AWSA Protocol E8

Standard Operating Procedure – Care and Use of First Aid Kit

Objective: to ensure the safe and efficient care, inspection, maintenance, and use of first aid kits at K3 Seeds by all personnel.

Equipment/topics covered: first aid kits, and related emergency response materials and equipment.

Procedure:

1. Inspection and maintenance:
    a. First aid kits shall be inspected annually and after any significant use to ensure all required contents are present, clean, and in usable condition.
    b. Inspect kits for:
        i. Missing supplies.
        ii. Expired products.
        iii. Damaged packaging.
        iv. Contamination.
        v. Moisture or dirt accumulation.
    c. Replace any missing, expired, damaged, or contaminated items immediately.
    d. Ensure first aid kits remain clearly identified, readily accessible, and unobstructed at all times.
    e. Maintain inspection records documenting:
        i. Inspection date.
        ii. Inspector name.
        iii. Deficiencies identified.
        iv. Corrective actions taken.

2. Employee awareness and training:
    a. All employees shall be informed of:
        i. First aid kit locations.
        ii. Emergency contact procedures.
        iii. Designated first aid personnel.
    b. Employees shall immediately report any use of first aid supplies to their supervisor or designated emergency coordinator so kits may be restocked promptly.

3. Use of first aid kits
    a. First aid kits shall only be for treatment of workplace injuries, illnesses, or emergency response situations.
    b. Appropriate personnel protective equipment (PPE) shall be worn when providing first aid involving bodily fluids or chemical exposure.
    c. For serious injuries or chemical exposure incidents:
        i. Contact emergency services (if required).
        ii. Follow SDS emergency instructions.
        iii. Notify management immediately.
    d. All injuries requiring first aid treatment shall be reported according to K3 Seeds' incident reporting procedures.

4. Emergency response:
    a. In the event of a medical emergency:
        i. Assess the scene for hazards prior to providing aid.
        ii. Ensure responder safety first.
        iii. Contact emergency services (where necessary).
    b. If seed treatment chemicals are involved:
        i. Refer to the applicable Safety Data Sheet (SDS).
        ii. Provide SDS information to emergency responders or medical personnel.
    c. Contaminated first aid materials shall be disposed of according to applicable waste handling procedures.

5. Review and revision:
    a. These procedures shall be reviewed annually or whenever operational changes occur.
    b. Seek feedback from employees, first aid attendants, supervisors, and safety personnel shall be considered during procedure reviews.

Note: any deviations from this SOP or unexpected issues encountered during the care and use should be reported to the supervisor or safety officer for further evaluation and resolution. Safety should always be the top priority during maintenance activities.

AWSA Protocol E8

Standard Operating Procedure – Care and Use of Eye Wash Station

Objective: to ensure the safe and efficient care and use of eye wash stations at K3 seeds by all personnel.

Equipment/topics covered: eye wash stations

Procedure:

1. Inspection and maintenance:
    a. Eye wash stations shall be inspected annually to ensure that it is in good working condition, with clear signage indicating its location.
    b. Check for any obstructions or damage to the eye wash station, and repair or replace any defective components.
2. Flushing procedure:
    a. In the event of eye contamination, immediately flush the affected eye(s) with water from the eye wash station. Flushing shall continue for a minimum of 15 minutes or according to SDS recommendations.
    b. Hold the eyelids open with fingers to ensure thorough irritation of the eyes and prevent blinking.
    c. Encourage the individual to move their eyes around during flushing to ensure that all areas of the eye are thoroughly rinsed.
3. Emergency response:
    a. Immediately notify a supervisor or the designated emergency coordinator in the event of an eye injury or exposure requiring the use of the eye wash station.
    b. Provide assistance to the affected individual as needed, ensuring that they receive prompt medical attention if necessary.
    c. Document any incidents involving the use of the eye wash station, including the cause of the injury or exposure and the actions taken to address it.

4. Review and revision:

    a. Regularly review and update these written procedures as needed to incorporate changes in regulations, best practices, or workplace conditions.

    b. Seek feedback from employees and safety personnel to identify areas for improvement in the care and use of eye wash stations.

Note: any deviations from this SOP or unexpected issues encountered during the care and use should be reported to the supervisor or safety officer for further evaluation and resolution. Safety should always be the top priority during maintenance activities.

AWSA Protocol E8

Standard Operating Procedure – Care and Use of Fire Extinguishers

Objective: to ensure the safe and efficient care and use of fire extinguishers at K3 seeds by all personnel.

Equipment/topics covered: fire extinguishers

Procedure:

1. Inspection and maintenance:
    a. Fire extinguishers shall be inspected monthly to ensure that it is fully charged, with the pressure gauge in the green zone indicating readiness for use.
    b. Check for any signs of damage or tampering, such as dents, corrosion, or missing parts, and repair or replace any defective extinguishers immediately.
    c. Ensure that fire extinguisher tamper seals are intact and unbroken.
    d. Fire extinguishers shall remain unobstructed and clearly visible at all times.
2. Types of fire extinguishers and their use:
    a. The different types of fire extinguishers available at K3 Seeds and their intended uses:
        i. Class A: suitable for extinguishing fires involving ordinary combustible materials such as wood, paper, and cloth.
        ii. Class B: designed for extinguishing fires involving flammable liquids and gases such as gasoline, oil, and propane.
        iii. Class C: specifically designed for fires involving energized electrical equipment such as motors, appliances, and wiring.
    b. All fire extinguishers at K3 Seeds are Classes A, B and C.
3. Operation of fire extinguishers:
    a. Follow the "PASS" technique when using a fire extinguisher:
        i. **P**ull the pin: pull the pin at the top of the extinguisher to break the seal and release the locking mechanism.

ii. **A**im low: point the nozzle or hose at the base of the fire, not at the flames themselves.

iii. **S**queeze the handle: squeeze the handle to discharge the extinguishing agent.

iv. **S**weep from side to side: sweep the extinguisher from side to side, covering the base of the fire with the extinguishing agent until the fire is out.

4. Post use procedure:

    a. After using a fire extinguisher, report the incident to the supervisor or emergency coordinator immediately.

    b. Replace or recharge any discharged or partially used fire extinguishers as soon as possible to ensure readiness for future emergencies.

    c. Document the use of fire extinguishers, including the type of fire extinguished and the actions taken, for record-keeping purposes.

5. Review and revision:

    a. Regularly review and update these written procedures as needed to incorporate changes in regulations, best practices, or workplace conditions.

    b. Seek feedback from employees and safety personnel to identify areas for improvement in the care and use of fire extinguishers.

Note: any deviations from this SOP or unexpected issues encountered during the care and use should be reported to the supervisor or safety officer for further evaluation and resolution. Safety should always be the top priority during maintenance activities.

AWSA Protocol E8

Standard Operating Procedure – Care and Use of Personal Protective Equipment (PPE)

Objective: to ensure the safe and efficient care and use of personal protective equipment (PPE) at K3 seeds by all personnel.

Equipment/topics covered: chemical-resistant gloves, safety googles or face shields, respiratory protection (dust masks or respirators), protective clothing (coveralls or aprons), closed-toe shoes or boots.

Procedure:

1. Testing and fit testing:
    a. Provide comprehensive training to all employees on the proper selection, use, and care of PPE.
    b. Conduct fit testing for respiratory protection to ensure a proper seal and adequate protection against airborne contaminants.
    c. Train employees on how to properly don, doff, and adjust PPE to ensure a secure and comfortable fit.
2. Care and maintenance:
    a. Inspect PPE before each use to ensure that it is in good condition, free of defects, and functioning properly.
    b. Clean and disinfect reusable PPE regularly according to manufacturer guidelines to prevent contamination and degradation.
    c. Store PPE in a clean, dry, and well-ventilated area when not in use, away from sunlight and sources of heat or chemicals.
    d. Replace any damaged or worn-out PPE promptly to maintain adequate protection for employees.
3. Use of PPE:
    a. Wear appropriate PPE at all times during seed treatment activities, including when handling, mixing, or applying chemicals, as well as during cleanup and maintenance tasks.

b. Ensure that PPE is worn correctly and securely fastened to provide maximum protection against potential hazards.

c. Promptly remove and replace any PPE that becomes damaged or contaminated during use.

d. Never modify or alter PPE in any way that could compromise its effectiveness or safety.

e. Respirator cartridges shall be replaced according to manufacturer's recommendations or sooner if contamination, odor breakthrough, or breathing resistance occurs.

4. Emergency response:

    a. In the event of a chemical spill, leak, or exposure incident, follow established emergency procedures for decontamination and medical treatment.

    b. Provide immediate assistance to any employee who experiences a PPE-related injury or discomfort and report the incident to the supervisor or emergency coordinator.

5. Review and revision:

    a. Regularly review and update these written procedures as needed to incorporate changes in regulations, best practices, or workplace conditions.

    b. Seek feedback from employees and safety personnel to identify areas for improvement in the care and use of personal protective equipment.

Note: any deviations from this SOP or unexpected issues encountered during the care and use should be reported to the supervisor or safety officer for further evaluation and resolution. Safety should always be the top priority during maintenance activities.

AWSA Protocol E8

Standard Operating Procedure – Care and Use of Personal Protective Equipment (PPE) – Respirators

Warnings:

Respirators must only be used against contaminants which have good warning properties such as taste or smell. The airborne contaminants which can be dangerous to your health include those so small that you cannot see them.

Leave the contaminated area IMMEDIATELY and replace respirator if:

a. It becomes damaged.
b. You can taste or smell contaminants.
c. An irritation, dizziness or other distress occurs.

This respirator does not supply oxygen. Do not use in atmospheres containing less than 19.5% oxygen. Do not use with beards or facial hair or other conditions that prevent a good seal between the face and the face seal of the respirator.

Fitting:

a. Place the respirator over the mouth and nose, then pull the head harness over the crown of the head.
b. Take the bottom straps in both hands, place them in the back of the neck and hook them together.
c. Position the face piece low on the bridge of your nose for optimal visibility and the best possible fit.
d. Adjust top strap first, then the lower neck straps by pulling on the ends. DO NOT pull too tight! Strap tension may be reduced by pushing out on back side of buckles.
e. Perform a positive pressure and/or negative pressure facefit check.

Positive pressure facefit check:

Place the palm of your hand over the exhalation valve cover and exhale gently. If the face piece bulges slightly and no air leaks are detected between your face and the faceseal, a proper fit has been obtained. If faceseal or leakage is detected, reposition the respirator on your face and/or readjust the tension of the elastic straps to eliminate the leakage. Repeat the above steps until a tight faceseal is obtained. If you cannot achieve a proper fit, DO NOT enter the contaminated area.

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Negative pressure facefit check:

Place the palms of your hand to cover the face of the cartridge or open area of the filter retainer, when the retainer is attached to the cartridge, to restrict airflow. Inhale gently. If you feel the face piece collapse slightly and pull closer to your face with no leaks between the face and the faceseal, a proper fit has been obtained. If faceseal air leakage is detected, reposition the respirator on your face and/or readjust the tension of the elastic straps to eliminate the leakage. Repeat the above steps until a tight faceseal is obtained. If you cannot achieve a proper fit, DO NOT enter the contaminated area.

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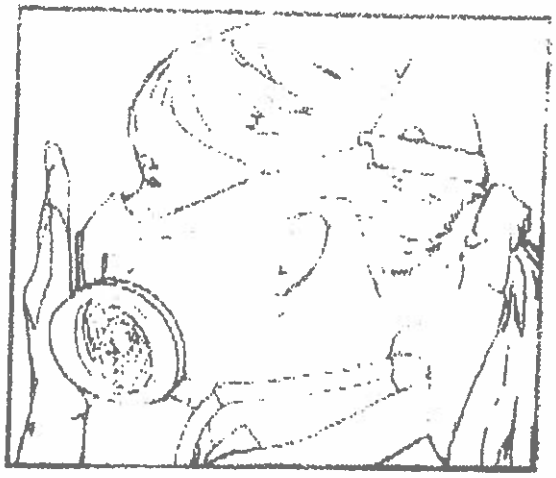
RESPIRATOR FIT TESTING

After donning respirator and prior to actual use, the repirator must be fit tested to ensure effectiveness and personal safety



POSITIVE PRESSURE METHOD

Correctly place respirator on face according to manufaturer instructions

Place palms lighlty over exhalation valve

Gently exhale so that a slight positive pressure builds up inside the respirator and hold breath for 10 seconds

The positive pressure will remain while breath is held , unless there is a leak in the seal

NEGATIVE PRESSURE METHOD

Correctly place respirator on face according to manufaturer instructions

Place palms lighlty over cartridges

Gently inhale so that the facepiece collapsesslightly and hold breath for 10 seconds

The facepiece should remain collapsed while breath is held , unless there is a leak in the seal

If leaks are detected, adjust the straps or reposition the facepiece and repeat test until no leakage is detected

AWSA Protocol E8

Standard Operating Procedure – Care and Use of Spill Cleanup Equipment and Supplies

Objective: to ensure the safe and efficient care and use of spill clean up equipment and supplies at K3 seeds by all personnel.

Equipment covered: absorbent materials (spill pads, absorbent socks, or spill kits), neutralizing agents, PPE, and containment barriers (spill berms or spill pallets).

Procedure:

1. Assessment of potential spills:
    a. Conduct a hazard assessment to identify areas where spills are most likely to occur during seed treatment operations.
    b. Evaluate the types of chemicals and materials used in seed treatment processes and their potential hazards in the event of a spill.
2. Selection of spill cleanup equipment and supplies:
    a. Select appropriate spill cleanup equipment and supplies based on the types of spills that may occur and the specific chemicals involved.
        i. Absorbent materials
        ii. Neutralizing agents for chemical spills
        iii. PPE for spill responders
        iv. Containment barriers
    b. Ensure that all spill cleanup equipment and supplies are readily accessible and located in areas where spills are most likely to occur.
3. Training and preparedness:
    a. Provided comprehensive training to all employees on the proper procedures for responding to spills, including the use of spill cleanup equipment and supplies.
    b. Conduct regular drills and simulations to practice spill response procedures and ensure that employees are prepared to act quickly and effectively in the event of a spill.

4. Spill response procedures:

    a. In the event of a spill, immediately alert all personnel in the area and secure the area to prevent further contamination or exposure.

    b. Put on appropriate PPE before attempting to clean up the spill to protect against chemical exposure or other hazards.

    c. Use absorbent materials to contain and absorb the spilled material, working from the perimeter of the spill toward the center. Prevent spilled products from entering floor drains, soil, or waterways.

    d. Contaminated absorbent materials, PPE, and cleanup waste shall be disposed of according to product label, SDS, and applicable hazardous waste requirements.

5. Review and revision:

    a. Regularly review and update these written procedures as needed to incorporate changes in regulations, best practices, or workplace conditions.

    b. Seek feedback from employees and safety personnel to identify areas for improvement in the care and use of spill cleanup equipment and supplies.

Note: any deviations from this SOP or unexpected issues encountered during the care and use should be reported to the supervisor or safety officer for further evaluation and resolution. Safety should always be the top priority during maintenance activities.