

## SAFE WORK PROCEDURE DOCUMENT FOR EPOXY FLOORING

### 1. Purpose:

The purpose of this document is to outline the safe work procedures for epoxy flooring activities carried out by Vivan Enterprises. This ensures the identification, assessment, and control of risks associated with epoxy flooring to protect the health and safety of employees, contractors, and stakeholders.

### 2. Scope:

This procedure applies to all Vivan Enterprises employees, contractors, and visitors involved in epoxy flooring projects.

### 3. Responsibilities:

#### Management:

Ensure safe work procedures are established, implemented, and reviewed regularly.

Provide necessary resources, training, and equipment.

#### Supervisors:

Enforce adherence to safe work procedures.

Conduct regular inspections and audits.

#### Employees/Contractors:

Follow all safe work procedures and use provided safety equipment.

Report any hazards, incidents, or unsafe conditions to supervisors immediately.

### 4. Hazard Identification and Risk Assessment:

#### Chemical Exposure:

Risk: Inhalation or skin contact with epoxy resin and hardener.

Control Measures: Use appropriate PPE (gloves, masks, goggles), ensure adequate ventilation, and provide training on safe handling.

#### Slips and Trips:

Risk: Slippery surfaces during application and curing.

Control Measures: Maintain good housekeeping, use slip-resistant footwear, and mark hazardous areas.

#### Manual Handling:

Risk: Strain or injury from lifting and moving materials.

Control Measures: Train on proper lifting techniques, use mechanical aids, and ensure ergonomic workstations.

#### Equipment Use:

Risk: Injuries from improper use or malfunction of tools and equipment.

Control Measures: Regular maintenance and inspection, provide training on safe operation, and ensure tools are used as intended.

### 5. Safe Work Procedures:

#### 5.1 Surface Preparation:

Ensure the area is clear of debris and obstructions.

Clean the surface thoroughly to remove dust, grease, and other contaminants.

Inspect the surface for any defects or damage that need repair before application.

#### 5.2 Mixing Epoxy:

Wear appropriate PPE (gloves, goggles, masks).

Follow manufacturer's instructions for mixing ratios and procedures.

Use well-ventilated areas or local exhaust ventilation to avoid inhaling fumes.

Mix epoxy in small, manageable batches to avoid excess heat generation.

#### 5.3 Application of Epoxy:

Apply epoxy using recommended tools (rollers, brushes, or squeegees).

Work in sections to ensure even application and avoid overlaps.

Monitor the working time and curing time as per the manufacturer's guidelines.

Ensure good ventilation during the application and curing process.

#### 5.4 Curing Process:

Restrict access to the area during curing to prevent contamination and ensure safety.

Monitor the curing process and maintain environmental conditions as specified by the manufacturer.

Use signage to indicate the curing area and potential hazards.

#### 5.5 Cleanup and Waste Management:

Clean tools and equipment immediately after use with appropriate solvents.

Dispose of epoxy waste and contaminated materials in accordance with local environmental regulations.

Maintain good housekeeping practices to prevent slips, trips, and environmental contamination.

#### 6. Emergency Procedures:

##### Spills:

Contain the spill using absorbent materials.

Wear appropriate PPE during cleanup.

Dispose of waste material according to environmental regulations.

##### Fire:

Know the location of fire extinguishers and how to use them.

Evacuate the area immediately if the fire is uncontrollable and contact emergency services.

##### Medical Emergencies:

Administer first aid if necessary and seek medical attention immediately.

Report incidents to supervisors and document the occurrence.

#### 7. Training and Communication:

Provide training to all employees and contractors on safe work procedures and the proper use of PPE.

Conduct regular safety meetings to discuss potential hazards and updates to procedures.



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Ensure all personnel are aware of emergency response procedures.

#### 8. Monitoring and Review:

Conduct regular inspections and audits to ensure compliance with safe work procedures.

Review and update the safe work procedures periodically or when changes in processes or regulations occur.

Collect feedback from employees to improve safety practices continuously.

#### 9. Documentation:

Maintain records of training sessions, safety meetings, inspections, and audits.

Document any incidents, near misses, and corrective actions taken.

For any further information or clarification, please do not hesitate to contact:

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