



# Contractor Safety Program

Company Confidential



# Definitions

- *Contractors*- Parties engaged by contract to perform services within the Helmer facility or to work on specific projects. Vendors and other delivery services fall under this definition as well.
- *Occupational Injury/Illness*- any injury such as a laceration, contusion, strain/sprain, amputation, etc., resulting from a work related accident or an exposure event in the work environment.



# Objectives

- It is Helmer's objective to have excellence in contractor safety performance. Helmer will provide the environment, encouragement, and support to help accomplish this, but it is the contractor's responsibility to establish, maintain, and manage its own Safety Program that complies with all Helmer programs.
- Contractor must ensure that all Contractor personnel understand and are trained in all applicable health and safety rules and regulations and adhere to them at all times.
- Helmer may audit the work at any time.
  - Violation of Helmer policies may result in dismissal of contractor personnel from the Helmer site.
  - Repeated violations will result in dismissal of the contractor.
  - Contractor is solely responsible for safety and regulatory compliance in its work.
  - Perform all work the least risky way.



# Contractors Responsibilities

- Orderliness and housekeeping is a basic requirement for all projects and the job site must be well maintained at all times.
- Special attention must be given to maintaining clear aiseways, removal of trash, removal of slip, trip, and fall hazards, and proper storage of materials (including hazardous/flammables/combustibles).
- Contractors at all times should stay self aware of site safety to prevent hazardous conditions, safety rule violations, and unsafe practices.



# Site Rules

- Possession or consumption of alcoholic beverages or illegal / illicit drugs on company premises is strictly prohibited.
- Weapons and explosives of any kind are prohibited on company premises.
- Helmer is a tobacco free facility. Use of any tobacco product including e-cigarettes is prohibited on company property.



# Security

- All contractor personnel must sign in and out with the receptionist at the main entrance of the facility
  - Helmer will issue contractor/visitor badges at the receptionists desk
  - Return badges at the end of the day to the receptionists desk
- Display badges at or above waist level at all times
- Do not access areas outside the immediate work area
  - Exceptions: Designated restrooms, food service areas, and other convenience areas



# Traffic Safety & Parking

- Observe posted speed limits, stop signs, crosswalks, and other traffic rules; the maximum speed limit on Helmer's property is 10 mph
  - Violations may lead to dismissal from the property
- Park only in designated spaces
  - Vehicles parked in fire lanes, reserved areas or roadways are subject to towing at owner's expense
  - Contractors may not park on sidewalks or landscaped areas unless expressly permitted by Helmer.
- Do not impede access to any emergency equipment. (i.e., fire hydrants risers, etc)



# Vehicle & Parking Safety

- Helmer is not responsible for any belongings left in vehicles
- Refueling of gas, diesel, or LPG powered vehicles must be done outdoors.
  - Contractors working near roads must wear brightly colored safety vests to improve their visibility to vehicle traffic (during striping, excavating, landscaping)
- All vehicles are subject to inspection at any time
  - Industrial vehicles must meet all Helmer and governmental safety rules and regulations such as motion alarms, horns, lights, etc.





# Trailer Yard Safety

- Work that occurs inside active Helmer trailer yards requires a detailed safety plan to be completed with the Contractor Pre-Task Checklist prior to initiating work.
- Contractors must provide a physical barrier such as a vehicle or traffic barricades to separate their hands-on work area from yard traffic.
- If it is not feasible to use a physical barrier, contractors may use a spotter system to observe yard traffic for the contractor engaged in hands-on work inside the yard.
- Contractors must wear ANSI Class II or equivalent reflective clothing when inside the yard.



# Emergency Action Plan

## Building Evacuation

- Proceed to the nearest exit in the building.
- Once outside all personnel must head to the south parking lot.
- All contractor employees will gather at **Rally Point A.** Contractors must take a roll call of all of their employees and report if anyone is missing.
- Everyone stay in their designated area until the all clear is given.

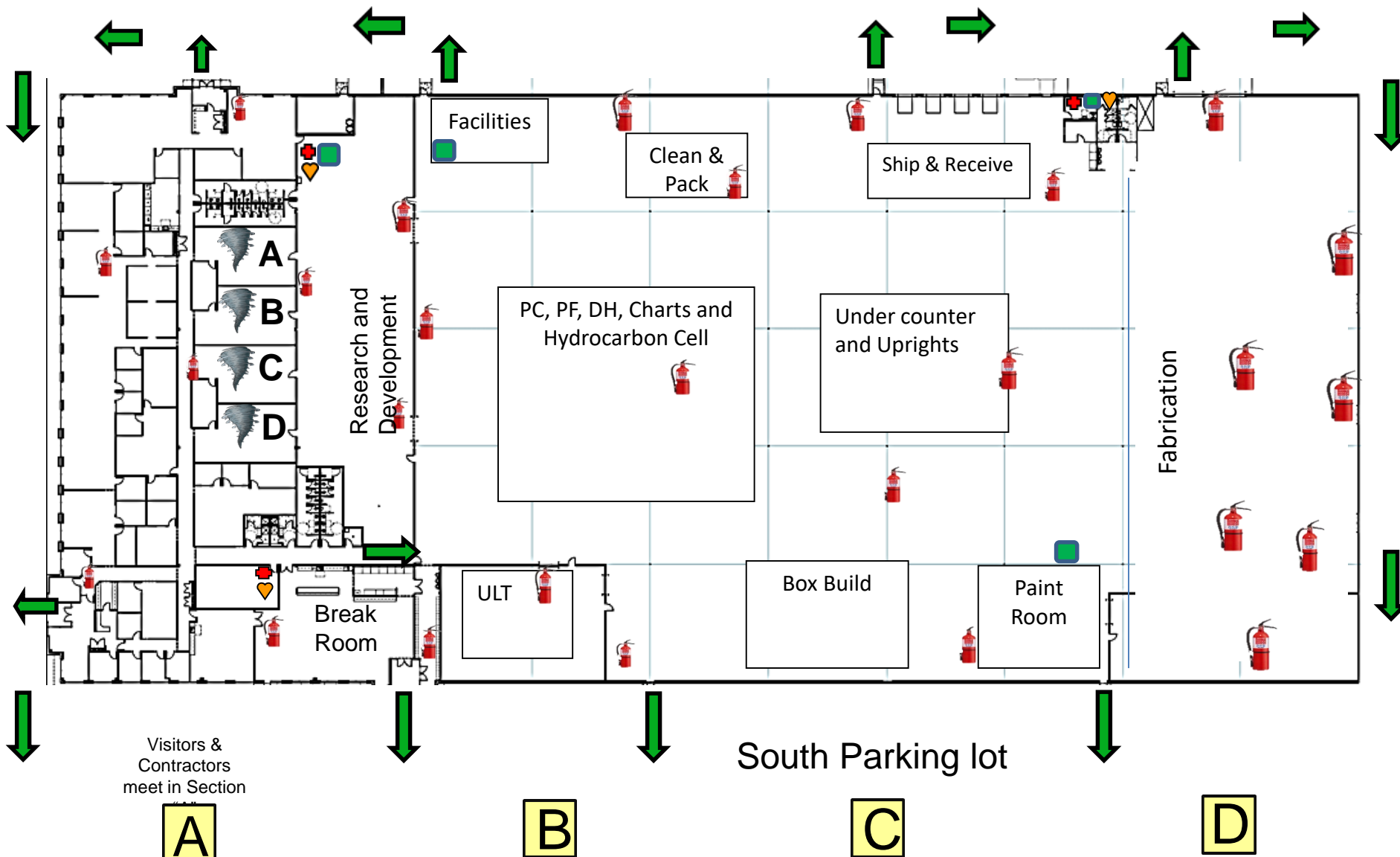


# Emergency Action Plan

## Shelter In Place

- If time allows move to the interior Engineering office rally points. Contract employees will gather at Rally Point A.
- Contractors must take a roll call of all of their employees and report if anyone is missing.
- Everyone will stay in their designated area until the all clear is given.
- If danger is imminent, find the nearest internal restroom, office, or closet without windows or glass doors.





Exit Routes	Tornado Shelter	Fire Extinguishers	First Aid	Departments	AED (heart defibrillator)	Eyewash Locations

# INCIDENT REPORTING & INVESTIGATION

- Immediately report, and provide documentation (statements, pictures, *etc.*) for all incidents resulting in injury or illness, hazardous material spill or property damage, and near miss incidents that could have resulted in serious injury or property damage to the Helmer Project Manager.
- Immediately report any regulatory inspection (e.g., OSHA, EPA or Fire Marshall) to the Helmer Project Manager and Helmer EHS Department.
- Report security issues including theft, threats or acts of violence to any HR/EHS Representative or to the Project or Facility Manager.
- Report all fire, medical emergencies, or motor vehicle accidents to 911



# First Aid & Medical Services

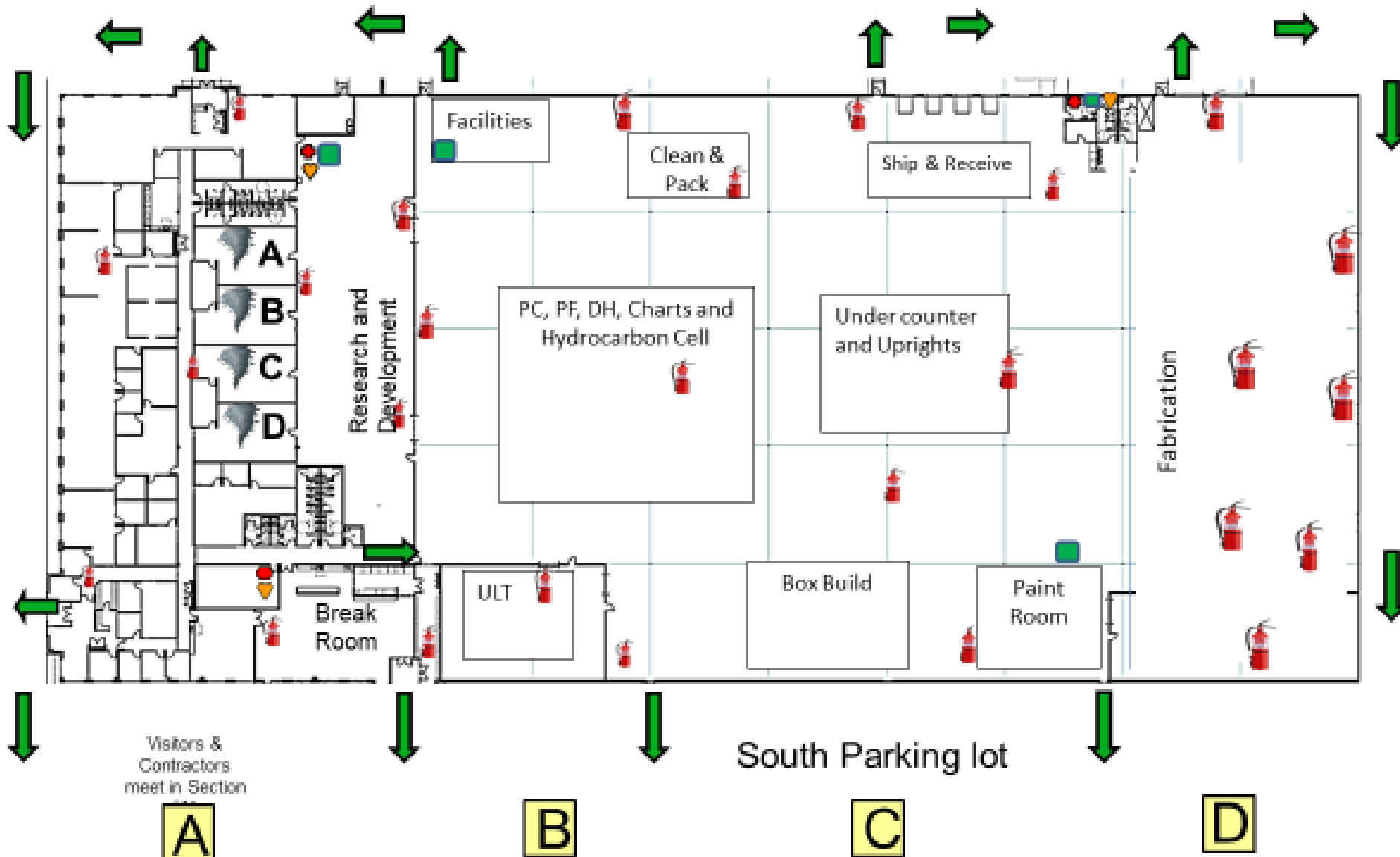
- Contractors are responsible for providing first aid and medical services to their personnel.
- Any medical waste, whether the result of an injury or not, must be disposed of properly in the marked biohazard containers.
- Call 911 for incidents requiring emergency response support.
- Contractors are responsible for recording injuries and illnesses as required by OSHA (or other state and local authorities) and must immediately report recordable incidents to Helmer.



# PPE

- These items are required at all times on the production floor regardless if work is being performed.
  - Safety glasses
  - Closed toed shoes
  - Long pants (no exposed skin on legs)
- Hearing Conservation Area
  - Hearing protection devices are required when in the Fabrication department at all times.
- Contractors are responsible for providing their employees PPE that is required for the scope of the project.
  - Additional PPE may be required for certain job or project tasks





						
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# Ladders and Scaffolds

- Only fiberglass or dielectric ladders that are maintained in safe operating condition may be used. No “metal” ladders are to be used during any project conducted at Helmer.
- Ladders is used in a main aisle area must be cordoned off with cones or caution tape or be continually manned by a second employee to protect the person on the ladder.
- All straight and Extension Ladders must be equipped with approved safety feet, held by a second employee to prevent slipping, or tied off securely to a permanent structure.
- Safe and adequate scaffolding must be used. Portable scaffolding must be lashed or otherwise secured in place. A suitable railing must be used on scaffolding in conformity with governmental regulations.



# Overhead Work

- Overhead work is not permitted when employees are underneath the work area. All employees must be evacuated from the area underneath overhead work before work takes place.
- The immediate surrounding work area at floor level must be barricaded to prevent personnel from entering the work area while overhead work is taking place.
  - Minimum radius the barrier must be that of the height of the lift where the work is being conducted.
- When workers are lifting materials onto roofs/ceilings over affected aiseways or roadways the immediate area underneath the industrial equipment being utilized should be vacated and barricaded.
- All girders, beams and overhead surfaces shall be kept free of nuts, tools, bolts and other materials that might fall.



# Powered Industrial Trucks

- All PIT have the right-of-way when in motion; walkways and PIT aisles are shared
- Pedestrians are to stop until informed by the driver that the driver has seen them.
  - Preferably by waving
- Utilize a spotter when necessary or in congested areas
- Always remain within the confines of the truck; Ensure tools and equipment within the PIT do not obstruct view or pathway
- Do not use cell phones or headphones when operating the lift.



# Electrical Safety

- Do not tamper with Helmer's Arc Flash study hazard warnings/labeling.
- Contractors conducting electrical work must already be trained as a "Qualified Person" in accordance with NFPA 70E Standard for Electrical Safety in the Workplace.
  - Contractors may be asked to provide proof of completion of training.
- The contractor is required to provide their employees with the proper Arc Flash training and any other required safety equipment and tools for the project being completed.
- All electrical work including temporary wiring shall be done in accordance with the current National Electric Code.



# Cranes Or Other Lifting Equipment

- Mobile cranes must be guided in and out of the building by a guide walking at a safe distance in front of the vehicle.
- No person shall ride on a crane ball, cable or boom.
- The rear swing radius of the crane shall be barricaded to prevent personnel from being struck by the crane.
- Crane booms must not be operated within 10 feet of live electrical wires.
- Small mobile cranes must have proper counter weights and stabilizing equipment that is adequate for the task at hand.



# Hot Work

- If you are performing any hot work, Helmer requires that you obtain a hot work permit on the form specified by Helmer's insurance carrier. See your Helmer Project Manager for details if you will be performing hot work.
- A fire watch must be administered by the contract company if the hazards dictate the need for one after an on-site assessment.
- Contractors are not to use company fire extinguishing equipment except in an emergency. Contractors should provide their own fire extinguishers.
- Fire resistant tarpaulins or curtains shall be used. The placement and use of tarpaulins or curtains shall be under strict supervision and control of the Project Manager.



# Hot Work

- Where burning, cutting, welding, or other hot work is performed overhead; the Contractor must provide an attendant below with an approved fire extinguisher.
- Arc welding done at floor level must be shielded to protect personnel from the welding arc.
- Acetylene and oxygen welding torches must have approved backflow prevention devices in place and cylinders must be separated by a minimum 10 gauge sheet metal barrier and valves must be shut off after each use.
- Fire hydrants, extinguishers, hose racks, and other emergency equipment shall not be covered or blocked and fire equipment lanes must always be kept clear.



# Storage Of Flammable Liquids and Compressed Gas Cylinders

- Flammable liquids shall be stored only in reasonable quantities and in approved safety containers and cabinets.
- Compressed gas cylinders must be moved, stored, or handled in an upright position. Transporting cylinders horizontally or by means of “barrel rolling” is forbidden. No cylinder shall be moved with the regulator attached except when secured in an approved welding cart. All cylinders whether charged or empty must be secured in an upright manner and protected from possible damage. When not in use, cylinders must have their valve protection caps in place.
- Fuel gas cylinders must not be stored within 20ft. of oxygen cylinders or they must be separated by a fire resistant barrier at least 5ft. high with a ½ hour fire resistance rating.
- At no time will compressed gas cylinders be moved by fork truck unless secured in an approved transportation device.
- The area where such materials may be stored must be approved prior to storage, must be accessible, and must be kept and orderly clean at all times.





# Hazardous Materials

- Helmer's project leader and EHS Specialist must be notified of all the Contractor's uses of hazardous and flammable materials that may present a health or fire hazard.
- It will be the responsibility of the Contractor to maintain and provide Material Safety Data Sheets for all chemicals used on Company property.
- All hazardous material is required to have a GHS compliant label.
- Contractors and their employees are responsible for removing all hazardous materials from the property at the conclusion of their use. Under No circumstances shall oils, coolants, flammable liquids, acids, etc. be disposed of in storm or sanitary sewers.



# Hazardous Materials

- All chemical containers must be properly labeled and closed when not in use.
  - Chemicals must never be placed in the trash on-site.
- All waste generated by a contractor is the responsibility of the contractor.
  - All waste must be taken offsite daily, and at the end of the job.
- Any spills must be reported immediately to the Helmer Project Manager and the EHS Specialist.



# Confined Spaces

- No person shall enter a Permit Required Confined Space (tank, vault, machinery or sewer) until a Confined Space Entry Permit is completed by the contract company.
- All work in confined space must follow OSHA's standard for confined spaces (29 CFR 1910.146).



# Tools, Equipment, and Machine Guarding

- Contractors must provide and operate their own tools and equipment required to perform their work.
  - The only exception is during emergency situations or when prior arrangements are made that does not deprive Helmer personnel of the availability of such equipment or assets, or affects the normal business operations of Helmer.
- Machinery, tools and equipment can only be operated when all guards and safety devices are in place and functioning properly.
  - Machine guarding shall not be tampered with or modified on Helmer equipment.
- Contractor equipment must be securely stored with guarding when not in use.



# LOTO

- Contractors and their employees shall adhere to the rules and guidelines of the OSHA Lockout Standard 1910.147
- Helmer equipment that requires LOTO have individual procedures established. Contract personnel are required to follow these procedures when performing LOTO activities.
  - All energy sources must be locked out prior to personnel working on equipment.
- Helmer's red safety locks must not be tampered with by any outside personnel. Contractors are to provide and use their own safety locks when performing LOTO activities.
- Contract personnel are required to have had previous LOTO training and must understand the LOTO procedures.



# Housekeeping

- Do not leave materials in plenum spaces
- Trash shall be deposited in the appropriate labeled waste containers.
  - Contractors are encouraged to recycle discarded materials such as wood, cardboard, steel, etc.
- All materials stored outside must be covered, including waste containers such as metal open top dumpsters
- At no time shall any material or equipment be placed so as to block aisles, exits, ladders, or emergency equipment.



If you have any questions that arise please contact your Project Leader or Helmer's EH&S Specialist. Thank you and have a **SAFE** day.

