

COMPANY

Subject: Contractor Safety and Security Instructions

The following procedures are intended to familiarize contractor employees of safety and security requirements for work at COMPANY Plant. Instructions contained herein cover the following subject areas:

- A. General Contractor Instructions and Obligations
- B. Facility Security and Access Control
- C. Specific Plant Safety Rules and Procedures
- D. Chemical Hazard Communications
- E. Emergency Response Procedures

These Safety and Security Instructions must be given to each contractor performing work at the Town Plant. The contractor shall comply with rules and regulations of all governmental authorities and COMPANY Industries while engaged in the performance of this contract. It is the responsibility of the contractor management to assure their employees are informed of the requirements and abide by these requirements. **COMPANY contractor representatives and others will periodically audit contractor safety performance through Management Intervention observations, worksite inspections and the Near Miss Process.** Feedback will be provided to contractor management as necessary.

A signed copy will be retained by the COMPANY contractor representative and forwarded to the Safety Department.

Contractor Name _____ COMPANY Representative _____

Work to be performed _____

Contractor Employee Names _____ Date _____

Name(Print)	Signature
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

(Return completed copy to the Safety Office for file)

Contractor Safety & Security Instructions

A. General Instructions

1. All contractors performing work for COMPANY must adhere to the Safety and Security Instructions. Failure to do so will be grounds for discharge of employees violating the instructions and/or termination of all existing contracts. COMPANY INDUSTRIES: General terms and conditions shall apply to contractor work and shall overrule this standard if the two conflict.
2. The contents of the contractor safety and security instructions shall be reviewed with all contractor employees prior to the onset of work. The COMPANY representative must be notified of any additional contractor employees who arrive on-site after the initial safety and security review. Contractor safety and security instructions must be reviewed at least annually.
3. Contractors must submit a certificate of insurance specifying COMPANY as “Additional Insured” and identifying liability and workers compensation coverage. Copies must be furnished to the COMPANY representative and purchasing.
4. Intoxicants or persons under the influence of same are not permitted anywhere on Town Plant property. The consumption of alcoholic beverages and drugs on the premises is prohibited.
5. Contractors defined as “covered personnel” in the COMPANY, Contractor Intoxicant Screening Policy are subject to drug testing in accordance with this policy. The HR Department will maintain a log of covered contractors.
6. Any use of equipment, change of work methods, or movement of COMPANY material or equipment not described by the COMPANY representative at the onset of work shall be cleared through him/her prior to performance of work. Contractor personnel shall not connect to adjust or otherwise tamper with COMPANY equipment without the approval from the COMPANY representative.
7. All accidents, injuries, spills/releases, equipment or facility damage shall be reported to the COMPANY representative. An accident investigation shall be conducted and reported promptly by the contractor for all OSHA recordable cases and serious incidents such as fires, spills, releases, and property damage.
8. The possession of any firearm or other weapon on COMPANY property is prohibited.
9. Solicitation of any type is prohibited.
10. All equipment and accessories purchased for installation are COMPANY property. Excess materials shall not be removed from the plant without written permission from the COMPANY representative.
11. The contractor is responsible for the conduct of their employees and shall enforce good order and conduct.
12. Specific operational hazards which the contractor will be exposed to during the project will be specified by the COMPANY representative.
13. The contractor is responsible for assuring that unsafe acts and conditions are corrected. Circumstances involving imminent danger must be corrected immediately.

B. Facility Security and Access Control

1. Contractors entering the Town Plant shall sign in and out with the security guard at the Lobby Entrance. The security guard will issue a red and white contractor ID badge and vehicle pass (if necessary). Contractors must wear the red and white contractor identification badge while on site. The COMPANY contractor representative must be notified. This must be done on a daily basis unless alternative access procedures are approved by the Safety Supervisor and COMPANY representative.
2. Personal vehicles are not permitted in the plant perimeter. Parking is available at the north end of the employee parking lot. Company vehicles with a specific business purpose may be driven into the plant. An authorized vehicle pass (orange cone) must be displayed on the hood or dashboard.
3. Closed type vans, trucks, car trunks, toolboxes, and other contractor vehicles/equipment are subject to inspection by the COMPANY representative or safety supervisor.
4. Vehicles entering the facility must obey the 15 mph speed limit, STOP signs and other posted traffic signs.
5. Contractor employees are permitted to access only those work areas specified by the COMPANY representative.
6. Contractors working at the Town Plant must sign a COMPANY confidentiality agreement. Confidentiality files and blank forms are available at the First Aid station.
7. COMPANY Industries prohibits unauthorized possession or use of cameras, camera phones, tape recorders or other recording devices in the workplace in order to secure employee privacy, trade secrets, and other business information. This policy applies to all COMPANY employees, visitors, customers, contractors, truck drivers and vendors at the Town Plant. Any exception to this policy must have the specific advance written authorization from the plant manager.
8. Contractor entrance into the COMPANY storeroom is not permitted unless accompanied by a COMPANY representative.

C. Specific Plant Rules and Procedures

1. Smoking is not permitted within the plant perimeter except at the designated areas. The COMPANY contact person will inform you of the designated areas.
2. Food and beverages shall be consumed only at designated break areas. Consumption of water and Gatoraid may be authorized by the COMPANY representative if hot job requirements warrant fluid replenishment. Aluminum food and beverage cans are not permitted in the plant perimeter. Restroom facilities will be identified by your COMPANY representative.
3. ANSI Z87 approved safety glasses with side shields must be worn at all times when working inside and outside of the facility. Tinted and photo chromic safety glasses are not permitted unless approved by the COMPANY representative for a specific work related purpose(e.g. outdoor roof work). A face shield must be worn for grinding. This is in addition to wearing safety glasses.

4. Tennis shoes, canvas or open toe shoes are not permitted. Substantial leather boots or shoes are the minimum required.
5. Loose and dangling clothing or hair must be secured or tied back to prevent an entanglement hazard. Additionally, short pants and sweat pants are prohibited. Shirts with a sleeve are required to be worn at all times. Tank tops and mesh shirts are not permitted.
6. Hardhats, face shields, ear plugs, gloves and other types of personal protective equipment may be required depending on specific work circumstances. The COMPANY representative will communicate these additional PPE requirements. It is the contractor's responsibility to enforce the use of required PPE. Furthermore, it is the contractor's responsibility to supply PPE to their employees unless the COMPANY representative indicates otherwise.
7. Contractors using COMPANY owned fork trucks, or other equipment must have OSHA required training and authorization. Contractors must sign "hold harmless" agreements if COMPANY equipment is borrowed (See Attachment "A" waiver form at the end of this section). Additionally, if a contractor is using a Maintenance fork truck, high reach or carry deck crane, he must complete the checkout log located at the Maintenance Department. Borrowed equipment must be returned immediately if needed by the Maintenance Department.
8. Users of aerial or scissors type lifts must be trained on the proper use and fall protection requirements. A full body safety harness must be worn and the user tied off when using any lift equipment. This includes: JLGs, cherry pickers, man-up order pickers, bucket trucks, scissors lifts, crane baskets and fork truck safety cages. Each user is responsible for inspecting the condition of the body harness and lanyard before use. Additionally, if using a fork truck safety cage, it must be attached to both the forks and to the mast of the fork truck. A fork truck safety cage must not be moved horizontally while elevated.
9. Signs or barriers must be used to prevent others from walking under a suspended load or entering a danger zone.
10. Access to exits, fire protection equipment (e.g. hydrants, extinguishers, etc) and safety showers must not be blocked.
11. Work sites involving floor, platform, or wall openings must be properly barricaded in accordance with OSHA regulations.
12. The Town Plant has approximately 225 confined spaces. The plant has a confined space written program in accordance with OSHA regulations. Entry into any confined space must be authorized through the issuance of a permit as defined in our written program. The contractor is responsible for assuring his employees are trained, authorized, and supervised. Furthermore the contractor is responsible for furnishing the necessary equipment and personnel for confined space work. Any confined space work must be coordinated with your COMPANY representative.
13. Electrical, mechanical, hydraulic, chemical, thermal, potential and other sources of hazardous energy must be locked out and tagged prior to the onset of work. If your work involves sources of hazardous energy, the COMPANY representative must be contacted to inform you of equipment specific lockout procedures prior to beginning work. Contractors are responsible for assuring their employees are trained in accordance with OSHA regulations. Also, contractors are responsible for furnishing the necessary locks, tags and other devices for lockout/tagout.

14. Fire protection systems shall not be shutdown without prior notification and approval of the Plant Engineer or his designee.
15. Opening of process piping requires special safety considerations. Piping must be locked out and tagged. Process piping must be vented and drained. Special PPE may be required depending upon the material involved. Notify your COMPANY representative before opening any process piping.
16. Entry into live electrical cabinets and panels greater than 50 volts must be performed by a qualified person. Furthermore, proper electrical gear must be worn by persons with electrical exposure. Notify you COMPANY representative before work involving energized electrical equipment.
17. Straight ladders and extension ladders shall be securely fastened in place when in use. If leading to an elevated scaffold or work area, the ladder must extend at least 36 inches above a landing. Contractor ladders must be in good condition (e.g. no missing feet, broken rungs, etc.). Aluminum ladders are not permitted. Stepladders must only be used when in the open position. Do not stand on a stepladder higher than the second step from the top.
18. Fork trucks, glass cases/containers, pallets, raw materials bags, etc may not be used as a substitute for a ladder or properly constructed work platform.
19. Any cutting, burning, welding, brazing must be accompanied by a Hot Work permit. Contact your COMPANY representative for issuance of a hot work permit if needed for your work. This permit does not give permission to smoke at the work area. When engaged in hot work activities, be aware of the location of the nearest manual fire alarm box and telephone. The hot work permit must be posted at the job site. Items checked on the permit must be followed. Cancelled hot work permits are to be returned to the Maintenance Department at job completion.
20. Contractors must have approval from plant engineering before excavating on plant property. This is necessary to assure location of buried pipe, conduit, sewers, telephone lines, etc. Excavations five feet and greater must be properly shored, stepped or sloped to prevent collapse. Excavations must be barricaded. Lighted barricades shall be provided for excavations where there is vehicle or pedestrian traffic.
21. Contractors are responsible for assuring tools and equipment are in safe operating condition. Safety guards and devices shall not be removed from tools and equipment except as necessary for servicing and repairs.
22. Acetylene, oxygen, nitrogen and other compressed gas cylinders, must be securely fastened in an upright position. Valve caps must be in place when cylinders are not used. Oxygen and flammable gas cylinders must be separated by either twenty feet, or a fire barrier with half-hour rating. Compressed gas cylinders shall not be taken into confined spaces.
23. No transfer of flammable liquids shall be done inside of the building. Refueling shall be done outside. All fuel-driven equipment must be shutdown for refueling regardless of the type of fuel used.

24. Housekeeping is part of the job. Waste must be removed at the end of the day or as often as required to avoid hazardous accumulations. Sewers, trenches, pits and waterways, are not be used for disposal of waste. Dumpsters and other normal rubbish receptacles may be used if permitted by the COMPANY representative. Do not dispose trash in glass recycling hoppers.
25. The Town Plant has one process covered as defined by OSHA Process Safety Management. This process involves sulfur dioxide (SO₂) gas used in the Tank Department. Contractors performing construction, maintenance, or repair work on or near this process must abide by the requirements of PSM. This includes assuring contractors are: aware of safe work practices related to their jobs, instructed on toxic release hazards and emergency procedures, and inform COMPANY of any unique hazards found during the contractor work.

D. Chemical Hazard Communications

1. In accordance with OSHA Hazard Communications, Town maintains a written compliance program. The program contains information about hazard assessment, chemical inventory, Material Safety Data Sheet (MSDS), and labeling.
2. COMPANY raw materials and sundry chemicals are labeled with a hazard warning system referred to as COMPANY Globally Harmonized Safety and Health Index System (GH-SHIS). This system uses a numerical rating system ranging from 0 to 4 to convey relative degree of hazard presented by a given chemical in terms of health-acute, health-chronic, flammability and reactivity. Additionally, an alphabetical PPE rating is listed at the bottom of the GH-SHIS label.
3. Town maintains MSDS files for raw materials and sundry chemicals. The MSDS provide information such as physical and chemical properties, health hazards, fire hazards, reactivity data, first aid and spill response procedures. Contractors may review MSDS prior to beginning work (if work-related).
4. Contractors are required to have MSDS available on site for all chemicals they bring into the plant.
5. Some areas of the Town Plant have asbestos containing materials such as transite siding. A list of known or presumed asbestos containing materials is available at the Safety Office. This list is a guide but should not be considered as an all-inclusive document. Asbestos containing materials must not be cut, drilled or otherwise disturbed. A qualified asbestos abatement contractor must be used when work involves the disturbance of asbestos containing materials. Asbestos containing materials shall not be used at Town.
6. Some surfaces at Town are painted with lead based materials. Lead paint may pose a health hazard if inhaled or ingested. Therefore, any painted surface that may be disturbed (e.g. welding, burning, grinding, scraping, etc) must be tested for lead prior to the start of work. If lead is present, then procedures in accordance with the OSHA construction std. must be followed.

Contractor Safety & Security Instructions

E. Emergency Response Procedures

1. In the event a contractor sustains a life-threatening injury, call 911. Immediately afterwards, notify the nearest COMPANY employee to alert him or her of a medical emergency. Request the COMPANY employee to page a "Code 3" to summon the Town emergency response team. Be sure to tell the COMPANY employee of the injured employee's location.
2. For non-life threatening emergencies, one time first aid treatment is available at the first aid station in the front office. However, if treatment beyond first aid is necessary, then it is the contractor's responsibility to arrange for transportation and treatment.
3. The Town Plant fire alarm system consists of a series of alarm bells that identify the origin of the alarm. If a fire/explosion occurs in your area, activate the nearest manual fire alarm. The plant's emergency response team will respond to the scene. If the emergency requires an area or plant wide evacuation, a paging announcement will occur to inform employees and contractors. When an evacuation occurs, report to the designated headcount area. A COMPANY person will conduct a headcount at the evacuation area. Contractors should remain at the headcount location until an all clear or further instructions are given.

Revision Date: 9/19/06

Attachment "A"

EQUIPMENT/TOOL RELEASE FORM

I, _____, the undersigned employee(s)
of _____ company, understand that my use of
_____ (hereinafter referred to as "equipment"), is totally

voluntary and that the equipment is being provided to me my COMPANY Industries, Inc. at my request. I hereby assume all risks in connection with my use of this equipment; and further, release COMPANY Industries, Inc., its employees and agents from liability for any harm, injury, or damage which may befall me, including all risks connected therewith, whether foreseen or unforeseen.

Date _____

Contractor Employee Signature

Witness

(Return completed copy to the Safety Office for file)