

Safety Related Changes Made Since 3/24/23 Incident

1. Natural gas detectors have been added to several areas of buildings 3, 4, and 6. They are continuously monitored by Protect Alarms.
2. A gas leak procedure (PRP 17) was created to give instruction on how to handle a potential gas leak. Shift supervisors and mgmt. in building 3 were trained on this procedure.
3. Natural gas heaters have been removed from the basement chocolate room and replaced with electric. Natural gas piping was removed from the area as well.
4. Workplace and People Safety training PowerPoint has been created and administered to all employees. This training includes unusual odor awareness with a natural gas scratch and sniff card.
5. Instruction has been given on all main shut offs in buildings 3 and 4 for natural gas, electric, and water to the maintenance department.

Title	Gas Leak Procedure	Doc. No.	PRP 17	Rev	01
Created By	Mike Ziats	Date	04/20/23		
Rev By	Kelly Scheuermann	Date	04/20/23		
Approved By	Logan Smith, Mark Schlott				

I. PURPOSE:

To give instruction on how to handle a potential gas leak.

II. SCOPE:

This program applies to all employees of the R. M. Palmer Company.

III. FREQUENCY:

As needed / reviewed annually.

IV. RESPONSIBILITY:

Plant Managers
Supervisor

V. POLICY:

1. If you smell any unusual odor in or around the facility or if an employee reports an unusual odor, you must immediately stop what you are doing and determine the source of the odor. If you are not sure what the type of smell is, consult with other employees from various departments until you have narrowed down what the smell is or may be.
2. **If you determine that the odor could potentially be dangerous**, such as a rotten egg smell of natural gas, or if the odor is not natural gas but people in the area begin to feel unwell, stop all work activities and evacuate the building immediately by making an announcement on the page phones. Do not turn off or on any light switches. Once outside proceed to designated muster points. Call 911 or UGI as soon as safely possible, then call the Plant Manager. Employees must remain in the immediate area for roll call, and can't re-enter the building until it has been cleared by a UGI Technician.
3. **If you determine that the smell does not pose an imminent health or safety risk**, continue to investigate the odor. Consult with maintenance or any other necessary department to determine the source of the odor. Once you determine the source, develop a plan on how to ventilate the area (ex. using fans to redirect odors) and resolve the issue that is causing the odor.
 - i. If you are able to, try to determine the source or general area the smell is coming from. Take note of the time the odor is noticed or reported. See if there are any unusual activities taking place in the area such as painting, welding, or drain cleaning.
 - ii. Once the source of the odor has been confirmed, communicate with employees working in affected areas.
4. Natural gas and carbon monoxide sensors are installed in critical areas of the building to ensure everyone's safety. We also have a portable natural gas detector in the maintenance shop that can be used to aid in the detection of natural gas. The sensors are tied into our alarm system and monitored continuously. If safety levels are exceeded, the company will be immediately notified by the alarm company. As soon as the call is received, the Supervisor

must immediately evacuate the building by making an announcement on the page phones (regardless of whether employees smell natural gas or not). Do not turn off or on any light switches. Once outside proceed to designated muster points. Call 911 or UGI as soon as safely possible, then call the Plant Manager. Employees must remain in the immediate area for roll call, and can't re-enter the building until it has been cleared by a UGI Technician.

5. Once a year, employees will be given refresher training on Unusual Odor Reporting and will be trained on how to recognize natural gas odors using scratch and sniff cards.

- Resource information UGI Public awareness program

<https://www.ugi.com/natural-gas-safety/leak-detection>

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