

TOOL BOX TALK

New Potable Drinking Water Procedure

Responsibilities

It will be the responsibility of the tool runner and/or an *authorized employee to clean, maintain, fill, deliver and return water coolers from a potable water source to the work area when called. It will also be their responsibility to return any empty or unused water coolers from the work area back to the designated water station for cleaning and storage.

Procedure

Cleaning:

Before filling with safe water, use these steps to clean and sanitize water storage containers.

1. Wash the storage container with dishwashing soap and water and rinse completely with clean water.
2. Sanitize the container with a solution made by mixing 1 teaspoon of unscented liquid household chlorine bleach in one quart of water.
3. Cover the container and shake it well so that the sanitizing bleach solution touches all inside surfaces of the container.
4. Wait at least 30 seconds and then pour the sanitizing solution out of the container.
5. Let the empty sanitized container air-dry before use OR rinse the empty container with clean, safe water that is available already.
6. Place clean water cooler into rack. (Do not place any water cooler that has not been cleaned into the rack)

Filling:

1. Only fill a water cooler that has been cleaned and placed into the rack.
2. Fill water cooler with ice using the scoop provided only.
3. Fill the water cooler with safe water from the hose provided inside the designated water filling station.
4. Once the water cooler has been filled, replace the lid and use tape provided to secure the lid so it cannot be removed. (This will prevent anyone from opening the lid and sticking their hands inside rendering the water unsafe)
5. Inside the white box provided on the tape, place the date the water cooler was filled with the filler's initials.

Deliver:

1. It will be the responsibility of the leader man or foreman, (person with a radio), to call the tool shop to alert the parts runner that water is needed.
2. If it is determined that the parts runner is not available to retrieve or deliver the water cooler in a timely manner, supervision will designate an authorized employee to refill or retrieve the required water cooler/water coolers.
3. The tool runner/*authorized employee will then follow the "Filling" steps listed above.
4. The tool runner/*authorized the will deliver the water coolers to whomever called for the water.
5. It will be the responsibility of the caller to get the water coolers to the proper location at the work site.

Returning:

1. Once the delivery has been made, it will be the responsibility of the tool runner/*authorized employee to collect any empty water coolers and return them to the Oasis.
2. Once the water coolers have been returned, it will be the responsibility of the tool runner/*authorized employee to follow "Cleaning" steps listed above.

*"authorized employee" means the employee that has been instructed and approved by supervision to clean, fill and return water coolers throughout the course of a work day.