



S&W READY MIX CONCRETE COMPANY	PLANT #:
CORPORATE ENVIRONMENTAL / SAFETY PROGRAM	SEPTEMBER
ANNUAL SWPPP - MONTHLY TRAINING TOPIC	

All Employees are required to receive annual training of our SWPPP.

A. GOOD HOUSEKEEPING

- ❑ Indicate to employees the company's standard for clean working areas and reasons for its importance: To prevent pollution.
- ❑ In general, good housekeeping requires the maintenance of areas which may contribute pollutants to stormwater.

B. SPILL PREVENTION AND RESPONSE

- ❑ Clearly identify potential spill areas and drainage routes. Examples – fuel areas, oil storage, truck wash, cement and aggregate areas. Where would spills and runoff drain? It must not leave property.
- ❑ Familiarize employees with past problem areas - why they happened and the environmental impact.
- ❑ Familiarize employees on spill clean-up procedures and specific duties of personnel.
- ❑ Familiarize employees with location of spill clean-up equipment and safety measures.
- ❑ Familiarize employees with spill containment, diversion, isolation and cleanup techniques.

C. MATERIAL HANDLING AND STORAGE

- ❑ Be sure employees are aware of which materials are hazardous and where these materials are stored.
- ❑ Point out container labels.
- ❑ Go over safe handling procedures for drums.
- ❑ Instruct employees to use the oldest materials first.
- ❑ Familiarize employees with MSDS sheets and their location.
- ❑ Instruct employees to avoid "topping off" fuel tanks when filling equipment.



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D. PREVENTATIVE MAINTENANCE

- ❑ Familiarize employees with equipment and facility areas that require inspections.
- ❑ Familiarize employees with the schedule for periodic inspections of equipment.
- ❑ Emphasize the importance of timely repair or replacement of equipment.

E. INSPECTIONS

- ❑ Familiarize employees with purpose and content of facility inspection. Examples – monthly plant inspections should address any problems that arise.
- ❑ Familiarize employees with the inspection and reporting requirements. Examples – inspect secondary containment before releasing accumulated rainwater, use form in SWPPP, and report any spills that occur or potential spills because of faulty containers or procedures.

THE FOLLOWING WILL BE UPDATED BY THE ENVIRONMENTAL MANAGER:

- ❑ **SWPPP CHANGES**: inform all employees of any changes to the stormwater plan.
- ❑ **NEW MANAGEMENT PRACTICES**: discuss with all employees any new environmental practice that has been implemented during the past year.

POLLUTION PREVENTION TRAINING FOR NEW EMPLOYEES:

Whenever a new employee is hired make sure they understand all of our environmental practices, give additional training as needed.