

Mammoth Holdings Operating Procedures for Chemical Handling

TO: All Mammoth Holdings Team Members

DATE: May 2022

Operating Procedures for Chemical Handling (Team Members Who Are Authorized to Handle Hazardous Chemicals)

I. POLICY

It is the policy of Mammoth Holdings to protect the health and safety of team members while engaged in the work activities of the Company. It is the intent of the Company to maintain team member's exposures to hazardous chemicals as low as reasonably achievable. All team members who enter any workplace utilizing hazardous chemicals, as defined in this policy, shall comply with the rules and procedures of this policy and make every effort to minimize exposure to all chemicals and other potential health and safety hazards in the workplace. This policy is intended to provide basic guidelines for safe practices; therefore, it cannot be assumed that all necessary warnings and precautionary measures are contained in this document or that other additional information or measures may not be required.

II. SCOPE OF THIS CHEMICAL SAFETY POLICY

The rules and procedures contained in this policy shall apply to all Mammoth Holdings facilities in which there are workplaces that utilize hazardous chemicals.

III. DEFINITIONS

- A. "Hazardous chemical" means a chemical for which there is statistically significant evidence, based on at least one study conducted in accordance with established scientific principles, that acute or chronic health effects may occur in exposed persons or a chemical which is considered a health hazard. For the purpose of this policy, a hazardous chemical is referred to any chemical that fits the definition above plus any and all car wash chemicals.
- B. Chemicals which are considered a "health hazard" include chemicals which are carcinogens, toxic or highly toxic agents, reproductive toxins, irritants, corrosives, sensitizers, hepatotoxins, nephrotoxins, neurotoxins, agents which act on the hematopoietic systems, and agents which damage the lungs, skin, eyes, or mucous membranes.
- C. "Workplace use of hazardous chemicals" means handling or use of such chemicals in which all of the following conditions are met:
 - 1. Chemical manipulations are carried out in a workplace;
 - 2. Multiple chemical procedures and/or chemicals are used;
 - 3. Protective workplace practices and equipment are available and in common use to minimize the potential for team member exposure to hazardous chemicals.
- D. For the purpose of this policy, all Mammoth Holdings locations which are within the scope of the rules and regulations of this policy shall be referred to as "workplaces."
- E. "Select carcinogen" means any substance which meets one of the following criteria:
 - 1. It is regulated by OSHA as a carcinogen;
 - 2. It is listed under the category, "known to be carcinogens," in the Annual Report on Carcinogens published by the National Toxicology Program (NTP) (latest edition);

3. It is listed in either Group 2A or 2B by IARC or under the category, "reasonably anticipated to be carcinogens" by NTP, and causes statistically significant tumor incidence in experimental animals.

IV. CHEMICAL SAFETY RESPONSIBILITIES

- A. The Safety & Compliance Department of Mammoth Holdings is charged with the overall responsibility for chemical safety on all Mammoth Holdings Properties. This includes specific responsibility to perform yearly inspections (and as required or requested) of all chemical workplaces and provide consultation and advice regarding chemical safety rules and procedures.
- B. The Safety & Compliance Department Manager, Regional Safety & Compliance Managers, and Site Managers which oversee chemical workplaces shall be responsible for providing the necessary chemical safety equipment and supplies and ensuring team members comply with the rules and procedures contained in this policy.
- C. Team members utilizing chemical workplaces shall comply with the rules and procedures within this Policy.

V. CHEMICAL SAFETY RULES AND PROCEDURES

- A. Emergency eye and body wash - Each worksite shall be provided with an eyewash and drench shower or a combination eye/body spray wash that is installed within 10 seconds of the chemical worksite.
- B. Fire extinguishers - Each worksite shall be equipped with a dry chemical fire extinguisher that is mounted within 50 to 75 feet of the fire hazard.
- C. Storage - Each chemical workplace shall have adequate, well-ventilated storage space for chemicals with sufficient sturdy shelving to properly segregate chemicals. Approved metal cabinets/shelves shall be provided for the storage of any flammable liquids unless there is a separate approved flammable liquid storage facility or minimal quantities are maintained.
- D. Exits - Two exits should be provided for each chemical worksite/work area.
- E. First aid - A first aid kit for treating simple cuts and burns shall be provided in each chemical workplace.
- F. Housekeeping - The overall facility shall be maintained in an orderly and safe manner as determined by the Safety & Compliance Department Manager, Operations Manager, District Manager, and Site Manager.

VI. ADMINISTRATIVE REQUIREMENTS FOR THOSE TEAM MEMBERS HANDLING CHEMICALS

- A. Team Members Who Are Eligible to Handle Hazardous Chemicals (The "Standard")
 1. Due to the hazards associated with handling hazardous chemicals in our worksites, team members who are allowed to handle hazardous chemicals will be at the Key Holder/Supervisor position or higher (MIT, ASM, SM, or higher). In addition, the team members must also be 18 years of age or older.
 2. Those team members who are eligible to handle hazardous chemicals in the workplace, they must have completed (and documented) all new-hire safety orientation materials plus completed the Company's Safety Training Policies including any and all policies and procedures pertaining to hazardous chemicals before they can handle any hazardous chemicals. **
 3. For those team members who are eligible to handle hazardous chemicals in the workplace, they must be familiar with all PPE, Fire Extinguishers, and Eyewash/drench hose items that provide safety in relation to hazardous chemicals. At any time during the workday, a team member who is handling hazardous chemicals can be questioned on the above items. If he or she is not familiar with listed items, that team member will be required to complete remedial training (and documented) on the items in question before he or she can continue working with hazardous materials.
 4. For those team members who are eligible to handle hazardous chemicals in the workplace, they must always wear required PPE while handling hazardous chemicals. These PPE include eyewear/face shield, chemical gloves, chemical apron, and rubber over-the-shoe boots.
- B. Housekeeping and Maintenance
 1. Work areas shall be kept clean and free from obstructions. Cleanup should follow the completion of any operation or should be performed at the end of each day. Floors should be cleaned regularly.

2. Wastes shall be deposited in appropriate receptacles. Spilled chemicals shall be cleaned up immediately and disposed of properly. Chemical wastes shall be disposed of promptly by using the appropriate procedures. Chemicals that are no longer needed should not accumulate in the worksite.

C. Medical Program and First Aid

1. Mammoth Holdings shall provide all team members who work with hazardous chemicals an opportunity to receive medical attention, including any follow-up examination which the examining physicians determine to be necessary, under the following circumstances:
 - i. Whenever a team member develops signs or symptoms associated with a hazardous chemical to which the team member may have been exposed in the workplace, the team member shall be provided an opportunity to receive any appropriate medical examination.
 - ii. Where exposure monitoring reveals an exposure level routinely above the action level (or in the absence of an action level, the PEL) for an OSHA-regulated substance for which there are exposure monitoring and medical surveillance requirements, medical surveillance shall be established for the affected team members as prescribed by the particular standard.
 - iii. Whenever an event takes place in the work area such as a spill, leak, explosion, or other occurrence resulting in the likelihood of a hazardous exposure, the affected team members shall be provided an opportunity for a medical consultation. Such consultation shall be for the purpose of determining the need for a medical examination.
2. All medical examination and consultations shall be performed by or under the direct supervision of a licensed physician and shall be provided without cost to the team member, without loss of pay and at a reasonable time and place.
3. Information provided to the physician – Mammoth Holdings shall provide the following information to the physician:
 - i. The identity of the hazardous chemical(s) to which the team member may have been exposed.
 - ii. A description of the conditions under which the exposure occurred, including quantitative exposure data, if available.
 - iii. A description of the signs and symptoms of exposure that the team member is experiencing, if any.
 - iv. Any treatment provided to the team member while at the site.
4. Physician's written opinion
For examination or consultation required under this standard, Mammoth Holdings shall obtain a written document or note from the examining physician, which shall include the following:
 - i. Any recommendation for further medical follow-up;
 - ii. The results of the medical examination and any associated tests;
 - iii. Any medical condition which may be revealed in the course of the examination which may place the team member at increased risk as a result of exposure to a hazardous chemical found in the workplace;
 - iv. A statement that the team member has been informed by the physician of the results of the consultation or medical examination and any medical condition that may require further examination or treatment.

The written opinion shall not reveal specific findings of diagnoses unrelated to occupational exposure.

5. First-aid treatment for simple cuts and burns may be administered by the team members at the site with the first aid kit. All other injuries must be referred to the Safety & Compliance Department Manager or the hospital emergency services, depending on the nature of the injury (the Safety & Compliance Department Manager must always be advised of any chemical exposure....where outside medical care is needed or not).

D. Protective Equipment and Apparel

All persons working with chemicals shall use protective equipment and apparel appropriate for the required level of protection from the substances being handled.

E. Signs and Labels

Prominent signs and labels shall be used to:

1. Indicate emergency telephone numbers and emergency procedures, i.e., accidents and spills;
2. Identify contents of containers, including waste receptacles and associated hazards;
3. Indicate location of fire extinguishers, exits, safety eyewash and drench hoses;

4. Prohibit smoking, eating and drinking in the chemical workplace (worksites);
5. Provide warnings at areas or equipment where special or unusual hazards exist.

F. Spills and Accidents.

1. All significant spills and accidents shall be reported to the Safety & Compliance Department Manager immediately after taking the necessary action to secure the safety of all personnel and/or provide first-aid.

G. Training and Information

1. All team members working in chemical worksites shall complete all orientation safety training along with any and all safety policies that relate directly to the handling of hazardous chemicals.
2. A safety data sheet for each hazardous chemical used in the workplace shall be available to the team member using the chemicals.
3. Safety training and education in a chemical workplace should be a regular, continuing activity and not simply a one-time event.

H. Waste Disposal

1. Obsolete, outdated and potentially hazardous materials shall be disposed of by the Safety & Compliance Department Manager's directions.
2. Disposal of hazardous chemicals via the building sanitary sewer system (sinks) is highly restricted by the city and the State/Federal Department of Environmental Quality.

VII. GENERAL SAFETY RULES

- A. Accidents and spills - In case chemicals are splashed in eyes, promptly flush eyes with water for a prolonged period (15 minutes minimal...if irritation or burning persists, continue flushing with water) and seek medical attention. If a chemical is ingested, contact poison control at 800-222-1222 and 911. Be sure to inform the medical staff and poison control center exactly what substances have been ingested. If chemicals come in contact with the skin, promptly flush the affected areas with water and remove any contaminated clothing. If symptoms persist after washing, seek medical attention. All team member incidents will be reported to the Safety & Compliance Department Manager.
- B. Avoidance of Routine Exposure - Develop and encourage safe habits and avoid unnecessary exposure to chemicals by any route. Do not smell or taste chemicals. Inspect PPE before every use.
- C. Choice of Chemical - Use only those chemicals for which the quality of the available ventilation system is appropriate.
- D. Eating, Smoking, etc. - Do not eat, drink, smoke, or apply cosmetics in areas where chemicals are present. Do not store food or beverages in chemistry storage areas or refrigerators. Do not consume food or beverages with glassware and utensils which are also used for chemical operations.
- E. Equipment - Handle all chemical delivery systems with care. Always use required PPE when working with any chemical delivery system.
- F. Exiting - Wash areas of exposed skin thoroughly before leaving the chemical worksite.
- G. Horseplay - Practical jokes or other behavior which might confuse, startle, or distract another chemical worker is prohibited.
- H. Mouth suction - Do not use mouth suction for pipetting or starting a siphon.
- I. Personal Apparel - Confine long hair and loose clothing. Always wear nonslip shoes in the workplace--- over-the-shoe rubber boots should be used to prevent chemical exposure.

VIII. Summary

Only authorized team members shall handle hazardous chemicals in the workplace. Those authorized team members must follow the above set standards specified within this policy. Any deviations from the set standards within this policy shall result in immediate revocation of the team member's authorization to handle hazardous chemicals for Mammoth Holdings. In this event, the team member must review set standards and document/demonstrate the correct procedures for handling hazardous chemicals safely before he or she is allowed to further handle hazardous chemicals. Contact the Safety & Compliance Department Manager for any questions related to this policy.

IX. Program Recap...The "Standard"

- * Team members who are authorized to handle hazardous chemicals in the workplace will be a supervisor/key holder or above (MIT, ASM, SM, etc.) and be at least 18 years of age.
- * Team members who are authorized to handle hazardous chemicals must have also completed all safety orientation training materials as well as any other safety training policies related to handling of hazardous chemicals**.
- * Team members who are authorized to handle hazardous chemicals must be familiar with all PPE items, fire extinguishers, and emergency eyewash/drench hose that provide safety against hazardous chemicals.
- * Team members who are authorized to handle hazardous chemicals must always wear required PPE while handling hazardous chemicals in the workplace.
- * Team members who are authorized to handle hazardous chemicals in the workplace must always comply with the above items. At any time an authorized team member fails to follow any of the above items, he or she will lose the authorization to handle hazardous chemicals.

** Certain aspects of this safety training will be suspended until all safety orientation materials and additional chemical safety materials are presented for Team Members. Until that time, any current chemical safety training materials already in-place are required.

