

# **Contractor's Safety Responsibilities**



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## FOREWORD

Contractors performing work on PRO-TEC Coating Co. premises, either pursuant to a standard construction contract or to a purchase order with attached conditions, assume complete responsibility for the safe performance of such work. The contractor assumes that responsibility under the following clause:

*The safety of all persons employed by seller and his / her subcontractors on purchaser's premises, or any other person who enters upon purchaser's premises for reasons relating to this contract, shall be the sole responsibility of seller. Seller shall at all times maintain good order among his/her employees and shall not employ any unfit person or anyone not skilled in the work assigned. Seller shall confine his/her employees and all other persons who come onto purchaser's premises at seller's request or for reasons relating to this contract and his/her equipment to that portion of purchaser's premises where the work under this contract is to be performed or to roads leading to and from such work sites, and to any other areas which purchaser may permit seller to use.*

*Seller shall take all reasonable measures and precautions at all times to prevent injuries to or the death of any of his / her employees or any other person who enters upon purchaser's premises. Such measures and precautions shall include, but shall not be limited to, all safeguards and warnings necessary to protect workers and others against any conditions on*

*purchaser's premises which could be dangerous and to prevent accidents of any kind whenever work is being performed in proximity to any moving or operating machinery, equipment, or facilities, whether such machinery, equipment, or facilities are the property of, or are being operated by the seller, his / her subcontractors, the purchaser, or other persons.*

This responsibility for the safe performance of the work extends both to PRO-TEC Associates and property and to the employees of contractor, his / her subcontractors, and other persons coming on the premises in connection with the work. In the proper discharge of this responsibility, the contractor will meet with designated representatives of the company to view the premises and become completely aware of existing conditions and hazards if any.

Prior to beginning work, the contractor will again meet and consult with designated representatives of the company to discuss the discharge of his/her responsibilities under the contract.

These requirements are supplementary to applicable Federal, State and local statutes, laws and ordinances, and regulations adopted pursuant thereto. In the event of variances, the stricter requirement shall apply.

## PART I

Part I of Contractor's Safety Responsibilities outlines the precautions to be taken by the contractor for the protection of company (PRO- TEC) personnel and property, as well as, contractor employees and third parties. It is based on actual experience in the Steel Industry and is given to the contractor at the time he / she inspects the site prior to submitting his / her bid, with the understanding that these practices represent minimum safety requirements only and in no way relieve the contractor of the responsibility for such additional requirements for the safe performance of work as may be necessary for the protection of personnel and property. If clarification is necessary the contractor should consult with the Maintenance Planning Engineer or Safety Engineer.

### 1. General

- 1.1 All safe practices on construction and/or maintenance work shall be followed.
- 1.2 Contractor shall recognize that work may be performed while the plant is in operation and that he / she is responsible to establish necessary safe practices to permit the performance of work under operating conditions without endangering PRO-TEC personnel and property, contractor's personnel and property, or third parties.
- 1.3 When work by a contractor must be integrated and coordinated with Company operations or with work of other contractors, such integration and coordination shall be undertaken only as authorized by an authorized PRO-TEC Coating Company Representative assigned to the

contract.

- 1.4 The term “Engineer” as used shall be the Maintenance Planning Engineer, Electrical Maintenance Engineer, Mechanical Project Engineer, Process Control Engineer, Environmental Engineer, Safety Engineer, Quality Engineer or his / her authorized representative assigned to the contract.
- 1.5 Before entering any operating area or department to perform work, the contractor shall obtain permission from the Engineer after consultation with operations management. Intermittent operations shall be cleared with Engineer before work is resumed.
- 1.6 Contractor shall comply with all safety codes, laws, or ordinances applicable to any public authority.
- 1.7 Construction of all temporary buildings and trailers, including wiring and heating facilities, shall be approved by the Engineer.
- 1.8 The contractor shall report all injuries sustained while on PRO-TEC Coating Company property to their PRO-TEC Representative immediately who will, in turn, notify the site’s Safety Engineer.
- 1.9 Hard hats, eye protection, safety boots, all natural fiber clothes with long sleeved shirts buttoned at wrist, gloves appropriate for the task, and hearing protection in designated areas shall be worn by contractor employees.
- 1.10 Electronic devices with headphones, including earbuds,

are **NOT** permitted in production areas. The use of cameras, including cell phone cameras, are prohibited unless permission is obtained by the Engineer.

1.11 Hair, including facial hair, that extends below the neck (front or back) must be tied up, tucked into the hard hat, or otherwise worn in such a way as not to be caught in moving machinery.

1.12 All forms of jewelry are prohibited in the plants except:

- Wristwatches
- Post earrings, which do not extend below the earlobe
- Ear gauges which are solid and made of plastic or of another non-conductive material
- Medical alert bracelets
- Necklaces worn under or inside shirts (must not be permitted to fall out)
- Rings, including silicone bands, are **not permitted** and if they cannot be physically removed for the workday then they must be taped over, to minimize the catch point of the edge of the ring.
- Other piercings, such as facial or exposed body piercings must be removed to prevent entanglement or injury.

1.13 Contractors shall adhere to PRO-TEC Coating Company's Smoking and Other Tobacco Use Policy which prohibits smoking and use of all forms of tobacco products, including e-cigarettes, in all buildings. Futhermore, smoking and other tobacco usage is prohibited in any and all facilities and within twenty-five

(25) feet of any point of entry to the facility. Tobacco use is permitted in specified locations on the exterior of the facility.

- 1.14 As a matter of safety, Contractors are strictly prohibited from the unlawful use, sale, attempted sale, manufacture, possession, conveyance, purchase, attempted purchase, distribution, cultivation, transfer, or dispensing, or being under the influence of any illegal substance including, marijuana, whether or not prescribed, at any time and in any manner on PRO-TEC property. This prohibition includes the use or possession of prescription medications for which the individual does not have a valid prescription.
- 1.15 Contractors are prohibited from the use or abuse or being under the influence of alcohol while on the PRO-TEC Coating Company's property. Under the influence means an individual is affected or impaired by alcohol in any detectable amount.

## 2. Access / Entry

- 2.1 Contractor's employees shall not enter any building, pit, or tunnel unless work requires them to do so and then only after permission is obtained as outlined in 1.3. Contractor's employees shall not visit other departments or other sections of the same department; when entering and leaving the plant, they shall use only assigned entrances and exits; within the plant they shall use only established walkways, aisle ways and crossovers in going to and from job site.

2.2 Never walk through overhead doorways. Contractors must use the man doors when entering or exiting buildings or when entering into another bay of the facility.

### 3. Transportation

3.1 Contractor's vehicles operating within the plant shall be kept in safe operating condition. This includes brakes, horns, lights, etc. If back-up horns and lights are not provided, a person shall walk behind any vehicle backing up in area where PRO-TEC personnel are located to warn personnel.

Trucks moving in buildings must be preceded by a person on the floor.

3.2 All trucks and vehicles operated by the contractor on the site shall adhere to site regulations and shall observe all warning and traffic signs.

3.3 Contractor's employees shall not operate overhead cranes, track mobiles, taylor-dunns, aerial lifts, mobile cranes, or other moving equipment, or tools owned by the Company unless written authorization has been received from the Engineer assigned to the contract.

3.4 Cell phones are not permitted to be utilized while operating mobile equipment.

3.5 Prior to entering or exiting a building with an automatic overhead door using an aerial or scissor lift, the door must be placed in "**MANUAL MODE**" or "**LOCKED OUT**" to prevent unintended movement.

The site's Automatic Doors include the following:

- CGL 1 – Automated Door 20
- CAL – Automated Doors 41 & 44; and
- CGL 3 – Automated Doors 74 & 77

#### 4. Personal Conduct

4.1 Contractors and their employees shall observe all parking restrictions, access restrictions, and regulations.

4.2 Contractor's employees shall keep off process equipment, coil cars, coil car tracks, walking beams, etc. unless their work requires and then only after following the proper lockout/tryout procedures.

#### 5. Housekeeping and Fire Protection

5.1 The job site shall be kept clean and orderly at all times.

5.2 Lumber, pipe, and other materials shall be piled where they will not interfere with operations or create hazards. Piles shall have at least six feet clearance between closest track rail, roadways, buildings, and edge of adjacent piles. Locations of piles are to be approved by the Engineer.

5.3 All scrap and waste material shall be disposed of promptly and in the appropriate containers as directed by the Engineer.

- 5.4 Upon completion of contract the work site shall be cleaned up to the satisfaction of the Engineer in accordance with site standards. All unused materials, empty containers, packaging, etc. shall be removed from property.
  - 5.5 Procedure in handling flammable liquids shall be OSHA / NFPA approved.
  - 5.6 Motor fueling locations, if necessary, and procedures shall be approved by the Engineer and Safety Engineer.
  - 5.7 Contractor's personnel shall become familiar with plant emergency procedures including reporting emergencies and if necessary, activating alarms.
  - 5.8 A minimum 15 feet clearance around all fire hydrants shall be maintained including access to the hydrants and all other fire protection systems.
    - 5.8.1 Contractor's employees shall not use fire hydrants for any other purpose unless approved by the Engineer.
  - 5.9 Contractor's employees shall obey all fire control and no-smoking signs.
  - 5.10 Contractor's requiring auxiliary heat shall have the type of heater and location of use approved by the Engineer.
6. Utilities

- 6.1 Contractor's employees shall not make any connection to operating electrical, gas, steam, air, oxygen, acid, water, or process line unless authorized by the Engineer and then only when the Engineer indicates it is safe to.
- 6.2 Contractor's employees shall not turn on or off any of the above lines. All operating valves or switches shall be operated by the responsible Operating Personnel unless authorized by the Engineer.
- 6.3 Contractor's employees shall not set in motion any process machinery without the approval of the Engineer.
- 6.4 Whenever outside servicing personnel are to be engaged in activities covered by the scope and application of this standard, PRO-TEC and the outside Contractor, shall inform each other of their respective lockout or tryout procedures.
- 6.5 Contractors shall not make inaccessible any control valve or switch.
- 6.6 Contractors shall report any unusual conditions that may be found immediately to the Engineer and stop all work until approval to continue is granted.
- 6.7 Pneumatic and Hydraulic Equipment and Lines
  - 6.7.1 Contractor's employees shall not use piped oxygen in place of compressed air.
  - 6.7.2 Contractor's employees shall not break any

hydraulic/pneumatic line under pressure.

6.7.3 Contractor's employees shall not burn or weld on existing hydraulic lines without approval from the Engineer and after obtaining a Hot Work Permit.

## 6.8 Utilities - Electrical Equipment and Lines.

6.8.1 Power-driven plant machinery requiring shutdown shall be made inoperative jointly by the Engineer and the contractor.

6.8.2 Contractor's employees shall not operate or tamper with any existing power-driven machinery.

6.9 Contractor's employees shall not work on any hot wire or line under pressure unless authorized by the Engineer.

6.10 Contractors shall maintain minimum clearances between persons or equipment and high voltage to conform to applicable state codes and standard plant practice.

6.11 Contractors shall consult with the Engineer before working on or around high voltage, electric wires, or power circuits.

6.12 Lock out of electrical equipment shall be at the main disconnect switch controlling the circuit or machine.

6.13 Locks on main disconnects shall be removed only by the person who places the lock.

- 6.14 Contractor's employees shall not enter PCR (Process Control Room) or substations unless required and then only after clearance with the Engineer.
- 6.15 Contractor's employees shall not use electrical wires, cables, or collector rails as scaffold supports.
- 6.16 Contractor's employees shall not make any connection to utilities or plug or connect into any plant electrical circuit until released by the Engineer.
- 6.17 Contractor's employees shall not ride upon any power-driven process equipment.
- 6.18 Contractor's employees shall consider all electric lines hot until cleared by the Engineer.
- 6.19 All cranes, mobile equipment, jackhammers, concrete busters, etc., operating in areas where they may come in contact with live wires shall be grounded.

## 7. Overhead Work Including Painting and Scaffolds

### 7.1 Overhead Work

7.1.1 Contractors shall be responsible for barricading the ground or floor when working above ground level to protect company personnel. Signs shall be placed warning of danger of falling objects. Watch person shall be placed if required by Engineer.

7.1.2 While working overhead, Contractor's employees

shall secure tools and equipment in order to prevent them from falling.

7.1.3 Contractor's employees shall not leave loose material overhead.

7.1.4 Contractor's employees shall not take glass bottles on roof or elevated areas.

## 7.2 Painting

7.2.1 Painting by spray gun shall be done on approval of the Engineer. Spray painting signs should be posted and consideration be given to wind direction, location of roads, parking lots, etc.

7.2.2 Contractors shall not paint over or smear safety signs.

7.3 Contractor's employees shall not go on roofs without approval of Engineer. It is the contractor's responsibility to check the bearing capacity of the roof in its present condition to support his / her equipment and personnel and provide necessary safe conditions.

## 8. Cranes

8.1 Contractor's employees shall not operate any of the electric overhead traveling cranes until an Equipment Use Agreement has been completed and authorization given by the Engineer.

8.2 Contractors shall not carry suspended loads over the

heads of personnel.

- 8.3 Contractors shall not use defective chains or slings in making lifts and shall maintain the site's "**No-Touch Procedure (Hands Off Lifts)**".
- 8.4 Contractor's employees shall not go onto any overhead crane runway for any purpose until authorized by the Engineer, the crane is locked out, tried out, and fall protection is employed.
- 8.5 Contractor's employees shall adhere to the Horizontal Lifeline Capacity Rates, etc. posted at each crane runway.
- 8.5 When it is necessary to work on a crane, crane runway, or when contractor's employees might be endangered by the movements of cranes, cranes will be locked out and tried out.
- 8.6 Contractor's employees shall keep clear of all crane lifts.
- 8.7 Contractor's employees shall not pass or work under the boom of any crane, backhoe or other powered equipment.
- 8.8 Contractor's employees shall not stand near any chain or sling being pulled from under a load nor near a load being raised.
- 8.9 Contractor's employees are **PROHIBITED** from riding crane loads.

## 9. Explosives

9.1 Explosives shall be prohibited from PRO-TEC Coating Company premises.

9.2 Contractors shall not drive explosive-driven studs into structural members until approved by the Engineer.

## 10. Hazardous Atmospheres

10.1 Contractor's employees shall not work in areas having the potential for containing a hazardous atmosphere until tests for combustible gases, carbon monoxide, and other harmful gases have been made by PRO-TEC operations.

10.2 Atmospheric testing shall be taken before contractors work in pits, tanks, oxygen deficient or oxygen-enriched atmospheres.

10.3 Purging of oxygen, acetylene, and gas lines shall be performed only when approved by operations.

10.4 Contractors shall not use internal combustion engines inside buildings where personnel are at work unless adequate ventilation is provided.

10.5 Fuel, steam, atmospheric gas, and air lines shall be blanked off before working in furnaces.

## 11. Sewers and Excavations

11.1 Contractors shall protect open manholes, catch basins,

pits, and excavations with adequate barricades and red lights.

- 11.2 Contractors shall replace manhole covers promptly when work is suspended.
- 11.3 Contractors shall take precautions to prevent cave-ins as outlined by the site's excavation procedures and OSHA regulations.
- 11.4 Contractors shall ensure that all manholes or underground pits are free of harmful levels of combustible gases, carbon monoxide, and other harmful gases before entering.
- 11.5 Contractors shall be familiar with the potential hazards likely to be found in the specific confined space, take necessary precautions, and monitor the atmosphere during entry.
- 11.6 Contractors shall ensure that atmospheric testing has been performed and that such testing indicated acceptable results prior to working in valve pits, trenches, or other confined spaces.
  - 11.6.5 Contractors shall insure an attendant outside of the confined space is present at all times while the confined space is occupied.
- 11.7 Contractors shall not excavate in vicinity of electrical duct lines, sewers, water lines, gas lines, or railroad tracks until approved by the Engineer.

11.8 All protruding nails, tie-rods, and wires shall be removed from foundations as soon as forms are stripped.

## 12. Welding and Burning

12.1 Contractors must be issued a Hot Work Permit prior to beginning any work that would create or have the potential to create an ignition source.

12.2 A fire watch shall be maintained for at least one hour after completion of welding or cutting operations to detect and extinguish possible smoldering fires.

12.3 Contractor's employees shall not burn holes in or weld to structural members unless approved by the Engineer.

12.4 Contractor welders shall not weld without protecting surrounding personnel from the welding arc rays.

12.5 Contractor's employees shall ground all weldments so that individuals or equipment are not exposed to ground circuit.

12.6 Work areas where burning or welding is done shall be approved for fire protection. Suitable fire extinguishing equipment shall be maintained in a state of readiness for instant use.

12.7 Oxygen and gas cylinders shall be returned promptly to storage area after use.

12.8 Oxygen and gas cylinders shall be kept away from heat, open flames, and hot metal.

- 12.9 Oxygen and gas cylinders shall be stored separately and at least 20' 0" from each other unless there is a non-combustible barrier at least five feet high between the oxygen and gas cylinders.
- 12.10 Contractor's employees shall not use oxygen or gas cylinders in a horizontal position. Cylinders shall be used in vertical position and secured to prevent falling.
- 12.11 Contractor's employees shall not drop or roll any compressed gas cylinders.
- 12.12 Valve protection caps, where cylinder is designed to accept a cap, shall always be in place, hand-tight, except when cylinders are in use or connected for use.
- 12.13 Unless cylinders are secured on a special truck, regulators shall be removed and valve-protection caps, when provided for, shall be put in place before cylinders are moved.
- 12.14 Cylinders shall be transported only when secured in a vertical position.

### 13. Confined Space

- 13.1 In addition to all preceding requirements, contractors shall be responsible for compliance with Federal and State standards on confined space entry including OSHA 29 CFR 1910.146 Permit-Required Confined Spaces.
- 13.2 Contractor shall comply with confined space program

requirements established by PRO-TEC Coating Company.

#### 14. Environmental Responsibility

As a contractor for PRO-TEC Coating Company, you should be aware that we have an **ISO 14001** Environmental Management System. As such you should be aware that we recognize our responsibility to the environment and are committed to the implementation of practices that will promote environmental compatibility. PRO-TEC's goals are to prevent and reduce pollution through established measurable environmental targets and objectives. PRO-TEC will continually improve management activities and processes and evaluate technologies to meet or exceed environmental compliance with all relevant laws, regulations, and other requirements, as well as promote conservation of natural resources. As a contractor to PRO-TEC, we ask for your cooperation and assistance in maintaining our environmental management system.

- 14.1 Contractors must contact the site's Environmental Engineer prior to starting work if the Contractor believes, in his/her opinion that any activity such as industrial cleaning or vacuuming operation may result in an unauthorized discharge.
- 14.2 Contractors, their employees, and/or subcontractors shall not cause any deliberate unauthorized discharge of hazardous materials or fail to follow the site's Spill Response procedures.

- 14.3 Contractors shall unload collected hazardous materials in specific areas designated by a PRO-TEC Coating Company representative.
- 14.4 Contractors shall report all spills involving hazardous materials immediately to PRO-TEC personnel and submit an incident report within 24 hours.

## **PART II**

### **Suggested Safe Practices for Adoption by Contractors to Insure Safety of Contractor's Employees and Third Persons.**

Part II of Contractor's Safety Responsibilities contains suggestions which the contractor may wish to incorporate in his / her safety program for the protection of his / her personnel and property and third persons coming on the premises in addition to these requirements set forth in Part I. The Plant Safety Department, when requested by the contractor, and acting under the provisions of the construction contract, will counsel the contractor in the elements of an effective program for the safe performance of work.

1. Establish a schedule of safety meetings conducted by contractor's supervisor for discussing specific topics, such as safety rules, hazards of specific jobs, safe practice, etc.
2. Establish a plan for contractor's supervisor to contact each employee under his / her supervision at least once per week on safety.
3. Establish a procedure for the prompt investigation of all injuries by contractor's management.
4. Establish schedule for periodic inspection by contractor's management of "housekeeping" of job site.
5. Establish a plan for the periodic inspection of tools and equipment by contractor's management.

6. Develop basic safety rules for jobs, instruct employees, and enforce compliance.
7. Incorporate applicable items of Part I into Contractor's Safety Rules (item 6 above).
8. Establish standards for wearing eye and hearing protection.
9. Personal fall arrest systems and their use shall comply with the provisions set forth in 29 CFR 1926.502. Effective January 1, 1998, body belts are not acceptable as part of a personal fall arrest system.
10. Establish standards for use of portable ladders, giving consideration to the use of "safety feet", secure ladders at top and bottom, or ladders not secured being steadied by another employee.
11. Establish standards for scaffolding or staging to assure that it is securely lashed and provides adequate clearance to moving equipment.
12. Establish the practice that scaffolds more than 7' 0" from the ground will be provided with toe board and railing.
13. Establish requirements for the wearing of foot protection.

**EMERGENCY PHONE NUMBERS:****Medical Service**

PRO-TEC Emergency Medical Technician (EMT)

Ext. 142, Process Pulpit CGL #1

Ext. 498, Process Pulpit CGL #2

Ext. 742, Process Pulpit CAL,

Ext. 642, Process Pulpit CGL #3

**Police / Ambulance / Fire Emergencies 9-911 or  
9-419-523-5200 or 9-419-532-5560**

**PRO-TEC Security**

9-419-943-1297 (Outside) Ext. 297 (Inside)

**Safety Engineer CAL/CGL 3:** Cory Bonifas

9-419-943-1793 (Outside), Ext 793 (Inside)

**Safety Engineer CGL 1/CGL 2:** Evan Carpenter

9-419-943-1287 (Outside), Ext. 287 (Inside)

**Environmental Engineer:** Stacey King

9-419-943-1758 (Outside), Ext. 758 (Inside)

**EHS Engineer (Emergency Response):**

Eric Siefker

9-419-943-1183 (Outside), Ext. 183 (Inside)

**Radio “Frequencies & Portable Radio Clearance**

Ryan Switzer

9-419-943-1162 (Outside), Ext. 162 (Inside)



## CONTRACTOR'S SAFETY RESPONSIBILITIES

I acknowledge receipt of a copy of the booklet titled "Contractor's Safety Responsibilities." I agree to read and follow the safety requirements set forth in this document and to otherwise meet my obligations to maintain a safe and healthy workplace.

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Name (printed)

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Signature

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Company Representing

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Date

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PRO-TEC Job Representative

***Tear out and return to PRO-TEC contact.***