

Environmental Management Procedure	EP-4.4.6-0003
Subject: Construction/Contractor Safety & Environmental Policy	Eff. Date: 1/15/98
Originating Dept.: Human Resources	REV. NO. 5
Approved by: Bob Masteller	REV. DATE 9/10/08

I. PURPOSE

To establish policy for the administration of the Company Construction / Contractor Safety & Environmental Program.

II. DEFINITION

Contractor- The word contractor is used in this policy to also represent subcontractors.
EMR – Environmental Management Representative

III. POLICY

A. GENERAL

1. Contractors shall receive the Construction / Contractor Safety & Environmental Policy prior to bidding on CKNA construction contracts.
2. Contractors that cannot meet the safety & environmental requirements listed in this policy are rejected from the bidding process.
3. Safety violations are considered a breach of contract and may result in the immediate suspension of the construction project.
4. Contractors installing, repairing and/or removing systems containing ozone depleting substances shall have only persons with the appropriate EPA certifications completing the work. Those persons shall have a copy of the EPA pocket card on site, and present this card if requested by a CKNA employee.

B. GENERAL CONSTRUCTION SAFETY REQUIREMENTS

1. Emergency telephone numbers must be posted at the construction site.
2. Contractors must provide orientation and training on the Construction / Contractor Safety & Environmental Policy to their employees.
3. Contractors must comply with housekeeping requirements.
4. Contractors must comply with sign and tag requirements in accordance with 29 CFR 1926.200.
5. Contractors must ensure the use of all necessary personal protective equipment

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in accordance with 29 CFR 1926.28.

6. Contractors must provide ground-fault circuit interrupters on all single-phase 15 and 20 Amp. receptacle outlets on all construction sites or institute and document an assured grounding program in accordance with 29 CFR 1926.400.
7. Locking and tagging will be accomplished in accordance with Company Lockout / Tagout Policy 103.508 and 29 CFR 1910.146. A copy of the Company policy shall be provided to the contractor prior to the bidding process.
8. All contractor employees must be provided and required to wear fall protection devices when working from heights in accordance with 29 FR 1926.104. This includes:
 - a. Heights of 6 feet or greater (excluding the use of ladders and scaffolding).
 - b. Operating and working off of man lifts.
9. All scaffolding shall include top rails, midrails and toeboards on all open sides in accordance with 29 CFR 192.451.
10. Lift baskets may be used in conjunction with forklifts as long as the basket contains top rails, midrails and toeboards on all open sides. Baskets must be chained to the forklift mast. Forklifts must be manned at all times while the basket is occupied. Working off of forks and pallets is strictly prohibited.
11. Entry into confined spaces shall be in accordance with 29 CFR 1910.146 and Company Safety Policy, Confined Spaces 103.535. All entries shall be coordinated with and approved by the Project Engineer and the Human Resources Office 24 hours prior to the entry activity.
12. Construction work requiring trenching and excavation must be coordinated with appropriate agencies. Trench sloping and shoring must conform to 29 CFR 1926, Subpart P. All excavation work shall be adequately barricaded with physical barriers, barrier tape or rope to prevent inadvertent injuries associated with the construction project.
13. Hard hats shall be worn when overhead hazards prevail and in addition to all crane and rigging activities. Work under suspended loads is prohibited.
14. Contractors are required to inspect and maintain inspection records of all lifting equipment in accordance with 29 CFR 1926.550 and 29 CFR 1926.552 - 556.
15. All crane work in proximity to electrical distribution and transmission lines must be protected in accordance with 29 CFR 1926.550 (a) (15).

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16. Contractors are to provide first aid supplies and qualified personnel to administer first aid at the job site in accordance with 29 CFR 1926.50.
17. The contractor is required to notify the Project Engineer and the Human Resources Office immediately if a mishap occurs including:
 - a. A fatality or near miss fatality;
 - b. An injury or illness that may produce permanent or prolonged disablement;
 - c. Injury or illness to several employees in the same mishap;
 - d. Any incident that could cause harm to a Company employee, the public, or that could have a significant effect on the environment.
18. The contractor must cease all work at the site of the mishap until the Project Engineer or Human Resources provides additional instructions.
19. The site of an accident involving serious injury must be isolated and access controlled. The area must remain intact until an investigation has been completed and a Company authority releases the site.

C. GENERAL PROJECT REQUIREMENTS

1. Safety glasses with side shields shall be worn at all times in manufacturing areas. Contractors shall furnish safety glasses for their personnel.
2. Direct ventilation to the outside is required for all continuously operating internal combustion engines. If fume removal is not possible, construction activities must be rescheduled during non- production hours.
3. Use of loud construction equipment (i.e., jackhammers, demohammers, etc.) which could hinder the productivity of Company manufacturing operation should be scheduled during non-production hours.
4. Work scheduled by the contractor on weekends or designated holidays must be approved by Company Management.
5. Contractors will furnish all safety equipment, tools, materials, and all other equipment required to complete a job unless arrangements are made with the Project Engineer. All tools, materials, etc. are to be kept in an orderly fashion at all times.
6. Contractors are to leave the work area in the same orderly condition at the end of the job as when the project started.
7. Contractors shall provide all required permits and licenses.

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8. Contractors will provide all required certificates of insurance, with a minimum \$1,000,000 general liability and \$500,000 worker's compensation insurance.
9. Smoking by contractors is prohibited except at outdoor designated smoking areas.
10. Coffee breaks and other rest periods are to be in designated areas only. Food and drinks are not permitted in manufacturing areas.
11. Construction parking will be in designated parking areas only. No parking will be permitted in visitor parking or in loading dock areas.
12. Outside storage areas are to be clean, orderly and neat at all times.
13. Portable toilet facilities shall be provided by the construction contractor when project requirement demands equal or exceed ten contractor / subcontractor workers.
14. Contractor personnel shall sign in at the front lobby.
15. Storage of Flammable Material: Bulk storage of flammable materials shall be outside the buildings (and in safe areas) whenever possible. When such materials are required within buildings, they shall be held to a minimum. Flammable liquid storage and handling shall be in accordance with Federal, State and Local regulations.
16. Hazardous Material: All new construction, renovation, demolition, or salvage work performed by the contractor must be done in a manner consistent with applicable legislation. Particular attention must be directed to the use, removal and disposal of hazardous materials such as asbestos, silica, etc. The handling and disposal of all hazardous materials must be performed in a manner that conforms to Federal, State and Local regulations.
17. A fire extinguisher must be present during all welding, cutting and brazing activities. Welding gas cylinders must be secured by chain at all times.
18. The indoor application of hazardous materials including toxic industrial coatings, volatile solvents, open burning, or any generation of harmful fumes and vapors shall be coordinated with a Environmental Management Representative (E.M.R) and scheduled during off shifts.
19. In areas where hazardous materials have been used, the area must be decontaminated before it will be acceptable for Company personnel.

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20. All contractors doing work for the Company must inform the EMR representative or their designee of any hazardous materials or chemicals that the contractor will be using while performing their work. The contractor must supply the EMR with a MSDS for those chemicals to be used before the chemical is brought on site. The hazardous chemicals must be handled in accordance with all Federal, State and Local regulations.

21. When a contractor is working in a location within Company where a hazardous chemical is present, the EMR representative must inform the contractor of the following:
 - a. The hazardous chemicals being used in their work area and their location; and
 - b. With assistance in the procurement of necessary MSDS's.

22. Disposal and Removal of Construction Material:

Upon completion of construction and / or renovation assignment(s), contractors and / or subcontractors are to remove and dispose non-hazardous waste such as construction materials, trash, debris, etc. associated with the project as per Federal, State and Local regulations. Hazardous materials brought onto CKNA property by the contractor / subcontractor must be moved from the property by the contractor / subcontractor.

23. Disposal of any hazardous material must be approved by the EMR.