, we are more than capable, and we have experience to complete this request.



UWS is prepared at a minimum to offer the following enhancements or

Guarantees to the City and the community:

- UWS will provide portable restrooms to all City events free of charge in addition to providing the waste and recycling collection.
- UWS will provide \$10,000.00 per year in scholarships to local high school students that have an interest in environmental studies and work. This money can be divided into multiple scholarships as can be determined at a later date.
- UWS will have a fully staffed office for customers to visit to learn about recycling, make payments, and inquire on services, in the City of Fullerton.
- UWS will provide compost and mulch to all residents in the City of Fullerton free of charge one time per quarter or 4 times per year.
- UWS will provide unlimited mulch, compost, and wood chips for all City of Fullerton facilities, parks, and City projects.
- UWS will provide a minimum of \$120,000.00 per year to be used for sponsorship, donations to community or school events, City functions, School District Events/ Programs, etc. UWS will provide 2 full time zero waste recycling representative to the City of Fullerton.
- UWS will establish an annual job fair in conjunction with the City of Fullerton to hire local in the City of Fullerton.
- UWS will pay for truck driving school for any residents in the City of Fullerton that want to be part of our team.
- All Fullerton residents that become drivers at UWS will be eligible to receive our full benefits package, including 401K retirement, full benefits for them and their family, an estimated \$100K per year compensation, life insurance, and will be eligible for a \$2,000.00 signing bonus upon receiving their commercial class B license.
- Our UWS team will join and participate in all local clubs, groups, and chambers in the City of Fullerton