



Health & Safety Manual

December 28, 2020
Revised Sep 20, 2021

Price Enterprises, Inc. Safety Policy Statement:

Price Enterprises, Inc. is committed to safety, health and environmental programs to protect our employees, the public, and the environment. We believe that the protection of our employees, contractors, customers and the general public is not only good business but is the ethical obligation of our company. We expect each employee to support these efforts, and to report any concerns, accidents, legal violations or environmental episodes to management immediately.

***SAFETY** is not an option at Price Enterprises, Inc. but an absolute requirement to be exercised by each member of our team. The nature of our business presents an ever-present danger from moving vehicles, high pressure air and water systems, chemicals, mechanical devices operation at high speed, slips and falls, etc. We must all be aware of these dangers and do everything possible to protect ourselves and our co-workers. It is your responsibility to perform your duties in accordance with our written policies and in keeping with the Health Safety Manual. You are to report any and all injuries to your supervisor as well as any unsafe practice or condition you observe at any of our facilities.*

The Health and Safety Manual outlines safety precautions you should observe, but it is not to take the place of “common sense”. Your strict attention to detail and your professional attitude will keep CarWash808 Express, and Pau Hana Express a safe and enjoyable place to work and keep our customers coming back. (Ref SOP 03-18CW Safety Policy Stmt. Rev Sept. 2020)

SAFETY IS OUR NUMBER ONE PRIORITY!

INTRODUCTION: Carwash808 Express facilities employees 78' -100' conveyor belts and the latest in carwash equipment, technology and chemistry to provide the best possible exterior car wash with speed and efficiency. The most important component in meeting this goal is to ensure that SAFETY is and remains our number one priority. Our goal is to have no accidents or injuries in our facilities. Safety and professionalism go hand-in-hand and one is not possible without the other. Any breach of safety shows a lack of professionalism and cannot be condoned. As a member of our CarWash808 Express team you are expected to familiarize yourself with this Health & Safety Manual as well as your Job Description and all Standard Operating Procedures. You must use all of your senses at all times and always apply good common sense in everything you do. Notify your manager immediately if you observe an unsafe practice or are unsure of any task you are about to perform.

**REMEMBER, IF IT DOES NOT MAKE SENSE TO YOU OR IT SEEMS TO BE UNSAFE
DO NOT DO IT!**

GENERAL SAFETY: *(Ref SOP 04-18CW Emergency Response Plan rev Sep 2018)*

There are numerous safety related items and precautions at an Express Car Wash such and this manual is intended to greatest extent possible to cover each of these areas briefly, but thoroughly, and to instruct you on how to prevent injuries and accidents, and also how to respond in case of an emergency. The correct and timely response to an accident or injury is critical to ensure the effects are minimized. Remember, our goal is to eliminate all accidents.

To reach this goal, our first step is KNOWLEDGE. Knowledge is the key element in preventing accidents, injuries and emergencies. Knowledge of particular assigned task, knowledge of the hazards associated with each task, and the knowledge of what to do in the event there is a mistake or failure of a component or tool during the performance of the task.

In addition to this manual all employee is required to read and become familiar with all of Standard Operating Procedures, all equipment safety precautions.

EMERGENCY CONTACTS AND TELEPHONE NUMBERS:

The following is a list of the phone numbers you will need in case of an accident, injury or emergency:

FIRE / AMBULANCE / POLICE	911
Daniel Matsamura, General Manager	(808) 266-0899
Christopher Price, President	(808) 561-6208
Ricky Price, Owner/Chairman	(808) 226-1840

HAZARDOUS COMMUNICATION PROGRAM: *(Ref SOP 02-18CW HAZCOM PROGRAM rev Apr 2020)*

The Hazardous Communication Program has been created for PEI employees to refer to in case of an emergency, accident, or injury caused by any of the chemicals used in the facility. The HAZCOM Program also includes a copy of the company's Safety Policy Statement. All employees will be trained and drilled on the practical use of the HAZCOM Program. Managers will ensure all of their assigned employees are fully trained on this program.

Hazardous Communications Program (HAZCOM) will help educate all employees on the proper handling, of all chemicals used in the business, and to provide employees with a method for immediate access the Safety Data Sheet (SDS) for any chemical used or stored in the workplace. The HAZCOM Program is posted on the homepage of the company website www.carwash808.express for immediate access by all employees. The written HAZCOM Program is also posted in the Equipment Room of each carwash facility. All employees will become familiar with the HAZCOM Program and will be indoctrinated on the plan and documented on the "Orientation and Indoctrinations Check-in Sheet" before being assigned to the work schedule. The shop managers will ensure all employees are routinely trained and drilled on the use the HAZCOM Program and documented on the "Training Verification Form" and submitted to the administrative office for filing in the employee file. HAZCOM Program training is also part of "Required Quarterly Training." *(SOP 06-18CW rev Sep 3, 2018)*

SAFETY DATA SHEETS (SDS): *(Ref SOP 02A-18CW SDS Alphabetical List Rev Apr 2020)*

Each of the products used at the carwash facilities have a Safety Data Sheet (SDS) provided by the manufacturer. These sheets will be provided to us by the distributor, or the sheets can be downloaded from the website of the manufacturer of the product. The SDS details the chemical makeup of the product, what to do in case the product comes into contact with

the skin or eyes or is ingested or inhaled. The SDS provides critical information on the precautions we must take and the steps we must follow in order to ensure safe handling of the product. The SDS is also a quick way to respond to an injury or emergency when dealing with the product. Additionally, the SDS contains the complete name of the product, the name and address of the manufacturer and contact telephone numbers.

FIRE! FIRE! FIRE! All fire extinguishers in the carwash facilities can be used for class A, B, and C fires, (A-paper and combustibles, B-flammable liquids and solids, C-electrical fires). Complete instructions for using these extinguishers are clearly posted on the side of the container. It is very easy to overlook the importance of the basic use of an extinguisher and you will not become fully aware of your lack of knowledge until the fire erupts. Study the information NOW, do not wait until there is a fire to learn how to use the extinguishers. If you have any questions or concerns of the information provided discuss them with your manager. Walk around the premises and bays, locate the extinguishers and **KNOW WHERE THEY ARE.**

In the event of a fire, large or small, immediately sound the alarm. The alarm is simply calling out, "FIRE! FIRE! FIRE!" Upon hearing this alarm, all employees will immediately cease what they are doing and respond to the emergency. Employees will immediately proceed to the nearest exit not blocked by the fire. If it is determined that the fire can be extinguished successfully using the fire extinguisher, immediately remove the closest extinguisher from the bracket on the wall and extinguish the fire. There is an acronym that will help you to remember the basics of fire extinguisher operation.

P-A-S-S

P - PULL THE PIN

A - AIM EXTINGUISHER AT THE BASE OF THE FLAME

S - SQUEEZE THE TRIGGER

S - SWEEP THE EXTINGUISHER BACK AND FORTH OVER THE BASE OF THE FIRE

If you feel that the fire is too large, out of control or has potential to become out of control, **CALL THE FIRE DEPARTMENT** by dialing 911. All employees and all customers will leave the area. Electrical power will be secured at the electrical distribution box. Manager will direct all employees to assemble at a safe location on or off the property and will account for each employee present at the time the fire was reported.

UNIFORMS & PERSONAL PROTECTIVE EQUIPMENT: The uniform you wear not only presents a professional and team effort appearance but is also a very important part of our safety program. Each employee has been provided with ample uniforms shirts to ensure that a fresh shirt is worn each workday. Employees will provide khaki trousers or knee length shorts. Shirts will be tucked in at the waist and the trousers/shorts worn at waist level. Baggy trousers or shirt tails that hang free can get caught in moving parts and also create a tripping hazard.

- **Shoes:** The carwash environment creates slippery conditions so extreme care must be taken especially when working in or transiting through the wash tunnel. Running in or through the wash tunnel is strictly forbidden and subject to disciplinary action. Each employee will wear slip resistance shoes recommended for carwashes and wet areas. Shoes ordered from "Shoes for Crews" will be provided at no cost to

employee. If employee opts to buy another shoe it must be approved by their manager.

- **Safety Glasses/Face Shields:** Safety Glasses are provided at no cost to the employee and will be worn at all time in the carwash tunnel. To protect from mist Face Shields will be worn by the Loader. Other than the loader there is no need or requirement for any employee to be inside the operating tunnel for prolong period of time. All preventative and corrective maintenance will be performed when the tunnel equipment is NOT operating.
- **Ear Protection:** Ear Protection is provided at no cost to employee and will worn at all times when in or near the operating tunnel.
- **Dust Mask and Nitrile Gloves:** Dust mask and nitrile gloves are provided at no cost to the employee and will be worn with servicing and cleaning the complimentary vacuum cleaners.

Lockout Tagout: *(Ref SOP 01-18CW Lockout/Tagout Program Rev Sep 2018)* No electrical or mechanical equipment will be serviced or repaired without being locked and tagged out in accordance the referenced SOP. This procedure of affixing appropriate lockout/tagout devices to electrical circuit breakers and mechanical actuators to assure disabled machines and equipment will not unexpectedly energize, start up or release stored energy which could result in serious injury or death to those servicing the equipment. All employees will become familiar with this procedure. Lockout/Tagout Program training is also part of "Required Quarterly Training." (SOP 06-18CW rev Sep 3, 2018.)

LIFTING AND SAFETY: Improper lifting is one of the greatest causes of injury in the workplace. Never bend over and lift with your back. Lift with your legs and never lift anything heavier than you can handle comfortably. Never carry a load up a ladder, have someone assist you. Know your limits, get help with heavy items.

TOOLS AND COMPRESSED AIR: Tools are a very important part of our business and the correct tools in good repair are essential for quality service and safety. A wrench that does not properly fit or that is sprung or broken can slip and cause injury to the hand, arm or may even cause you to lose your footing and fall. If a tool is missing notify your manager immediately so the tool can be located or replaced. The only proper place for a tool is in its designated storage or in your hand. Never leave tools lying on the frame or other components of equipment. In addition to hand tools, specialized tools are often required which if not used properly can cause serious injury or death. These include automatic air driven grease guns, automatic chemical dispensers, pneumatic tools and air hoses. The air driven grease guns dispense grease at a pressure of 6,000 to 10,000 lbs. per square inch. This is an extreme amount of pressure that can inject grease into your body and your bloodstream. This is a very serious injury that can result in death. Wheel Blasters and other high-pressure pumps and devices are used throughout the carwash and extreme caution must be taken anytime in the area of these systems and equipment. Body contact with high pressure water or air can cause serious cuts and may result with air entering the bloodstream causing serious injury or death. **NEVER TOUCH OR PLACE HAND IN STREAM OR SPRAY OF WATER EXITING ANY PIECE OF THE CARWASH EQUIPMENT.**

SMOKING AND SAFETY: Smoking is not allowed at any time, in/on any PEI facility, property or vehicle. Disciplinary action will be taken for violation of the No Smoking Policy.

HORESPLAY AND SAFETY: Horseplay cannot be tolerated. It is very unprofessional and creates an extreme safety hazard. Horseplay includes running, jumping, “picking or poking” at fellow employees and loud, boisterous talking and laughing. BE PROFESSIONAL, BE SAFE!

REPORTING ACCIDENTS AND INJURIES:

It is extremely important that all accidents and injuries be reported immediately to the manager. The injury must be documented on the Accident/Incident Report found on the company website and submitted to the Director of Human Resources. The Worker’s Compensation Form (WC-1) will be completed with copy provided to medical provider and Director of Human Resources. Call 911 for any serious life or limb threatening injury requiring immediate medical or transport to nearest emergency room.

YOUR RESPONSIBILITY FOR SAFETY: You are responsible for your own safety and that of your fellow employees and customers. You are required to become familiar with this manual and all Standard Operating Procedures, Emergency Response Plan. To ensure you meet the objective, this Health & Safety Manual, all Standard Operating Procedures and the Emergency Response Plan are posted on the company website www.carwash808.express and can be found under employee log-in. You will be provided the password for login during your orientation. Additionally, each employee is subject to verbal and written tests to gauge understanding and proficiency of the company’s commitment to safety.

FACILITY SAFETY INSPECTIONS: A formal safety inspection will be conducted by management at least once each calendar quarter. The inspector will have at least one employee accompany him/her during the inspection. Any discrepancies noted on the inspection report will be corrected immediately or as soon as possible. If the problem can’t be corrected immediately the problem area/item must be conspicuously tagged and/or taken out of service. Safety inspection reports will be submitted to General Manager for action and to the Administrative office for filing.

PAU HANA EXPRESS CONVENIENCE STORE: *Future addition*

SUMMARY: Safety is our primary concern and without everyone’s total involvement and dedication to safety we are certain to fall short of our goal of zero accidents and injuries. Watch out for yourself and your fellow workers. Remain alert, with all your senses functioning fully and always applying “common sense” to all you do. Every day we must think:

SAFETY, SAFETY AND SAFETY:

Ricky E. Price

Ricky E. Price Chairman/ Owner