



Contractor Safety and Environmental Program

Rev. 5/27/2014

Introduction

Each contractor has the primary responsibility for compliance with their own Environmental, Health, and Safety (EH&S) program for their employees and subcontractors that is acceptable to SRG Global, Inc. (SRGGI). Nothing in this handbook is intended to change this responsibility. The policies outlined here are intended to establish minimum safety and health guidelines to improve contractor EH&S performance.

SRG Global (SRGGI) has a responsibility to exercise reasonable judgment in ensuring that contractor personnel perform their work in a safe and environmentally acceptable manner and act to ensure that such work does not expose any SRGGI employees to a hazard.

It is the responsibility of each contractor's management to ensure that all of their employees who perform work at our facility understand and follow the contents of this program. We will provide a copy of this program for review by your employees and, upon request, will provide a brief safety orientation.

Contractor shall designate a management representative that will be on-site at all times that work is being performed at an SRGGI facility. The SRGGI Project Manager shall direct all issues concerning the work being performed, including any unsafe or environmentally unacceptable conditions, to the contractor's management representative. It is the contractor's representative's responsibility to take action to correct the situation. Depending on the severity of the situation, failure to correct a problem in a reasonable amount of time may result in stoppage of the work operation. For non-routine work involving but not limited to chemical or mechanical changes, removal or additions to the building, grounds, facilities or equipment the following documents must be completed and returned to SRGGI before work is started: Contractor Safety Program – Roster of Workers (**Attachment B**), and Contractor Safety Program – Today's Work and Hazards (**Attachment C**). An unacceptable EH&S rating will affect your company being considered to bid on future SRGGI work. A Contractor Acceptance of the Safety and Environmental Program has been provided as **Attachment A** to this document for your signature and return. This document must be reviewed annually by the contractor and an updated Contractor Acceptance of Terms signed and returned to SRGGI.

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1.0 **Purpose**

Contractors (defined as contractors, subcontractors, suppliers and vendors) have a significant role at many SRGGI locations. Due to the nature of SRGGI's operations, Contractors may be exposed to hazardous conditions and Contractors may also expose SRGGI employees to hazardous conditions.

SRGGI desires to ensure that all aspects of its operations are performed in a safe, secure and healthy work environment. Consistency is vital to an effective safety program. With these considerations in mind, the safety practices of Contractors must be consistent and an essential focus at each location. **The SRGGI Contractor Safety and Environmental Program plays a vital role in maintaining such an environment and must be followed by all Contract Personnel (defined as any person present for or on behalf of a Contractor, including a Contractor's employees, subcontractors, suppliers, vendors, and agents).**

This program is intended to guide SRGGI personnel in managing contractor safety while assisting Contractors in preventing injuries or losses of any nature and communicating safe work practices and procedures. This program establishes minimum safety and health guidelines for all Contractors performing work for SRGGI. This program must be read in conjunction with federal, state and local laws and any other applicable codes and regulations. In the event of a conflict between the provisions of this program, applicable laws, regulations and/or standards, or the contract documents, the more stringent requirements shall apply.

2.0 **Scope**

This program applies to all Contractors performing construction, maintenance, repair, renovation, or specialty work at any SRGGI location.

3.0 **Responsibilities**

It is Contractor's responsibility to comply with all safety rules and guidelines provided in this program. In addition, the Contractor is expected to review this document with all Contract Personnel who will be performing work at SRGGI.

The Project Manager is the SRGGI associate who initiates, schedules, or coordinates the project for which a Contractor will perform work at the SRGGI facility. The Project Manager will be responsible for ensuring that the Contractor receives a copy of this program annually and will be responsible for answering any questions a Contractor may have concerning this program.

4.0 Procedures

4.1 *Driving and Parking*

The maximum speed limit on SRGGI property, if not posted, shall be 15 MPH. The maximum speed limit inside any part of an SRGGI building is 3 mph. All traffic signs and signals must be obeyed. All persons driving a vehicle on SRGGI property must have a valid drivers license. Vehicles may not be parked in the building. Subject to prior approval from the Project Manager, vehicles may be driven into a building to pick up or drop off supplies or equipment. Contractors are to avoid operating any vehicle during shift change or break time when there is a great deal of pedestrian traffic. Vehicles left unattended must be shut off with the emergency brake set. All Contract Personnel are prohibited from using any SRGGI-owned transportation.

Parking in SRGGI's parking lot is a privilege, not a requirement. By exercising this privilege, you agree to follow the same rules that apply to all SRGGI associates. All directional signs and speed limits must be observed. All parking shall be in the general parking lot unless circumstances prohibit usage of the general parking lot (because of the size of the vehicle or the nature of the work). Without prior approval, obstructions to the natural flow of traffic will not be impaired. Failure to observe these rules could result in the towing of the vehicle(s), at the Contractor's expense.

4.2 *Alarmed Doors, Area Access*

Alarmed Doors

Most plant exterior doors are alarmed. These doors are not locked from the inside and may be used as an exit in the event of an emergency. Because the facility is a controlled environment, if it is necessary to open any exterior plant doors, arrangements must be made with the Project Manager. If a Contractor leaves an exterior door open without approval, they may be charged for any interruptions or production loss as a result of the door being open, including but not limited to cleaning and disposal of any debris.

Restricted Area Access

Access to certain areas of the SRGGI plant is restricted. In order to avoid inadvertently entering these areas, Contractors and Contract Personnel shall restrict their movement to areas in which they are authorized to work, the restrooms, break areas, and other common areas. Because the facility is a controlled environment, if it is necessary to open any plant doors, arrangements must be made with the Project Manager. If a Contractor leaves an door open without approval, they may be charged for any interruptions or production loss as a result of the door being open, including but not limited to cleaning and disposal of any debris.

4.3 Work Place Violence

SRGGI strives to provide employees with a safe and productive work environment. Acts or threats of violence, whether physical, verbal, or by written statements, (email, social media, etc.), committed by or against employees, customers, contractors, suppliers, visitors, or the general public, will not be tolerated. Violation of this program will result in immediate removal from the property, and any violator may be referred to law enforcement.

4.4 Theft, Drugs, Alcohol, and Firearms

Theft

Theft of any property, whether owned by SRGGI, its' employees, other contractors or a third party, will not be tolerated and may lead to termination of your contract as well as legal action and/or referral of any theft to law enforcement.

SRGGI assumes no liability for the tools and supplies of Contractors. Each Contractor is responsible for safeguarding their own material. This includes vehicles and their contents in the parking lot.

Drugs

Illegal possession, distribution, transportation, use, sale, or purchase of narcotics, hallucinogens, depressants, stimulants, marijuana, or other controlled substances is prohibited on SRGGI's premises and may lead to termination of your contract as well as legal action and/or referral to law enforcement. For the purposes of this program, premises shall include all buildings, grounds, and the parking lot. Prescription drug use that impairs the ability to perform work in a safe manner is likewise prohibited. Contract Personnel appearing to be under the influence of a controlled substance will be removed from the SRGGI premises pending third party medical evaluation. Contractor will be responsible for all costs associated with such evaluation. Any positive test will result in permanent removal from SRGGI's premises.

Alcohol

The possession, distribution, transportation, use, sale, purchase, or consumption of alcoholic beverages is prohibited on SRGGI's premises and may lead to termination of your contract. Contract Personnel appearing to be under the influence of alcohol will be removed from SRGGI's premises pending third party medical evaluation. Contractor will be responsible for all costs associated with such evaluation. Any positive test will result in permanent removal from SRGGI's premises.

Firearms

No firearms, loaded or unloaded, are allowed on SRGGI's premises. This includes unloaded firearms stored in vehicles parked in the SRGGI parking lot. If a firearm is discovered, you will be asked to immediately vacate the premises

Tobacco

Tobacco use of any kind, including cigarettes, E-cigarettes, cigars, and smokeless tobacco, is prohibited on all SRGGI premises. Tobacco products may be stored in vehicles. Tobacco may not be kept on the person while on the premises.

4.5 Injury Reporting/Investigation

In the event of an incident involving Contract Personnel that involves an injury, a near miss, and/or damage to property, Contractor must provide immediate notice to the SRGGI Safety Manager. Within 24 hours the Contractor must complete an investigative report and provide a copy to the SRGGI Safety Manager. SRGGI will conduct an investigation of the incident. Contractor, and all Contract Personnel shall cooperate with SRGGI's investigation. For all lost time accidents, the findings of the investigation and corrective action will be presented and discussed with the SRGGI Safety manager during an injury/loss review meeting.

4.6 Fire, Spill, Rescue, and Medical Emergencies

General

It is of utmost importance that all types of emergencies be immediately reported to the SRGGI Project Manager so that the proper SRGGI personnel can be notified. All emergencies and accidents must be reported to the Project Manager at once, who in turn will contact the proper authorities. When reporting an emergency, refer to the following steps:

- 1) Notify the Project manager (he will notify the Safety or Environmental Manager as needed)
- 2) Give the exact nature of the emergency
- 3) Give the exact location of the emergency, as specifically as possible
- 4) Stay on the phone until all pertinent information has been obtained
- 5) Unless an evacuation is necessary, stay on the scene to brief emergency personnel upon arrival

SRGGI relies on local agencies in the event of a fire, spill, or medical emergency. Small (incipient stage) fires may be handled by any SRGGI associate or competently trained contractor employee using the proper hand-held extinguisher(s), and small spills may be controlled by the use of absorbent material or 'socks' as specified in the MSDS. SRGGI does NOT handle major spill containment or large-scale Fire Control.

Spills

Federal, State, and local laws and regulations mandate specific notification in the event of a chemical spill or release. All chemical spills or releases inside a SRGGI facility shall be reported to the Project Manager and the Environmental Manager. Any spills or releases outside a SRGGI facility, or that occur in a SRGGI facility but migrate outside must be reported to the Environmental Manager IMMEDIATELY.

4.7 Evacuation Tones and Procedures

General

During an emergency, it may be necessary to evacuate the entire plant or specific areas of the plant. In case of fire, an emergency evacuation alarm will sound and plant evacuation shall proceed in a safe manner. Any other plant evacuation scenarios will be announced over the PA system.

It is the responsibility of any Contractor working within a SRGGI facility to become familiar with the evacuation routes for the area in which the work is being performed. Evacuation charts may be found posted throughout the SRGGI facility.

At the sound of the evacuation alarm, stop all activity, terminate telephone conversations, secure any equipment in use and proceed to an area outside the building. Remain outside the building until management verifies that the emergency is concluded and building occupancy may be resumed.

4.8 Barricades, Signs, and Perimeter Guarding

General

Safety barricades or warning tape shall be erected as temporary barriers to warn personnel of potentially hazardous or dangerous situations.

Floor Openings

Every temporary floor opening shall have removable standard railings or shall be constantly attended by Contract Personnel.

Overhead Work

Overhead work shall be guarded according to the procedures outlined in Section 4.26 below.

Hazardous Work Operations

Any work operation that may pose a hazard to an employee who inadvertently comes into contact with the operation or into the area shall be cordoned off by a barricade or barricade tape and appropriate signs.

4.9 Chemical Area Instructions

General

The chemical areas of the plant contain numerous chemicals which could be dangerous if handled improperly. For the safety of our employees as well as your own safety, all handling of SRGGI chemicals, as well as the opening and closing of valves, lines and vessels that contain chemicals, shall be performed by SRGGI associates. The only exception would be prior agreement between SRGGI and the contractor. Prior to commencing work, all contractors shall check with the Project Manager to ascertain that all chemicals have been removed from the area in which they are to work and that no adjacent chemical operations pose any hazards.

Emergency Procedures

Emergency showers and eyewashes have been provided at various points in the facility. These may be used to apply large quantities of water in the event of a serious splash or direct contact with harmful amounts of acid, caustic, or other corrosive materials. All contractors working in an area where chemicals are in use shall note the location of the closest shower/eyewash prior to commencing work.

If chemicals are brought into contact with the body or eyes, immediately flush the affected area with copious amounts of cold water. After flushing for several minutes, contractor must notify Safety Manager and the Project Manager immediately.

In the event that irritating vapors are inhaled, immediately proceed to an area where fresh air is available.

4.10 Confined Space Entry

General

Any Contractor performing work in a permit required confined space or performing hazardous work operations in a non-permit required confined space must have a confined space entry program that meets all Federal and State regulations or defer to the SRGGI confined space entry program. A copy of the Contractor's written program must be submitted to the Safety Manager prior to the start of the work.

Requirements

Prior to performing any of the above referenced work, each Contractor will be notified of the hazards identified in the space and SRGGI's experience with the area that makes it a permit required confined space. Contractor will be apprised of any precautions or procedures that SRGGI implemented for the protection of our employees in or near permit spaces where the Contract Personnel will be working.

Contractors will be required to provide written entry permits, operational monitoring equipment, monitoring equipment calibration certification, ventilation equipment, all required safety equipment including safety belts and lifelines, and properly trained entry and attendant personnel. Written proof of the required training must be presented to the SRGGI Safety Manager prior to Contractor being permitted being permitted to begin the work.

Notification

The SRGGI Project Manager or Safety Manager is to be notified of the time each entry is expected to begin, the work operation being performed, all materials being used in the confined space and the results of any preliminary air monitoring. The Project Manager or Safety Manager will verify that all the above requirements have been met and all necessary safety precautions have been taken.

IDLH Atmospheres

No entry will be allowed into a confined space that has an atmosphere that is immediately dangerous to life or health (IDLH).

4.11 Dress Policy

In addition to wearing the proper personal protective equipment and protective clothing, contractors should dress appropriately for the tasks that they expect to perform. Appropriate shoes, long pants, and a shirt are required at all times.

Some requirements are:

- 1) Neckties, loose fitting clothing and chains, watchbands, rings, earrings and key chains can be hazardous and should not be worn when working near equipment such as rotating machinery.
- 2) Jewelry can present a shock hazard and should not be worn while working on electrical equipment.
- 3) Long hair should be appropriately restrained so it does not present a hazard from moving parts of equipment and machinery.
- 4) Safety toe footwear is required. The following footwear is strictly prohibited in any manufacturing area:
 - a) Sandals, shoes with open toe, open side or open back, non-substantial shoes such as slippers, platform shoes, or high heel shoes (heels not to exceed 2" measured from the floor to the top of the sole in the back).
 - b) The area of the heel contact shall be two square inches or greater for all shoes worn in areas where there is open grating.

4.12 Restricted Substances: Freon, Solvents, and Others

Freon

The use of any stratospheric Ozone Depleting Substances (ODS) such as but not limited to 1, 1, 1 trichlorethane (methyl chloroform) and carbon tetrachloride is not allowed unless expressly approved by the Environmental Manager.

Evacuation and Capture of CFC's: Federal law requires that evacuation and capture of CFC's from cooling and refrigeration equipment must be performed by certified individuals using certified capture equipment. Contractors performing this operation shall produce evidence of certification prior to the start of the work. **All captured ODS material must be disposed of according to all applicable state and federal regulations.**

Solvents and Others

The use of any chlorinated solvents without prior approval of both the facility Environmental & Safety Managers and Director of EHS is strictly prohibited. Some examples of these substances may include but are not limited to: TCE, Methylene Chloride, Chloroform, Carburetor Cleaner, Brake Cleaner, and Welding Anti-Spatter Compound.

4.13 Hazard Communication

Safety Data Sheets

All Contractors are required to provide SDS sheets for any chemical to be brought on site. The SDS's are to be submitted to the Safety Manager at least 48 hours prior to bringing any chemical on site. Approval is not guaranteed, so it is advantageous to submit SDS as far in advance as possible. No chemical product may be brought on site unless prior approval has been obtained.

Definition of a Chemical

A chemical as defined by the OSHA Hazard Communication Standard is any gas, powder, or liquid, or any solid that changes form or releases a chemical upon use. Malleable metals, welding rods, cement mix, paint, and grout are examples of chemicals.

Contractor's SDS Availability

Contractors will be required to keep the SDS sheets on the job site and make them available to associates in the area. These SDS sheets will be accessible to SRGGI associates.

SRGGI SDS Availability to Contractors

The SDS's for all chemicals used at SRGGI are available to all Contractors. See your Project Manager for the location and or access to SDS sheets.

Written Hazard Communication Program

The SRGGI written Hazard Communication Program is available upon request. All Contractors are required to have a copy of their written Hazard Communication Program available for inspection upon request.

Training

The Contractor is responsible for providing their employees with all training required by the Hazard Communication Standard. SRGGI will offer answers to any specific questions a Contractor may have concerning the SRGGI Hazard Communication Program.

4.14 Hazardous Waste

General

Project work frequently results in the generation of waste material. Improper handling and disposal of any waste material may be a violation of regulatory requirements and may also have an adverse impact on health and/or the environment. Proper handling procedures are required.

Determine Classification of Waste

If you expect your work to result in the generation of a waste, the SRGGI Environmental Manager must evaluate the waste to determine if it is classified as a hazardous waste as defined by Resource Conservation and Recovery Act (RCRA).

Non-Hazardous Waste

If it is determined that the waste generated will be a non-hazardous waste, as defined by RCRA, it will be the responsibility of the Contractor to dispose of the waste according to all applicable Federal, State, and local regulations and guidelines. SRGGI will not dispose of any Contractor-generated non-hazardous wastes unless otherwise approved by the SRGGI Environmental Manager prior to the start of the project. Contractor-generated non-hazardous wastes must be removed by the end of the project, or at the end of each work day.

Hazardous Waste

If it is determined that the waste generated will be a RCRA hazardous waste, the waste must be turned over to SRGGI at the completion of the job. Any Contract Personnel involved in the handling packaging and storage of the hazardous waste must have been trained according to the requirements of RCRA. Contractors should be prepared to show proof of the required training prior to the start of the work. Unless there is a prior agreement to the contrary, Contractors will be responsible for any costs associated with transport and disposal of any hazardous waste they generate.

In-plant Disposal

No liquid, including water, shall be released into any drain, inside or outside of a SRGGI facility, or onto the ground without prior approval of the SRGGI Environmental Manager.

4.15 Industrial Trucks and Equipment

It is not the responsibility of SRGGI to provide equipment for Contractor's work. Contractors will not be allowed to utilize SRG forklifts or powered industrial equipment. If such equipment is required to complete the job it is the Contractors' responsibility to provide their own equipment.

Contractor may make arrangements to utilize SRGGI aerial lifts (boom/scissor style), these will be handled on a case by case basis. All arrangements to use an SRGGI aerial lift shall be made through the SRGGI Project Manager and the Safety Manager. The use of equipment shall not interfere with or obstruct normal plant operations, and use may be interrupted at any given time for plant purposes. Proper training for the equipment shall be the responsibility of the Contractor. Proof of proper training must be provided to the Safety Manager before Contractor may operate equipment. The Contractor will be held liable for injuries caused to himself, any Contract Personnel or to any SRGGI associate, and for any damage sustained to the equipment or the facilities.

Only trained individuals are allowed to operate powered industrial vehicles on SRGGI property. Contractors shall provide proof of adequate training for any Contract Personnel required to operate a powered industrial vehicle.

The operator of any powered industrial vehicle must be in full compliance with all applicable OSHA regulations.

4.16 Labeling of Chemical Containers

Labeling

All containers of chemicals shall be labeled according to the information below.

Hazardous Waste

The Environmental Manager and the Project Manager should be notified of any hazardous waste generated. The Environmental Manager will identify any testing, labeling, and/or handling procedures that are required.

Manufacturer's Labels

Manufacturer's labels are not to be removed, defaced, or altered. If a manufacturer's label becomes unreadable, an appropriate hazard communication label must be added.

Hazard Communication Labels

The information on all labels must include the name of the material and the

physical and health hazards of the material. Hazard Communication labels can be obtained from the Project Manager if necessary. Materials already labeled appropriately by the manufacturer do not need additional labeling.

Unmarked Containers

No unmarked containers of any size will be permitted.

4.17 Lockout - Zero Mechanical State

General

Zero mechanical state is the state at which the mechanical potential energy of the equipment or machine is set such that actuation of valves buttons or switches will not produce movement that may cause injury. Zero mechanical state applies to all forms of hazardous energy, including, but not limited to, the following: electrical, chemical, pneumatic, mechanical, thermal, compressed air, vacuum, hydraulic pressure, gravity fed equipment, spring activated equipment and stored electricity in batteries or capacitors. All equipment with stored potential energy must be placed in a zero mechanical state prior to maintenance, repair or removal.

All Contractors must utilize lock out procedures if they remove or bypass machine guards or other safety devices, resulting in exposure to hazards at the point of operation, or if they are required to place any part of their body into a hazard zone associated with a machine's operating cycle. Each person performing the work must apply their lock to the energy disconnect controls; one person cannot perform lock out for multiple crew members.

Procedures - On-Site Contractors

On-site contractors are required to follow the lockout procedures found in the facility's Lockout Program. A copy of this program may be obtained from the Safety Manager.

Lock Removal

Locks are to be removed by the individual who placed the lock on the equipment. **DO NOT CUT OFF ANY LOCKS.** If a lock cannot be removed, contact the Project Manager or the Safety Manager.

4.18 Electrical Safety

Contractors must comply with OSHA standards, the National Electrical Code, NFPA 70E, and local ordinances and requirements when operating electrical equipment or working on or near electrical circuits.

Some examples include but are not limited to:

- 1) Use only properly grounded portable power tools and equipment

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- 2) Use ground fault circuit breakers where required
 - 3) Use extension cords in a safe manner
 - 4) Follow accepted safe electrical work practices
 - 5) Never use metal ladders around power lines

All work shall be completed when circuits are de-energized. All electric equipment and circuits must be considered "hot" (energized) until:

- 1) It has been isolated from all sources of supply by opening the properly rated disconnect switches, circuit breakers, cutouts or contacts
- 2) A properly rated and operable sensing device has been brought into close proximity to or touched to, a bare component to confirm that it is de-energized

4.19 Noise

Contractors shall make every effort to use equipment that operates at a noise level of less than 90 dBA.

If the equipment to be used operates at a noise level in excess of 90 dBA and the work is to be performed outdoors, the Contractor shall make hearing protection available to their employees.

If the equipment to be used operates at a noise level in excess of 90 dBA and the work is to be performed indoors, the work must be scheduled at a time when no SRGGI associates are working in the area unless prior approval is obtained from the Safety Manager. The Contractor shall make hearing protection available to their employees and any SRGGI associates that will be in the area.

Contractors shall be prepared to provide proof of adequate training and testing for any employee that is part of the Hearing Conservation Program.

4.20 Personal Protective Equipment

General

Contractors should be aware of the potential hazards of the normal work operations they may have to perform. It is expected that they will provide their employees with and enforce the use of all required personal protective equipment in accordance with good industrial hygiene and safety practices and all applicable Federal and State OSHA regulations.

Eye and Face Protection

Safety glasses are required in all plant areas (excluding offices and break rooms). These safety glasses must be ANSI standard Z87 rated with side shields. When working inside the building, safety glasses are required to be free of any "tint" or "mirror" finish, photo grey type lenses are permissible. Consistent with OSHA requirements, Contractor shall ensure that Contract Personnel wear appropriate eye or face protection when they are exposed to eye or face hazards from flying particles, molten metal, liquid chemicals, acid and caustic

liquids, chemical gases or vapors or potentially injurious light radiation. Eye protection must provide both front and side protection and must be worn whenever any of the above conditions are met.

Head Protection

Contractors shall be responsible for ensuring that employees wear protective helmets when working in areas where there is a potential for injury to the head from falling or moving objects. This includes those who work aloft on aerial lifts, ladders, poles, towers, and platforms, in areas where work is being performed overhead, as in manholes and excavations and in areas where construction or demolition is taking place. Protective helmets designed to reduce electrical shock hazards shall be worn when employees are working near exposed electrical conductors which could be contacted by the protective helmet.

Foot Protection

Contractors shall be responsible for wearing footwear that is safe and proper for the task being performed. Certain SRGGI facilities may require safety toe footwear at all times except for offices and break rooms. Contractor should consult with the Project Manager or Safety Manager for more details.

Fall Protection

Any work performed using an aerial lift requires a fall protection harness. Any work performed on an elevated surface or platform more than 48 inches off the ground requires OSHA compliant guard rails with toe boards installed or the use of fall protection.

Protective Clothing

Protective clothing such as gloves, aprons, and coveralls shall be provided, used, and maintained in sanitary reliable condition whenever it is necessary to protect employees from workplace hazards.

Respiratory Protection

Whenever respiratory protection is required, Contractor shall comply with the requirements set forth in Section 4.21.

4.21 Respirator Use

General

Contractors expecting to use any type of respirator in the course of their work must review their respirator program with the Safety Manager prior to the start of such work.

Certifications

Contractors will be required to provide written certification that all individuals

intending to use a respirator have been trained in their use, fit tested, and have medical certification.

Types of Respirators

Contractors must be ready to defend their choice of respirator, such as air-purifying, air-line, full-face, half-face, dust mask, etc. in accordance with NIOSH decision logic.

Contractors are expected to provide their own respirators when needed.

4.22 Training

General

All Contract Personnel are expected to be properly trained to perform the job for which they have been contracted and to perform such job in a safe manner. The training should include all aspects of the job, including any specific training required by Environmental, Health, and Safety regulations of Federal and State agencies.

In the case of specific training required by Federal and State regulations, the Contractor shall, upon request, provide documentation that the required training was given to the appropriate employees. The documentation must include the hand printed or written name of the employee, and date of training. Examples of such training include but are not limited to respiratory training, bloodborne pathogens training, confined space entry training, and hazardous waste training.

4.23 Asbestos

Contractors are not allowed to bring any asbestos containing material (ACM) into an SRGGI plant without written approval from the SRGGI Safety Manager. Examples of common ACM include roof repair compounds and insulating materials. Please be reminded that civil and criminal consequences may arise for individuals and corporations who do not follow regulations for use and handling of ACM.

4.24 Welding, Cutting, and Soldering/Hot Work Policy

Each hot work operation must have a valid permit. This applies to work in all areas of an SRGGI plant except for the enclosed Maintenance area. Hot work refers to all methods of welding, oxy-fuel flame cutting, brazing, grinding, and open flame soldering.

Safety Precautions

The following safety precautions must be followed:

- 1) Floors and surroundings must be swept clean.

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- 2) Ample portable fire extinguishing equipment as well as a contractor trained to use the extinguisher must be provided.
 - 3) All combustibles must be located further than 30 feet from the hot work operation. Any combustible that must remain closer than 30 feet must be protected with approved curtains, metal guards, or flameproof covers.
 - 4) All floor, wall, and duct openings within 40 feet of the operation must be covered and sealed.
 - 5) A responsible person shall be assigned to watch for dangerous sparks in the area.
 - 6) Arrangements must be made for the area to be patrolled during any lunch or rest period and for at least one half hour after work has been completed.
 - 7) Prior to being used for any hot work operation, flame or spark producing equipment must be inspected and found to be in good repair.

Hot Work Permits

Hot work permits may only be issued by the Maintenance Supervisor, or their designee, for each shift. The individual issuing the permit must accompany the Contractor's representative to the worksite to verify that conditions allow hot work to be performed.

Hot work permits will only be valid for the time period indicated on the front of the permit and for the specific job for which issued.

4.25 Working Alone Policy

Any Contract Personnel who are performing an activity which has a high accident potential must be within sight and sound of another employee who is familiar with the hazards of the work being performed and the area.

Examples include but are not limited to: working in pits, over tanks, in molding machines,

4.26 Working Overhead

The work area under the overhead activity shall be clearly marked to establish a work zone. This work zone will be larger than the floor area required for the overhead work. The minimum work zone will be the area directly under the work activity plus a buffer space to allow workers to move around the ladder or platform. The size of the tools and the material being installed must also be considered in establishing the work zone.

The individuals working overhead shall be responsible for establishing the work zone and notifying SRGGI associates and the Project Manager that work will be affecting the area.

The work zone shall be marked by safety corner guards or barrier tape on stands.

Workers on elevated platforms are required to have safety rails or chains 48

inches above the working surface along with a midrail and toe board on all sides of the platform. Rails, chains, and toe boards are not to be used as steps. In the absence of safety rails or chains or in those circumstances where the worker must stand on pipes, ductwork, structural steel or supports, a safety harness is required.

4.27 Work Environment - Housekeeping

Contractors are expected to maintain a clean and orderly work environment and to keep the work site free from any recognized safety and health hazards. Some guidelines include but are not limited to:

- 1) Keep the floor clean of debris in order to reduce tripping hazards.
- 2) If electric cords or other lines are on the floor, use proper barricades or markings to reduce the tripping hazards.
- 3) Do not block any aisles or exits.
- 4) Clean up all debris at the end of each work shift.
- 5) Keep containers of liquids or chemicals closed when they are not in use.
- 6) Immediately clean up any grease, oil, or liquid that may present a slipping hazard.
- 7.) **If chemicals are being used consult the Environmental Manager to determine the proper area where equipment and employees may clean-up.**

4.28 Work Site Inspections/Safe Work Practices Enforcement

OSHA Inspections

The Contractor's representative shall immediately notify the SRGGI Safety Manager of any OSHA inspection Contractor was involved in at any SRGGI site or OSHA citation received by the Contractor while performing work for any SRGGI facility.

Contractor's Inspections

The Contractor's representative shall conduct periodic safety inspections of the work site and document in writing all observed or potentially hazardous conditions. The Contractor's representative shall ensure that corrective action is taken immediately. This information shall be shared with the SRGGI Safety Manager.

SRGGI Inspections/Enforcement

Any SRGGI personnel referred to in this manual or member of the SRGGI management team has the authority to and may at any time inspect a Contractor's work site. If the SRGGI representative observes a Contractor's employee or subcontractor's employee performing work in an unsafe manner, the Contractor's representative will be notified.

The Contractor's representative is responsible for ensuring that immediate corrective action is taken. If the Contractor's employee or subcontractor's employee continues to perform work in an unsafe manner, the Contractor's home or corporate office will be notified. The Contractor's representative will be reminded that if the unsafe condition continues, they will be asked to cease

the work being performed. If the unsafe condition is still not corrected, SRGGI will stop all work being performed by the Contractor and shall have the right to terminate any contract with the Contractor.

In cases where the action of a Contractors' employee or subcontractor's employee creates an imminently dangerous situation for the Contractor's employees, subcontractor's employees, SRGGI associates or other third party, SRGGI will direct the Contractor's employees to cease the work operation until the imminent danger is corrected.

4.29 Plant Security

SRGGI requires that all Contractors sign in each day before starting work and sign out when they leave the plant site. If Contractors leave the plant for lunch, they must sign out, and sign back in upon return.

SRGGI reserves the right to spot check Contractors and their vehicles. Removing any SRGGI material or property requires prior written approval from the Project Manager

5.0 Attachments

A. Contractor Acceptance of Terms

B. Project Work and Hazards

C. Contractor Roster of Workers

D. Emergency Contact List



Contractor Acceptance of Terms

Please read the accompanying SRG Global Contractor Safety Program carefully before you sign below. Keep a copy and fax a copy of this page to :

Your signature is the acknowledgment that you, the Contractor, have been presented with pertinent information on policies and procedures that must be followed when performing work at our facility and that you agree to comply with the requirements set forth in the SRG Global Contractor Safety and Environmental Program.

Failure to comply with any portion of this program may result in adverse action against your company, up to and including cancellation of the contract, as well as forfeiture of any future contracts with SRGGI. In addition, future bids by your company may be dismissed without consideration. Cancellation of existing contract(s) may result in assessment of liquidated damages for non-performance of the contract, as well as any additional damages that may result.

Contractor/Company Name _____

Address _____

Authorized Signature _____

Printed Name _____

Title _____

Date _____

REMINDER: Contractor management must make sure all employees sent to our plant are aware of the SRG Global Contractor Safety and Environmental Program. Upon your request, we will provide a copy at our facility for your employees to review. SRGGI will provide a short orientation of the safety policies and procedures in our plant.

Return Page - (Sign and Return to SRG Global)



Project Work and Hazards

Company Name: _____

Date: _____

Work Period: FROM: _____

TO: _____

Supervisor: _____

Onsite Contact: _____

Phone Number: _____

If the project changes from the below operations and hazards this form must be updated. Once updated a ToolBox Talk must be conducted.

	Main Operation	Hazards	Countermeasure (XYZ will be done because of Hazard)
1			
2			
3			
4			
5			
6			

Completed by Contractor and returned to Safety Department

Roster must be current (daily).

Must be completed before work begins.

List equipment being used for project under countermeasures. Example: welder, forklift, etc.

Supervisor's Signature: _____

Date: _____

Safety Department Signature: _____

Date: _____



Contractor Roster of Workers

Company Name: _____ Date: _____

Work Period: FROM: _____ TO: _____

Supervisor: _____ Onsite Contact: _____

Phone Number: _____

Insurance ID Number: _____ Effective: _____ End: _____

	Name	Telephone Number	Licenses
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

Completed by Contractor and returned to Safety Department.
Roster must be current (daily).



Emergency Contact List

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