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# Mercedes-Benz


## CONTRACTOR/SUPPLIER SAFETY & SECURITY GUIDELINES

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## I. COMMITMENT TO SAFETY

Mercedes-Benz U.S. International, Inc. (MBUSI) has adopted an operating policy that the highest priority is placed on establishing and maintaining a safe and healthy work environment. Specific safety and health programs and measures have been and will be implemented in response to work place hazards and in compliance with federal, state and local safety regulations and ordinances.

At MBUSI, safety is regarded as everyone's responsibility irrespective of their job. All workers have the responsibility to follow all safety and health procedures and practices and to communicate to their supervisors and others any conditions or practices believed to be unsafe. In so doing, we can achieve our safety objective of 100% of workers working safely 100% of the time.

## II. ANTI-BRIBERY AND COMPLIANCE OBLIGATIONS AND REQUIREMENTS

Within the framework of its business dealings with Mercedes-Benz U.S. International, Inc. ("MBUSI"), the Contractor/Supplier is obligated to abstain from all practices which may lead to liability due to fraud or embezzlement, insolvency crimes, crimes in violation of competition, guaranteeing advantages, bribery, acceptance of bribes or other corruption crimes on the part of persons employed by the Contractor/Supplier or other third parties and their agents.

The above notwithstanding, the Contractor/Supplier is obligated to adhere to all laws and regulations applicable to both itself and the business relationship with MBUSI. The Contractor/Supplier is also required to adhere to the Integrity Code, the Code of Conduct and all MBUSI/Daimler policies that are applicable.

If any violations are known please notify any of the "Whistle Blowing" contacts listed so that they can be immediately addressed.

### Contact Information for Europe


Phone: 1 877 482 5899

### Contact Information for U.S.:

Phone: 1 877 482 5899

Email: [BPO.Americas@daimler.com](mailto:BPO.Americas@daimler.com)



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Local Contact Information:

Contact: Rick Clementz – Compliance Specialist  
 Tel.: 1 205 507 3355  
 Fax: 1 205 507 3401  
 Email: [rick.clementz@daimler.com](mailto:rick.clementz@daimler.com)  
 Address: Legal & Compliance Department  
 Mercedes-Benz U.S. International, Inc.  
 P.O. Box 100  
 Tuscaloosa, AL 35403-0100


If you require any further information or if you have any questions regarding compliance to MBUSI/Daimler policies, please contact:

Mercedes-Benz U.S. International, Inc.  
 Legal & Compliance Department  
 Rick Clementz – Compliance Specialist  
 P.O. Box 100  
 Tuscaloosa, AL 35403-0100  
[rick.clementz@daimler.com](mailto:rick.clementz@daimler.com)  
 Phone: 205-507-3355  
 Fax: 205-507-3401  
 Email: [rick.clementz@daimler.com](mailto:rick.clementz@daimler.com)

### III. SECURITY RULES AND REGULATIONS


#### A. Identification and Access

See  
 SHSPR-13 Visitor Access Procedure  
 SHSPR-33 Badge Access Issuance and Removal Procedure


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## B. Motor Vehicle

1. Contractor/Supplier employee parking will be in a designated area outside of the Foreign Trade Zone (FTZ).
2. Vehicles requiring access to the FTZ must apply for, via the Foreign Trade Zone (FTZ) Vehicle Site Pass Authorization Form, and be issued a site pass.
3. Site passes must be displayed or access card made available on request.
4. Site passes are not transferable to other vehicles without prior consent of MBUSI Safety/Security.
5. To identify access privileges of specified groups, color-coded parking permits/forms or other forms of identification may be issued at the discretion of MBUSI Safety/Security.
6. MBUSI reserves the right to inspect/search all personnel and vehicles accessing and/or occupying MBUSI property.
7. Parking for vehicles permitted in the FTZ will be in a designated area.
8. All vehicles in the FTZ must have the company name on the right and left side front doors. The letters of the company name must be a minimum of 3 inches tall.
9. Inside MBUSI facilities, the speed limit is 5.8 mph. Outside of MBUSI facilities, obey the posted speed limit signs. Other traffic control signs (yield, stop, etc.) must also be obeyed.
10. ATV's without a steering wheel, acceleration and brake pedals are not permitted. Three wheel ATV's are also prohibited. Any questions regarding the acceptability of an ATV should be directed to MBUSI Safety prior to mobilizing on-site.
11. Refueling of vehicles must be done outdoors of the facility or within areas with MBUSI Environmental's approval. Non-vehicle mounted refueling tanks:
  - a. Must be protected with concrete barriers or equivalent protection.

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- b. Must have a 10B rated fire extinguisher.
  - c. Must have means for grounding the fuel tank to the object being filled.
  - d. "No Smoking" signs or decals must be placed on the tank or barricade.
12. It is the Contractor's/Supplier's responsibility to assure that occupants of motor vehicles will only be permitted as passengers when there is an approved passenger seat and functional seat belt for each passenger per the manufacturer's specification.
  13. Operators of vehicles must be trained and/or licensed to operate their vehicle (cars, fork trucks, JLG's, etc.). Documentation of such training must be available for inspection by MBUSI Safety at all times.
  14. Vehicles shall not be left unattended with their motor running.
  15. All vehicle traffic must yield the right of way to emergency vehicles and responding pedestrians.
  16. Powered industrial equipment operating inside the plant must have an operable horn and backup alarm.
  17. Rated load capacities of vehicles must not be exceeded.
  18. Vehicles needing access inside the FTZ inner fence secured area will require proof of \$1,000,000 liability insurance to be on file with MBUSI.
  19. All vehicles brought onto the site must have a Vehicle Site Pass. A FTZ Vehicle Site Pass Authorization Form must be completed and submitted to MBUSI Security. All golf carts/ other powered personnel conveyance devices that are to be used within MBUSI facilities must be inspected and approved by MBUSI Safety/Security and the respective shop management. The vehicle must also bear the approved Mobile Equipment Permit.
  20. All motor vehicles shall be equipped with the following equipment in good operable condition:
    - a. Adequate brake system
    - b. Headlights and tail lights

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- c. Brake lights
- d. Horn
- e. Seat belts to design
- f. Good tires
- g. All vehicles, carts and equipment must have the Contractor's/Supplier's name displayed.
- h. Forklifts may not hoist personnel, unless an approved manufactured work platform is used.

- 21. No Contractor/Supplier shall use any motor vehicle equipment having an obstructed view to the rear unless:
- 22. The above vehicle has a backup alarm audible above the surrounding noise level and a spotter has been provided.
- 23. Contractors/Suppliers shall not be permitted to get on or off vehicles or equipment while the equipment is in motion.
- 24. All vehicular equipment brought on-site shall be inspected, tested and certified to be in a safe operating condition by the Contractor/Supplier.
- 25. Contractors/Suppliers feet and arms are not to be outside the envelope of the vehicle.
- 26. All vehicles shall be checked at the beginning of each shift to assure that equipment and accessories are in safe operating condition and free of apparent damage that could cause failure while in use. Checks must be documented and made available on request.
- 27. Vehicles not originally equipped with seat belts and are DOT exempt from having them are exempt from requiring seat belt use (i.e., golf carts, buses).

### **C. Contractor/Supplier Motorized Carts**

- 1. All Contractor/Supplier motorized carts must meet the safety criteria specified on the MBUSI Mobile Equipment Authorization form.
- 2. Only electric carts will be considered for use in enclosed areas.



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3. All Contractor/Supplier motorized carts approved for use should prominently display the MBUSI Mobile Equipment Permit.

#### **D. Property Removal Authorization**

1. Each Contractor/Supplier should submit an inventory of tools and equipment prior to entering the MBUSI FTZ.
2. Contractors/Suppliers should mark, identify, and document tools and equipment by serial numbers or unique identifier to prevent misinterpretations of the ownership of these items.
  - a. A Contractor/Supplier lockable gang box or tool storage area should be supplied and used.
3. MBUSI property to be removed from the site must be approved by the use of the MBUSI Non-Production Property Declaration Removal form.
  - a. MBUSI Non-Production Property Declaration /Removal Form is available from MBUSI Security or your MBUSI Project Manager. The completed and approved form must be presented to Security at the exit point.
  - b. MBUSI properties requiring such approval include: tools, equipment, materials, products or other items being removed by means other than commercial mail or shipping services.

#### **E. Confidentiality and Non-Disclosure Agreements**

1. MBUSI information regarding personnel, processing equipment, technical data, costs, suppliers, expansion plans, inventories, etc. is confidential and proprietary to MBUSI. Information of this nature may be critical to the success of MBUSI and should be sufficiently safeguarded against unauthorized use, disclosure or theft.
2. Contractors/Suppliers who by business necessity have access to this information will be responsible to store, handle, distribute and destroy this information in a way to protect the interests of MBUSI.

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3. Some Contractor/Supplier companies may be required to execute Confidentiality and Non-Disclosure Agreements with the MBUSI Legal Department.

## **F. Cameras and Picture Taking**

1. Cameras and video recording devices are generally not allowed on the site as they could compromise proprietary information of MBUSI.
2. Prior to operating any camera or video recording device an MBUSI Camera/Video Authorization Form must be obtained and approved.
3. The MBUSI Communications Group should be contacted for signature prior to bringing the MBUSI Camera/Video Authorization Form to Security.
4. If approved, an MBUSI Camera/Video Pass will be issued and must be worn while pictures or video recordings are in session.

## **G. Firearms, Ammunition, Explosives, Weapons**


1. MBUSI strictly prohibits the possession of firearms, ammunition, explosives or any weapon on MBUSI property.

## **H. Missing/Lost Property**

1. Even though MBUSI is not responsible for the loss of Contractor/Supplier property, any loss should be reported to MBUSI Security.
2. MBUSI Security shall initiate investigative efforts to determine how the property became missing and will recommend preventive measures.

## **I. Contractor/Supplier Terminations**

1. The name of any Contractor/Supplier employee who is terminated for any reason is to be furnished immediately to MBUSI Security.


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2. If the employee is discharged for disciplinary reasons, the supervisor must inform MBUSI Security prior to their discharge.
3. A badge deactivation request checklist form must be completed and given to MBUSI Security within 24 hours of any employee's discharge.
4. Any Contractor/Supplier employee who is terminated during working hours must be immediately escorted to the Contractor's entry gate by the Contractor/Supplier employer's supervisor, foreman, etc.
5. It is the Group Leader's/Contractor's/Supplier's responsibility to retrieve any ID badges, vehicle passes, keys, etc. that may have been issued to the terminated employee.
6. Contractor/Supplier employees that have been denied site access privileges shall be prohibited from the site at the discretion of MBUSI Safety/Security. Any MBUSI banned employee shall not be allowed site access even if they become employed with another Contractor/Supplier.

## IV. GENERAL WORK RULES AND REQUIREMENTS

### A. General Work Areas and Hours

1. Contractor/Supplier employees are not allowed to be in areas of the facility other than those areas that they are specifically assigned to perform work duties.
2. Contractors can use the cafeteria outside of the plants break times. If the contractor directly supports the production line, their employees can use the cafeteria during the break times. Contractors can go to lunch from 11:00 a.m. to 1:00 p.m.
3. Contractor/Supplier employees are not allowed to loiter or remain in the plants, working areas, break rooms, parking areas, etc. after designated work hours or when assignments have been completed.

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## **B. Use of Tobacco-Related Products**

1. Smoking and other use of tobacco products is permitted only in designated areas during assigned break times.

## **C. Consumption, Possession, and Being under the Influence of Alcoholic Beverages and/or Illegal Narcotics**

1. Consumption, possession or being under the influence of alcoholic beverages and/or illegal narcotics is strictly prohibited and is grounds for immediate and permanent dismissal from the site.
2. Illegal narcotics found on any MBUSI managed site will be turned over to the appropriate law enforcement authorities for final disposition.
3. Drug Screen Testing
  - a. MBUSI reserves the right to require Contractor/Supplier employees to undergo medical or physical examinations or tests at any time, including pre-assignment. As a condition being granted access to MBUSI premises, urine drug tests, breathalyzer tests or other examinations may be used to determine the use of any illegal or unauthorized drugs or substances prohibited in these Contractor/Supplier Safety & Security Guidelines or to determine the person's satisfactory fitness for duty.
    1. All pre-employment drug screening will be conducted by the contracted collection facility as specified by MBUSI Medical.
    2. If an employee's test(s) indicate illicit drug use, they will be denied site access.
    3. Contractor/Supplier employees who have left employment and wish to return to the job site must have a drug screen prior to returning if they have been off-site for more than 30 days.



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b. All Contractor/Supplier employees shall be required to present the Negative Drug Screen Report to MBUSI Security in order to access the plant. Employees who cannot present this required report will not be given site access privileges.

c. It is the responsibility of the Contractor/Supplier to implement and maintain a drug abuse-free work environment and screening program to meet MBUSI provisions and legal considerations.

4. There are four general categories of drug testing which a person will be subject to under these Guidelines. Workplace testing may be altered or changed at the discretion of MBUSI. These tests may be utilized under the following circumstances:


a. Pre-Employment/Pre-Placement Testing. A negative substance abuse test conducted for a project will be required of all persons prior to being approved to work on a project site. Said testing shall have occurred prior to placement or no later than the individual's first day of placement.

b. For Cause, Reasonable Suspicion Testing will be used when a supervisor or MBUSI has reasonable suspicion that a person shows signs of possible intoxication, is under the influence of drugs or alcohol or other facts that would lead a prudent supervisor to be concerned about the employee's safety or the safety of others due to the person's physical condition or behavior covered under these Guidelines.

c. Reasonable Suspicion means a suspicion based upon the observation of objective facts or specific behavior (or the report of such facts or behavior by a person believed to be reliable) which would lead a prudent person of ordinary intelligence to conclude that an individual may be using drugs and alcohol or is in some other way unfit to safely perform their duties. Certainty is not required. The supervisor is entitled to rely on their common sense.

d. Random Testing. MBUSI reserves the right, at its discretion, to include all Contractors/Suppliers and their employees in random testing while working at an MBUSI managed site.

5. All Contractor/Supplier employees must agree to abide by these Guidelines and must consent to drug testing and to the release of test results to the Project

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Manager and/or MBUSI designated representatives as a condition of continued employment.

#### 6. General Drug Abuse Testing Procedures

a. The drug abuse test will be taken from urine specimens and analyzed by a certified professional laboratory facility.

b. The contracted facility will assure proper handling of the specimens so that the sample results can be traced to the proper individual. A chain-of-custody procedure will be developed to show a paper trail of the custody of samples at all times. The facility will also take necessary steps to avoid any dilution or alteration of specimens. This will be facilitated by using tamper resistant seals on all sample bottles.

c. Confirmation of test results will be reported to MBUSI Medical.

d. Abuse testing will check at a minimum for the following drugs:

Amphetamines/Methamphetamine	Cocaine
Phencyclidine (PCP)	Marijuana (THC)
Opiates (codeine, morphine, heroin)	


e. Any Contractor/Supplier employee who is tested will have the right, if requested by that employee, to see the results of their test.

f. Contractor/Supplier employees who have a positive test result will have a follow-up confirmation drug test.

g. Contractor/Supplier employees whose tests are confirmed positive by the confirmation drug test will be notified by their company. The company supervising the employee must notify MBUSI.

#### 7. Prescription Drugs

a. Contractor/Supplier employees are required to inform their employer of any use of currently prescribed medicine that could affect their job performance. They may be required to have written statements from their doctor(s) regarding the medicine's effect on the Contractor/Supplier

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employee's performance of job duties and present the statement to their employer.

b. Contractor/Supplier employees will not be allowed to operate equipment if medication could interfere with safe operation of the equipment.

c. A Contractor/Supplier employee's failure to notify their supervisor with a written statement from a doctor regarding their use of medication that could affect their performance on the job can lead to escalated warnings up to having their site access denied.

#### **D. Use of MBUSI Facilities and Equipment**

1. Contractors/Suppliers are not allowed to use bulletin boards and other communication methods of MBUSI without written approval from the MBUSI Communication Department.

2. Contractor/Suppliers are not permitted to use MBUSI equipment without express authorization from MBUSI management.


#### **E. Solicitation**

1. Solicitation by Contractor/Supplier employees and/or distribution of literature is not permitted.

#### **F. Visitors**

1. Contractor/Supplier company representatives may visit working areas to supervise work progress, etc. through Gate 13 or another designated gate approved by MBUSI Security.

2. All personnel entering the MBUSI site must have an MBUSI badge or be escorted by an MBUSI badged individual.

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3. Other functions, including processing of applicants, resolving personnel related problems, etc. shall be scheduled at locations away from MBUSI.

## **G. Gambling**

1. Gambling of any type on MBUSI premises is prohibited.

## **H. MBUSI Commitment to ADA and Equal Employment**

1. MBUSI follows a non-discriminating policy with regard to individuals with disabilities, equal employment opportunity laws and wage and hour regulations.

2. It is the policy of MBUSI to fully comply with these laws and to support our Contractors/Suppliers in meeting these laws and establishing similar policies.

# **V. HARASSMENT-FREE ENVIRONMENT**


## **A. Overview/Policy Statement**

1. MBUSI is committed to maintaining a work environment that is free of discrimination or harassment. Harassment consists of unwelcome conduct, whether verbal, physical or visual, that is based upon a person's sex, race, religion, national origin, age, disability, military or military reserve status, citizenship status or upon any other status protected by applicable federal or state law.

2. There will be no tolerance of any harassment or discrimination by anyone within MBUSI or any visitor either during work hours or at any time when the harassing conduct undermines the working relationship and environment.

3. Harassment should be immediately reported to your supervisor and/or your MBUSI contact person.



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4. MBUSI's policy is to investigate all such complaints of harassment thoroughly and promptly and to take the appropriate corrective actions, up to and including site access being denied for the duration of the project.

5. All complaints, investigations, notes and reports of harassment complaints are treated as confidential and in no event will the information concerning a complaint be released by MBUSI to third parties or to anyone within MBUSI who does not have a business "need to know."


## **B. Sexual Harassment Defined**

1. Sexual harassment is considered a form of illegal sex discrimination under the Civil Rights Act of 1964 and is therefore expressly prohibited in any form or manner at MBUSI. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature when:

- a. Submission to such conduct either explicitly or implicitly is made a condition or term of an individual's employment;
- b. Submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting that individual; or
- c. Such conduct has the purpose or effect of unreasonable interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.
- d. All sexual harassment must be reported to MBUSI Safety/Security

2. Specific examples of sexual harassment would include but are not limited to the following conduct and actions:

- a. Any sexually-related comments, jokes, noises, gestures to or in the presence of another;
- b. Sexual comments or advances that are unwelcome, deliberate, repeated or unsolicited;


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- c. Gestures or physical actions such as touching, patting or pinching of a sexual nature;
- d. Explicit or implied promises of preferential treatment or rewards regarding employment status in return for sexual favors;
- e. Personnel action that is taken, recommended, or refused because of a Team Member's rejection or reporting of sexual advances;
- f. Exercising authority or one's position to control, influence or affect the career, compensation, development, assignments, advancement or other employment status in exchange for sexual favors;
- g. Displaying, storing or transmitting sexually oriented materials using company equipment/facilities; or
- h. Engaging in indecent exposure.

## VI. PROHIBITED MATERIALS

### A. Silicone, Asbestos, Polychlorinated Biphenyls (PCBs)

- 1. Extreme caution must be used to ensure that ABSOLUTELY no silicone or silicone containing materials or lubricants are used in any manner in any MBUSI facility.
- 2. Even trace amounts of silicone can affect vehicle paint quality.
- 3. The use of asbestos or asbestos containing materials is prohibited at MBUSI.
- 4. The use of polychlorinated biphenyl's (PCB's) in any form or product is prohibited at MBUSI.

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**B. Other materials** that require pre-approval by MBUSI Safety, Environmental, Supplier Quality and Purchasing Departments include:

1. Lead
2. Chromium
3. Nickel

## VII. FIRST AID


- A.** Except for life threatening medical emergencies where Paramedics and Ambulance Services will be required, transportation to outside medical facilities will be provided by the Contractor/Supplier.
- B.** The Contractor/Supplier Management shall verbally notify MBUSI Safety/Security immediately upon learning of any injury to their employee. The Contractor/Supplier shall provide MBUSI Safety/Security with an incident notification within two hours of an incident occurring and a full written report within 24 hours.
- C.** MBUSI will provide first aid and other emergency response services. The contact number is (205) 507-1111 cellular or ext. 1111 from an in-house phone. This number is monitored 24-hours a day – 7 days a week.

Give your:    Name  
                     Exact Location and Column Number  
                     Phone Number  
                     Nature of the Emergency

\*Do not hang up until the Dispatcher instructs you to do so.

## VIII. REPORTING OF MEDICAL AND NON-MEDICAL INCIDENTS

- A.** All injuries, “near miss” and property damages involving Contractor/Supplier employees, work areas or equipment must be reported immediately to MBUSI Safety/Security.
- B.** A written report signed by the supervisor or designee describing who, what, where, when and how must be submitted within 2 hours to MBUSI Safety/Security.

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C. Corrective actions to prevent recurrence must also be documented on the written report.

D. Based upon severity, MBUSI Safety may request incident recovery meetings to be organized by the Contractor's/Supplier's Safety Person to review incident and appropriate countermeasures. This review shall include MBUSI Safety, the MBUSI contact person, and the employee's management.

## IX. CONTRACTOR/SUPPLIER RESPONSIBILITIES

### A. Contractor/Supplier Responsibilities

1. Issuance of these Contractor/Supplier Safety & Security Guidelines shall in no way be interpreted as the assumption of responsibility by Mercedes-Benz U.S. International, Inc.


2. These Guidelines' safety rules and requirements are basic, general in nature and are not intended to be all-inclusive.

3. Contractor/Supplier work will be governed by the Occupational Safety and Health Administration (OSHA) where applicable, and other applicable federal, state, and local laws and policies. Contractors'/Suppliers' compliance to the specific safety regulations, as herein outlined, does not, therefore, release the Contractor/Supplier from their responsibility to comply with any other programs, rules, training or recordkeeping requirements that might apply and that are not otherwise specifically required by MBUSI.

4. Contractors/Suppliers are responsible to furnish their own materials/equipment for conducting work activities at MBUSI.

a. Contractors/Suppliers cannot use or otherwise access MBUSI materials, tools or other equipment unless authorized in advance by the responsible MBUSI management representative and MBUSI Safety.

b. The Contractor/Supplier is responsible to assure that the equipment meets all applicable regulatory standards as well as conduct any necessary inspections to assure the equipment is safe to use.

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c. The Contractor/Supplier must also assure that all of its employees have been properly trained in the equipment use. MBUSI shall not train the Contractor's/Supplier's employees.

d. All inspection and training documentation must be available upon request.

5. Contractors/Suppliers are responsible for having a designated individual on-site at all times during the performance of services who can fluently communicate with MBUSI in English language and can also fluently communicate (and interpret where necessary) with all employees of the Contractor/Supplier performing services.

6. The Contractor's/Supplier's supervisor and/or designee shall be fully responsible to ensure that all of its employees and subcontractors have been oriented, trained and are supervised in a manner to fully comply with all relevant safety, security and general work rules and regulations of MBUSI and other applicable governing laws and agencies.

## **B. Jobsite Safety Procedures**

1. Contractors/Suppliers are responsible for providing a safety orientation for all of their employees.


a. All Contractors/Suppliers must attend the appropriate MBUSI Safety/Security orientation.

b. Under special circumstances, MBUSI Safety may permit a Contractor/Supplier to conduct their own orientation in accordance with MBUSI standards.

2. Additionally, the Contractor/Supplier or a member of their staff must document the Safety Orientation given to all Contractor/Supplier employees.

3. Only Contractor/Supplier personnel who have in place a documented, random Substance Abuse Screening Program and have a valid negative 5 panel Non-DOT drug screen completed no more than 30 days prior to site mobilization, will be



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eligible for obtaining a site access badge after completing MBUSI Safety Orientation.

4. Under special circumstances, with the permission of MBUSI Safety Management and Maintenance Management, MBUSI may allow for a Contractor/Supplier to be badged immediately, provided a Negative “quick cup” drug screen is performed. The Contractor/Supplier is required to follow-up with a 5 Panel Non-DOT drug screen. A positive 5 Panel Non-DOT result will require the employee to be removed from the MBUSI site.

5. The orientation will include, at a minimum, a relevant review of the Contractor/Supplier Safety & Security Guidelines. These orientations will be documented and made available to the Contractors’/Suppliers’ representatives.


6. Personnel having left the premises for greater than 30 days or changed Contractors/Suppliers at the MBUSI site must report to the Safety Orientation and resubmit a 5 panel Non-DOT drug screen.

### **C. Contractor/Supplier Safety Professional**

1. Any Contractor/Supplier whose daily work force exceeds 50 employees or 400 hours per day, including their subcontractors, shall have a full time safety professional on-site. If a subcontractor provides a safety professional, this does not absolve the General Contractor’s/Supplier’s responsibility to provide a safety professional. The proposed safety professional must be approved by MBUSI Safety and meet one of the following criteria:

- a. Degreed Safety Professional – (Bachelor’s or higher)
- b. Certified Safety Professional as recognized by the Board of Certified Safety Professionals
- c. Successfully completed the OSHA 30 hour industrial or construction safety course (depending on jobs) and have a minimum of three years of safety experience

2. Contractors/Suppliers with less than 50 employees and less than 400 hours per day must designate a safety contact person who must meet one of the following criterion:

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- a. Be credentialed with a Safety Trained Supervisor (STS) certification. Exception: Safety contacts for companies with less than 10 employees on MBUSI property are not required to obtain this certification.
- b. Successfully completed the OSHA 10 hour industrial or construction safety course (depending on jobs) and have a minimum of one year safety experience.

The following are additional available criteria that one of which should be met for the Construction Safety Professional:

- c. Certified Health and Safety Technician (CHST) with 2 years of construction experience.
- d. Safety Supervisor who has completed the OSHA 500 Basic Instruction Course in Occupational Safety and Health Standards for the Construction Industry. The Safety Supervisor must have performed full-time safety responsibilities for a minimum of 5 years in the construction industry.

**D. Upon award of a contract,** and prior to commencing work on site, each Contractor/Supplier and subcontractor must submit to MBUSI Safety the following for review:

1. A copy of their company's safety policy statement.
2. Site-Specific Safety Program, which identifies areas of compliance under the scope of their work.
3. Each Contractor/Supplier will submit a history of experience and qualifications of the person who will manage their safety functions on-site to MBUSI Safety/Security.
  - a. Once approved, Safety representatives will not be changed except with the approval of MBUSI Safety.
  - b. Such approval is not an acceptance of responsibility.

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4. Each Contractor/Supplier and subcontractor shall be expected to indoctrinate their employees as to the safety, health and fire prevention requirements and enforce adherence to safe work practices and procedures.

5. Each Contractor/Supplier is responsible for planning and executing work in harmony with stated objectives of the project safety plan.


**E. MBUSI Safety/Security reserves the right** to deny Contractor/Supplier personnel access to MBUSI grounds and property for:

1. Failure to comply with MBUSI Security and Safety rules included in these Guidelines.
2. Physical violence – threats or actual acts.
3. Performing any other acts that may endanger MBUSI Team Members or other personnel.
4. Harassment

**F. All Safety and Health training** documentation must be available to MBUSI upon demand.

### **G. Disciplinary Action Policy Enforcement**

1. Contractors/Suppliers and subcontractors will be required, in accordance with federal, state, MBUSI, Construction/Project Manager and contract inclusions, to comply with these Contractor/Supplier Safety & Security Guidelines.
2. MBUSI cannot be held responsible for safety or security related work delays associated with violations of MBUSI policy or federal and/or state regulatory requirements.
3. Should an imminent danger condition be discovered, all work in the area of danger must be stopped, workers cleared of the area and the area taped off until corrective action is taken.

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4. It is imperative that employees at every level comply with the provisions and directives of these Contractor/Supplier Safety & Security Guidelines at all times while working.

5. Repeated, flagrant or willful violations by employees of a Contractor/Supplier, subcontractor or any lower-tier subcontractors may indicate non-compliance with the provisions included in the contract documents and may cause site access to be denied.


#### 6. Badge Punches

- a. Upon first offense of a non-life threatening safety violation, a meeting with the supervisor, employee and MBUSI Safety/Security will be called. The employee and Contractor/Supplier may receive documented warnings in the form of marks on their badges, both physically and electronically. The physical mark will be hole punches.
- b. A second “punch” will occur for the second offense as well as a recovery meeting/notification with/to the supervision of the employee and MBUSI.
- c. A third offense will result in the employee’s site access being revoked and possible warning actions to the immediate supervisor of the employee.
- d. MBUSI Safety/Security may elect to mark the badge twice, at one time, depending on the violation.
- e. Badge punches/marks will last for one year from the date of the punch.

7. Imminent danger violations, serious or willful safety infractions may result in the employee’s site access being revoked for 3-30 days upon the first offense up to banned permanently from the site.

8. Fall Protection or Lock Out/Tag Out violations will likely result in a permanent ban for violators, supervision, and/or the competent person.


9. Supervisors who give direct orders in violation of safety procedures or who are found to be present at the time and who knowingly allow an employee to commit a safety infraction may be denied access to MBUSI property for a set amount of days or a permanent ban. At a minimum, the supervisor’s badge will be marked for the violation.

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## X. SAFETY RULES AND REGULATIONS

### A. Emergency Action Plan

1. Should an emergency situation arise, dial "1111" from an in-house phone or (205) 507-1111 using a cellular phone. These numbers are used exclusively for reporting an emergency of any type (fire, medical, severe weather, chemical spill, criminal activity, etc.) MBUSI's Dispatch Center is staffed 24 hours a day, 7 days a week by MBUSI Safety/Security who determines the nature of emergencies and dispatches the appropriate response personnel.
2. In the event of a fire and an evacuation is necessary, an evacuation alarm may sound. Contractors/Suppliers should use the nearest exit from an occupied area or building. Contractors/Suppliers are responsible for developing an emergency action plan, the plan should include designating a fire gathering point location for their personnel, shelter in place locations, and also for reporting of any head count discrepancies to MBUSI Security/Safety.
3. Contractors/Suppliers are responsible for knowing the locations of the nearest:
  - a. Telephone
  - b. Fire alarm pull station
  - c. Fire extinguisher
  - d. Eye-body wash station
  - e. Exit door and route taken
  - f. Fire gathering point location outside of building
  - g. Severe weather shelter
4. Contractors/Suppliers will furnish their own UL/FM approved pressurized/charged portable fire extinguishers which meet NFPA 10 inspection requirements.
5. Fire Prevention/Reporting
  - a. Flammable liquids brought on the site must be in an approved safety can. A safety can has a spring-closing lid and a spout cover that is designed to relieve internal pressure. A protective wire mesh is required to prevent flashback.

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b. All flammable liquids such as fuels, paint thinner, solvents, etc. must be stored in an area approved by MBUSI Safety.

c. Do not smoke, use open flames or use spark producing tools/equipment around flammable or combustible materials.

d. All flammable and combustible liquid containers shall be grounded and, when dispensing, the containers must be bonded.

e. Do not block or obstruct fire response equipment (extinguishers, hoses, manual pull alarms, sprinklers, control valves, etc.).

f. Impairments to or work activities conducted on and may affect fire protection systems must be approved prior to starting work activities.

1. MBUSI Safety/Security must be notified.

2. Safe-Work Permit and a Facilities impairment tag must be completed

g. Explosion proof motors/equipment and non-sparking tools are required in hazardous locations (paint mix, paint spray booths, hazardous materials storage, tank farm, vehicle fueling station, etc..) unless an MBUSI Hot Work Permit is obtained and conditions of the Permit are maintained.

h. Do not prop open fire-rated doors.

## **B. Clothing and Personal Protective Equipment**


1. MBUSI identification card must be carried at all times when in the FTZ. Failure to have an MBUSI ID card may result in person being removed from site.

2. Trousers or pants shall be at ankle length.

3. Shirts must be worn at all times and have minimum 4" sleeves.

4. Shirttails should be tucked into pants or long enough to prevent skin exposure when bending or squatting.



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5. Clothing that is suggestive, offensive or that otherwise promotes specific ideologies, etc. that may be disruptive to the work environment will not be allowed.
6. OSHA rated clear lens (unless job-related tinting is required) safety glasses with side shields will be required in aisles, working areas and as otherwise posted. Tinted and shaded safety glasses are allowed outside the building.
7. OSHA compliant safety toe shoes (ESD rated depending on the location/task) will be required in working areas and as otherwise posted.
8. All equipment and clothing must be in good repair.

### **C. Housekeeping**

1. All workspaces, walkways and rooms must be kept clean, clear, well lit, orderly and sanitary at all times.
2. Do not block any emergency exits or electrical disconnects.
3. Immediately call Security to engage the on-site spill contractors in helping the Contractor/Supplier with the clean-up of either non-hazardous/hazardous liquid or non-hazardous/hazardous non-liquid spills.

### **D. Hazard Communication**

1. Contract/Supplier Employees
  - a. Where Contractor/Supplier employees are to perform a job where exposure to a chemical/substance is possible:
    1. The MBUSI Team Member responsible for the work must inform the Contractor/Supplier Safety Professional of the hazard(s) and how to avoid or minimize the exposures.
    2. A copy of all relevant SDSs is given to the Contractor/Supplier by the MBUSI Team Member responsible for the project/work.

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b. MBUSI requires all Contractors/Suppliers to:

1. Maintain a master index of all chemicals/substances in their possession.

2. Keep the SDS information in book format.

c. The Contractor/Supplier must remove all chemicals/substances from MBUSI once work is completed, unless prior approval is obtained from the MBUSI Safety and Environmental Departments.


d. All Contractors/Suppliers utilizing chemicals at MBUSI are exempt from a Material Safety Code (MSC) designation provided that the chemical/ substance remains in the sole possession of the Contractor and MBUSI personnel will not be exposed during its use. If MBUSI personnel may be exposed to a chemical/substance, the chemical / substance must be given a MSC.

e. Refer to the MBUSI OSHA3143 Industrial Hygiene Plan for further information when Team Members are potentially exposed to hazardous chemicals, biological, and physical agents.


## E. Lockout, Tagout & Test

1. During servicing and maintenance activities, lockout/tagout is required to ensure equipment cannot be operated. Locks and tags must be used by all personnel. The basic lockout/tagout steps are as follows:

- a. Locate and identify all energy sources and isolating devices.
- b. Alert the people in the area of the lockout.
- c. Shut down equipment by the normal stopping procedure.
- d. De-energize all energy sources (electrical, hydraulic, pneumatic, steam, gravity, thermal, gravitational, etc.).
- e. Physically place locks with tags or restraints on energy isolating devices.
- f. Verify a zero energy state and verify by attempting start-up the equipment.
- g. Perform the work.

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- h. Make sure area is clean of tools, parts and personnel.
  - i. Remove the locks, tags and restraints.
  - j. Alert the necessary personnel that the equipment will be online.
  - k. Restore the energy and resume normal operations.
- 2. Lockout locks and tags shall not be used for purposes other than lockout activities.
- 3. Lockout locks must be RED in color and the tag must have the person's name, phone number and the employing company's name on it or have a tag attached to the lock with that information. Red colored locks can only be used for lock out tag out.
- 4. MBUSI Security must be notified if a Contractor/Supplier lock and tag must be removed by someone other than the person who placed the lock/tag.
- 5. The Contractor/Supplier must notify the appropriate Project Manager as well as MBUSI Maintenance Group prior working on any equipment within the production areas or those areas that may affect any MBUSI process through the Safe Work Permit system.
- 6. Contractor/Supplier management must ensure that their employees and subcontractors have locks and tags as necessary and document proof of the lockout/tagout procedure compliance.
  - a. Lock Removal
    - 1. Any person who removes a lock/tag belonging to another person or overrides a lock/tag in any way, shall be permanently banned from site.
    - 2. When a lock/tag has been left on a piece of equipment and the person has left the site, the Contractor/Supplier will contact MBUSI Security at (205) 507-2177. The area will be walked down by MBUSI Safety/Security and the Contractor/Supplier supervision to ensure the area is safe.
  - 1. All Electrically energized equipment shall be verified to be de-energize, by an electrically qualified individual. (Arc Flash trained).

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## **F. Confined Space**

1. Contractor/Supplier will be required to furnish all necessary equipment, training and personnel to comply with the requirements of these Guidelines unless otherwise agreed to by MBUSI.
2. Contractor/Supplier personnel must meet all OSHA/MBUSI requirements for confined spaces and conduct any necessary air monitoring.
3. All Permit Required and Non-Permit Required Confined Spaces at MBUSI are labeled.
4. Contractors/Suppliers must notify the appropriate MBUSI Maintenance Group prior to working on any equipment within the production areas or those areas that may affect MBUSI processes through the Permit System.
5. Permit violation will result in immediate cessation of work.
6. MBUSI Security/Safety must sign off all Confined Space Permit forms prior to work commencement.
7. Please refer to MBUSI procedure 1910.146 Confined Work Space Entry Procedures for more details.

## **XI. SUPPLIER ONLY SECTION – ADDITIONAL REQUIREMENTS**


### **A. Dress Codes**

1. Suppliers are required to wear their company's team wear.

### **B. Safety Rules and Regulations**

#### **1. Clothing and Personal Protective Equipment**

- a. All MBUSI Suppliers will be required to wear uniforms or other type team wear. The color "red" will not be permitted to be worn by any Supplier unless special permission is obtained from the MBUSI Vice

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President of Human Resources. This color is reserved for MBUSI emergency response personnel.

1. Team wear/uniforms shall meet all safety requirements and must display the Supplier's company name and the name of the individual. All company clothing must be uniform in color and design. Alterations or variations of the team wear/uniform will not be permitted.

2. Employees not meeting the team wear standard will be required to display their badge until they can obtain the proper team wear/uniform.

## **XII. CONSTRUCTION – ADDITIONAL REQUIREMENTS**

Sections XII and XIII apply to Construction Contractors.

### **A. Parking/Traffic Control**


1. Transportation of employees to and from designated parking areas to the work site is the responsibility of the Contractor.

### **B. First Aid**

1. MBUSI will render first aid to contractors. Medical treatment will be supplied by the contractor.


### **C. Contractor/Supplier Responsibilities & PPE Requirements**

1. It is the Contractor's/Supplier's responsibility to be aware of and follow any safety rules specific to their business specialty, service or trade.
2. Contract/supplier personnel conducting any work activities within or that may affect MBUSI Production areas, must obtain approval from the affected MBUSI Maintenance Group prior to the commencement of such activities.

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3. Tinted safety glasses are not allowed in interior buildings/structures, except for welding purposes or for other safety requirements.
4. All construction personnel entering/working on MBUSI properties, must wear ANSI/OSHA approved hard-hat, reflective vest, safety glasses with side shields, (long sleeves if in the body shop) and steel-toe safety shoes at all times.
5. All Contractors/Suppliers shall comply with OSHA regulations regarding respirator usage. Contractors/Suppliers shall provide the appropriate respiratory equipment and shall ensure that all affected employees have been fit tested, trained, be medically capable of wearing the respirator and wear it.
6. Hearing protection
  - a. Hearing Protection must be used for all employees working within 20 feet of high noise activities (sawing, drills, jackhammers, etc.) and in all hearing protection posted areas. Any jobs/activities lasting more than 10 minutes in any one hour must be barricaded with yellow tape and posted with signage that states "Hearing Protection is Required." Contractors/Suppliers that conduct work activities that may expose MBUSI Team Members to noise levels exceeding 85 dBA must institute engineering controls.
  - b. Face Shields are required when working with tar pots, molten lead, acids, grinding, power saws, etc.
7. Gloves
  - a. Plastic-coated, natural rubber gloves, polyvinyl chloride, neoprene, nitrile, butyl, nor foil, or other chemical resistant glove are to be used as appropriate for solvents and chemicals.
  - b. Dielectric tested insulating gloves, which conform to the OSHA standards, are to be used on all power line work and where there is possible contact with energized circuits.
  - c. Gloves must protect against the hazards encountered. Gloves must be worn at all times when employee is exposed to hazard.



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#### 9. Apron

- a. A kickback apron is required while ripping material on arm saws, radial table saws and similar power machines.

#### 10. Highly reflective shirts/vests

- a. Highly visible (safety orange or safety lime) shirts in well-lit interior spaces are acceptable.
- b. High visibility reflective vests are required for outside construction work.

11. Other safety equipment may be required including: bump cap, splash goggles, fire extinguishers, fire blankets, etc.


**D. Contractor/Supplier Management** shall document and provide upon request, on a continuous basis, a “Pre-Task” Plan designed for their employees which will include (but not be limited to):

1. For each individual, the hazards present in their work assignment and the general area in which they are working.
2. The methods necessary to mitigate the hazards present.
3. Instructing each employee to report unsafe job conditions and notify them of the proper emergency actions to be taken in the event of an incident.
4. The Pre-Task Plan must have the signatures of the employees, be dated and reviewed by Contractor/Supplier Management.

### E. Worksite Audits and Inspections

#### 1. Audits and Inspections

- a. The Contractor/Supplier shall be responsible for initiating and conducting daily work site inspections for the purpose of identifying and

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correcting unsafe working conditions and actions of their respective employees and job-sites.

b. MBUSI Safety, Engineering or Production Management may inspect the Contractor/Supplier work site to ensure compliance with safety standards and requirements.

c. A copy of all safety inspection/ audits conducted by Contractor/Supplier safety personnel must be forwarded to MBUSI Safety.

d. Contractor/Supplier personnel must conduct 1 safety walk through/ audit per shift and/or per 12 hour period of work for all areas within their work scope.


e. These audits must be documented using the Corrective Action Tracking Forms (CAT).

f. The Contractor/Supplier is responsible for inspecting their equipment and assuring that their subcontractors inspect their equipment to meet applicable OSHA standards.

g. All electrical equipment, ladders, rigging, welding equipment, pick platforms and lifts must be marked with the appropriate color code on a monthly basis. See table:

Month	Color
January, July	Red
February, August	White
March, September	Blue
April, October	Green
May, November	Orange
June, December	Yellow

h. Contractors/Suppliers shall perform self-audits daily/ per shift using Job Hazard Analysis techniques and submit audit sheets to MBUSI Safety/Security or place them on the shop safety board. All items identified shall be promptly corrected in less than 4 hours. If the correction takes more than 4 hours, the Contractor/Supplier shall contact MBUSI Safety.

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## 2. Findings

- a. If immediately dangerous to life and health conditions are discovered, Contractor/Supplier work shall immediately cease until the necessary corrections have been made.
- b. If non-life threatening inspection findings are not closed within 24 hours, MBUSI reserves the right to stop the Contractor's/Supplier's work activities until the findings are closed.
- c. Any discrepancy as it relates to the Code of Federal Regulations or these MBUSI Contractor/Supplier Safety & Security Guidelines will be noted.
- d. Corrective actions will be documented and the Job Site Plan will be updated as necessary.
- e. All findings shall be posted for Contractors'/Suppliers' and subcontractors' review.
- f. All findings must be signed off on the posted CAT form to be considered closed.

## F. Contractor Safety Meetings

### 1. Daily Work Planning

- a. The Contractor/Supplier shall hold a daily work planning meeting. In this meeting:
  1. The supervisor shall develop a Job Safety Analysis (JSA) for each job performed.
  2. The JSA shall be discussed with each employee and acknowledged with the employee's signature.
  3. The supervisor shall initial the JSA.

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4. The completed JSA shall assist in the Contractor/Supplier work coordination activities and visual management.

5. MBUSI Safe Work Permits must be obtained and signed off prior to any work activity.

6. JSA shall be forwarded to MBUSI Safety/Security.

## 2. Weekly Safety Meetings

MBUSI Safety/Security may conduct a daily Contractor Safety Meeting. All Contractors will attend and provide updates. Weekly meetings may be required depending upon the work scope.

# XIII. SAFETY RULES AND REGULATIONS

## A. Clothing and Personal Protective Equipment

1. Contractors/Suppliers will be responsible for assuring that their employees/subcontractors are equipped with all of the necessary Personal Protective Equipment (PPE).


2. Construction contractors and short term visitors will not be required to have team wear due to their limited access. However, they will be required to have their access badge available at all times.

## B. Housekeeping

1. Work areas shall be inspected at the completion of each shift to ensure that the work area is maintained and clean as possible.

2. Trash, scrap and debris shall be cleaned up as the work progresses.

3. Cords and hoses must be secured seven feet overhead in all production areas with forklift or tugger traffic and designated with yellow tape. In areas outside of production and/or areas absent of forklift and tugger traffic, cords and hoses may

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be secured at floor level but must be protected from possible damage from mobile equipment.

4. Keep all materials, tools and equipment in a stable position (tied, stacked, or choked) to prevent rolling or tolling.

5. Properly store flammable/combustible materials in containers and cabinets designed for that purpose.

6. All barricade tape must be removed after that job is complete. All barricades must have the Contractor/Supplier name, contact person name, contact number and expiration date. For red barricades, information regarding what the hazards are shall also be included.

a. Red barricade tape – to be used only for areas where severe injuries may occur or overhead work is performed. Red barricade tape can be used for painted floors and concrete until they dry.

b. Yellow barricade tape - to be used for lay down areas and work areas where the hazard is not life threatening and can be readily identified by personnel entering the area.

7. Barricade must be tied off to stanchions or post supplied by the company. Barricade tape cannot be tied off to the columns.


8. Every floor, passageway, workplace, etc. must be kept free from protruding nails, splinters, holes and loose boards.

### **C. Hand/Power Tools**

1. Tools and equipment must be maintained in good/safe working order and used only for their intended purpose.

2. Tools and equipment should be operated only by those who have been properly trained and authorized.

3. Keep moving parts directed away from the body.

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4. Equipment and tools provided with guards and safety systems must not be altered.
5. Use the right tool for the job it was intended to perform.
6. Do not use “mushroomed” or broken tip chisels, punches, bits, etc.
7. Return tools and equipment to their proper storage location after use.
8. Use only grounded or double insulated power tools.
9. Do not use tools with split, broken or loose handles.
10. All electrical equipment and cords must be inspected monthly and provided with positive indication that the inspection has been conducted. Tags, labels, color coding, etc. can be used to meet this requirement.

Month	Inspection Tape Color
January, July	Red
February, August	White
March, September	Blue
April, October	Green
May, November	Orange
June, December	Yellow


NOTE: Previous month’s tag/label/color coding, etc. must be removed before placing the current month’s inspection indicator.

11. Contractors/Suppliers must use GFCI (ground fault circuit interrupters) during work activities.

## **D. Ladders, Scaffolds, Guardrails and Stairs**

1. Contractors/Suppliers and subcontractors must comply with 29 CFR 1926.1053 (Ladders) and 1926.1060 (Ladder Training Requirements). The Contractor/Supplier will ensure that a competent person provides training and inspection.



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2. All ladders and scaffolds erected by the Contractor/Supplier shall meet or exceed OSHA standards. Fall protection at a minimum shall be required whenever:

- a. Working 4 feet above ground on a platform without adequate railing.
- b. Working in an adjustable personnel platform.
- c. Building or dismounting scaffolding above 4 feet.
- d. Working in pipe racks above 4 feet.
- e. Working from a ladder with ladder feet above 10 feet.

3. All scaffolds shall be adequately designed to carry, without failure, four (4) times the maximum intended load. At no time shall any scaffold be overloaded.

4. Inspect all ladders and scaffolds before use.

5. Straight ladders must be tied off or held at base by another worker

6. Stepladders must be fully opened, locked and set level. Employees using step ladders are not required to wear fall protection provided:

- a. Step ladder < 10 feet in height.

or


- b. Ladder is located no closer than 10 feet from an area/edge that has a fall hazard greater than 4 feet. Example: Ladder located within 2 foot of the railing of a 6 foot high mezzanine would require fall protection.

NOTE: Always face the ladder and use both hands when ascending/descending.


7. Portable metal and wood ladders are prohibited.

8. The top of an extension ladder must extend at least three feet beyond the supporting object when the ladder is used for access to an elevated work area.

9. Use the 4:1 slope placement ratio.

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10. Riding on a rolling scaffold is prohibited.
11. Scaffolds wheels must be locked when the scaffold is in use.
12. Do not use the scaffold rails or braces for climbing. Use the provided ladder access. Climbs over 10' will use fall protection.
13. All scaffolds must be erected level and placed on a firm base.
14. All pits and leading edges greater than 4' must be protected by guardrail or other hardened barricade that is compliant with OSHA and MBUSI standards. Roofs and areas only accessible by lift may use other forms of fall protection. Pits and leading edges less than 4' and more than 12" required guarding.
15. Temporary guardrails shall be two inches by four inches (2" x 4") or the equivalent, approximately 42" high with a 21" high mid-rail. Supports shall be at intervals not to exceed 8 feet. Toe-boards shall be a minimum of 4" in height. Planking shall be cleated or otherwise secured to prevent displacement. Scaffolds must be braced and tied- off, both horizontally and vertically, at intervals specified in the pertinent regulations.
16. Do not alter any scaffolding member by welding, burning, cutting, drilling, bending, etc.
17. Scaffolding planks must extend over their support end between 6" and 12" or are secured.
18. Never place ladders or scaffolds in front of doors unless doors are blocked, locked or guarded.
19. All scaffolding must be provided with positive identification that it has been erected, dismantled and altered under the supervision of a competent person.
19. Contractors/Suppliers and subcontractors must designate in writing the name of the competent person responsible for the erection of scaffolds.
20. All scaffolds must be tagged denoting their status, whether complete or incomplete.

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21. The competent person must sign inspection tags prior to use on each shift.
22. The side rails and cleats or rungs on ladders must be kept clean and free of lines, hoses, cables, wires, oil, grease and debris.
23. A double cleat ladder shall be installed if the ladder is to provide the only means of access or exit from a working area for 25 or more employees, or simultaneous two-way traffic is expected.
24. Ladders with broken or missing rungs, steps that are broken or have split side rails or are otherwise faulty shall not be used.
25. Portable ladders shall be equipped with non-slipping bases, or otherwise secured to prevent displacement.
26. Persons shall not work off of the top two rungs of a stepladder or sit on the top of the ladder.
27. Step rises must not exceed 12" and all stairs must be uniform in rise and run.
28. Step treads must be a minimum of 11" for evacuation routes and have a 36" width. All others are to have a minimum tread length of 8" and a width of 22".
29. Every flight of stairs having 4 or more risers must be equipped with a standard stair railings or standard handrails.
30. Vertical clearance above any stair tread to an overhead obstruction must be at least 7 feet measured from the leading edge of the tread.

## **E. Fall Protection**

1. The following is the preferred hierarchy in order of use to eliminate or control hazards (from most desirable to least desirable):
  - a. Elimination or Substitution – Examples: lowering work surface to ground level or changing a process that eliminates the fall hazard.

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b. Passive Fall Protection – Isolating or separating the hazard or hazardous work practice. Examples: Guardrails, covering floor openings, physical barricades that deny access to hazard.

c. Fall Restraint – Securing the authorized person to an anchorage using a lanyard short enough to prevent the person’s center of gravity from reaching the fall hazard.

d. Fall Arrest – A system designed to stop an authorized person from contacting a lower level.

e. Administrative Controls – Signs, training and procedures, light or sounds that warn an authorized person to avoid a fall hazard. Controls must be approved by MBUSI Safety.

2. All fall protection using fall restraint, fall arrest, or administrative controls must be pre-planned. The Fall Protection plan must be approved by MBUSI Safety and may take up to five business days for review.

3. A competent person or qualified person will plan the fall protection. The fall protection plan must be attached to the work hazard analysis. The plan is required for any fall protection that utilizes fall restraint, fall arrest, administrative controls or other non-conventional fall protection.

4. The fall protection plan will include the following:

a. Location of job

b. Company name


c. Date the plan was prepared or modified

d. Plan prepared by name

e. Plan approved by name

f. Plan supervised by (competent or qualified person)

g. Document why conventional fall protection cannot be used (elimination, substitution, and passive fall protection)

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- h. Equipment to be used
- i. Clearance calculation
- j. Free fall distance
- k. Anchorage points identified
- l. Rescue planning (rescue must occur within 15 minutes)
- m. Connector compatibility (side loading possible)
- n. Review with the authorized workers of the fall protection plan indicating legibly printed names and signatures

5. Any horizontal lifelines will require approval from MBUSI Safety. Approval will require a copy of the manufacturer's instruction manual. If the system is an engineer designed system, the system will require the qualified person's notes and calculations. Submit all horizontal lifeline information 5 working days before its intended use to MBUSI Safety.

6. Any free fall over 6 feet requires a qualified person to approve the system.


7. Contractors/Suppliers working at heights must have fall protection procedures in their safety manual.

8. All fall protection equipment must be inspected monthly by a competent person and before use by any user.

9. Any personal fall protection equipment on-site requires that the manufacturer's documentation be available on-site for review.


10. Calculated Clearances requires the accounting of:

- a. Connector length
- b. Deceleration distance (worst case scenario)
- c. Harness stretch (1 foot min.)

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- d. Personal energy absorber deployment (full deployment)
  - e. Rope stretch
  - f. Deflection of horizontal lifeline systems
  - g. Worker height
  - h. All calculations require 2 additional feet of safety clearance
  - i. Any other factor that adds to the vertical distance required to prevent the fall protection equipment user from striking the below level or the ground.
11. Fall restraint must prevent the user's center of mass from being exposed to a fall.
12. Anchorage capacity for a fall restraint systems must be three times the user's total weight.
13. A full body harness must be used for restraint systems.
14. 100% tie-off is required at the MBUSI site. Any transitions require that the user be tied off properly.
15. A full body harness with a shock absorbing lanyard (lanyards must be secured to an anchor point capable of supporting 5,400 pounds dead weight) will be required to be worn and tied off when working on the following:
- a. Sloping roofs.
  - b. Flat roofs without handrails and within 6 feet at the edge or roof opening.
  - c. Any suspended platform or cage.
  - d. Any scaffold with incomplete handrails or decking.
  - e. Ladders near the edge of roofs and floor openings, or when working off ladders with a fall distance greater than 4 feet when assembling and disassembling scaffolding.



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16. Two lanyards are required to assure 100% tie-off during exit/entry of aerial transport devices.

17. Under work areas, red barricades shall be placed on all sides to warn and control pedestrian approach. Flashing lights will be required in areas devoid of good illumination.

18. All rails, doors, barricades, to lifts, etc. must be closed and properly secured when lifts are occupied and elevated. Barricaded rails or doors require barricade signage and must be taped off.

19. All overhead equipment must be inspected before use and removed from use if found to be defective.

20. All operators of JLG's, skylifts, etc. must be trained and authorized in their use.

21. A minimum of 15 feet of clearance must be maintained from overhead power lines.


## **F. Air Monitoring:**

1. All Contractors/Suppliers utilizing internal combustion powered equipment inside MBUSI buildings/facilities will be required to monitor CO emissions on an ongoing daily basis.

2. MBUSI Safety will determine the frequency of air monitoring to be conducted by the responsible Contractor/Supplier. At a minimum, the CO must be checked every 3 hours and documented on the waiver. If readings exceed 18 ppm, contractor must call MBUSI Security.

3. MBUSI Safety/Security may periodically audit CO emissions to verify Contractor/Supplier compliance with these Guidelines.

4. CO emission levels exceeding regulatory limits or the TLV will be reported to MBUSI Safety/Security immediately.

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5. The Contractor/Supplier is required to provide documentation from the equipment supplier, manufacturer or their authorized representative that the scrubber system has been inspected/certified to be in good working condition within 30 days prior to use on MBUSI property. The documentation should include average CO emissions generated when the exhaust scrubber system is functioning properly.

## **G. Hot Work Program/ Permit**

Contractors/Suppliers will be required to furnish their own fire extinguishing equipment for Hot Work. Paint Shops require CO<sub>2</sub> fire extinguishing agents.

### **1. Hot Work Permit**


a. A signed MBUSI Hot Work Permit is required before any cutting, welding and/or spark producing work is performed outside of areas specifically designed for such work.

b. Hot Work Permits will be issued only if:

1. There is no other feasible means to do the job.
2. The job cannot be moved outside or to a designated shop area.
3. The automatic fire protection systems are in service.

c. The Hot Work Procedure and Permit are designed to ensure the following precautions:

1. Fire protection systems, services and personnel are available and in service.
2. There are no flammable/combustible materials in the area.
3. Fire reporting methods are known and operational.
4. Hot work will not be permitted without MBUSI Safety/Security and MBUSI Maintenance signatures.

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5. Fire Watch must report to Security all fires regardless of size or severity.

d. The following areas require prior coordination and a Special Hot Work Permit with MBUSI Maintenance Group and MBUSI Safety/Security before issuance of a permit:


1. Paint Mix Room
2. Within 3 feet of truss space
3. Paint Spray Booths
4. Assembly Tank Farm
5. Logistics Hazardous Materials Storage
6. Assembly Fuel Dispensing Area
7. Piping that contains or has contained flammable liquids or gases.
8. Ventilation ducts that have the potential to contain flammables/combustibles. (All paint shop booth exhaust systems).

e. Contractors/Suppliers must notify the appropriate MBUSI Maintenance Group prior to working on any equipment within the production areas or those areas that may affect MBUSI processes through the Hot Work Permit System.


## 2. Fire Watch

a. A fire-watch person shall have fire-extinguishing equipment readily available and will have been trained in its use.

1. They shall be familiar with facilities for sounding an alarm in the event of a fire.

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2. They shall watch for fires in all exposed areas, try to extinguish them only when obviously within the capacity of the equipment available or otherwise sound the fire alarm.
3. A fire watch person shall be maintained for at least a half-hour after completion of welding or cutting operations to detect and extinguish possible smoldering fires.
4. A fire watch persons may need to be on different levels and possibly in other rooms depending on the configuration of the building.
5. Fire watchers shall be required whenever welding or cutting is performed in locations where other than a minor fire might develop, or any of the following conditions exist:
  - a. Appreciable combustible material, in building construction or contents, closer than 35 feet to the point of operation.
  - b. Appreciable combustibles are more than 35 feet away but are easily ignited by sparks.
  - c. Wall or floor openings within a 35-foot radius expose combustible material in adjacent areas including concealed spaces in walls or floors.
  - d. Combustible materials are adjacent to the opposite side of metal partitions, walls, ceilings or roofs and are likely to be ignited by conduction or radiation.
  - e. Fire watchers shall have fire extinguishing equipment readily available and be trained in its use.
  - f. Fire watchers shall be familiar with the facilities in order to call/pull the alarm in the event of a fire.
  - g. Fire watchers shall watch for fires in all exposed areas, try to extinguish them only when obviously within the capacity of the equipment available or otherwise call/pull the alarm.

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

### 3. Welding and Cutting

- a. The welder/cutter/grinder shall wear proper Personal Protective Equipment, i.e.:

1. Long sleeve shirts
2. Cutting goggles/welding hood
3. Gloves/aprons/capes
4. Clothing without frays or rips
5. Hard hats
6. Respirators
7. Other equipment based on the exposed hazard

- b. If grinding or chipping is done, a face shield shall be worn in addition to safety glasses.

- c. At a minimum, employees that are working with welders shall wear long-sleeve shirts and appropriately tinted glasses with side shields or welding eye goggles.

### 4. Inspection


- a. Arc-welding and cutting equipment shall be industrial rated, in good condition and meet local governing authority requirements regarding application, installation and operation.

1. Trained and qualified people shall make a complete preventive maintenance inspection at least annually.

2. The last inspection date shall be marked on the equipment.

- b. Before each use, the following items shall be inspected:

1. All leads for broken or cut insulation.

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2. Electrode holders for broken insulators or worn holders.
3. Oil and fuels on gas or diesel-powered units.
4. Covers are in place where leads attach to welding machines.
5. All connections have no exposed current-carrying parts.

#### 5. Electric Shock Hazard

- a. Operating voltages listed on the nameplates should not exceed 100 volts DC or 80 volts AC.
- b. Be certain:
  1. Not to use any equipment that is either wet or has been recently drenched.
  2. Those welding units that are powered by AC shall be adequately grounded.
  3. The unit is shut down before changing polarity.
  4. That electrodes are never changed with bare hands or wet gloves or when standing on a wet floor or grounded surface.
  5. That when cables become worn enough to present a hazard that they are replaced immediately.
  6. To keep welding cables away from power supply cables and high voltage wires.
  7. Not dip hot electrode holders in water to quickly cool them.
- c. GFCIs shall **not** be used on welding machines with DC current outlets for cord plugs. They do not function properly in this application.

#### 6. Ventilation Requirements

- a. Welding, Cutting and Heating In Enclosed Spaces

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1. General mechanical or local exhaust ventilation shall be provided whenever welding, cutting or heating is performed in areas with inadequate ventilation and in enclosed spaces where there is:

- a. less than 10,000 cubic feet of space per welder.
- b. less than 2,000 feet/min of air supplied per welder.

2. The ventilation shall be of sufficient capacity and so arranged so as to produce the number of air changes necessary to maintain welding fumes and smoke within safe limits. (Levels below OSHA PELs and/or TLVs will be considered to be "safe limits" as described above. In some cases OSHA Action Levels, excursion limits and STELs may be substituted as "safe limits"). The adequacy of the ventilation shall be determined by air monitoring and/or ventilation measurements.

- a. When sufficient ventilation, as described above, cannot be obtained, the Contractor/Supplier employees shall be protected by appropriate respiratory protection.

- b. Oxygen shall never be used to ventilate an area.


- c. Contractor/Supplier employees performing welding and/or cutting operations on the materials listed below in enclosed spaces shall use local exhaust ventilation or the employees will be protected with airline respirators. Airline respirators shall also protect other people working in the immediate area. (Confined Space Procedures will also apply.)

1. Cadmium bearing or cadmium coated materials.

2. Metals coated with mercury-bearing materials.

3. Beryllium-containing base or filler metals (because of its high toxicity, work involving beryllium shall be done with both local exhaust ventilation and air-supplied respirators).




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d. Employees performing welding and/or cutting operations on the materials listed below in the open air shall be protected by air-purifying respirators (filter type). Air-purifying respirators shall also protect other employees working in the immediate area. The materials are:

1. Cadmium bearing filler materials.
2. Chromium bearing metals or metals coated with chromium-bearing materials.
3. Metals coated with mercury-bearing materials, beryllium-containing base or filler metals. (Because of its high toxicity, work involving beryllium shall be done with both local exhaust ventilation and air-supplied respirators.)

e. Inert-gas metal arc welding

1. The use of chlorinated solvents (example: Tap-free) shall be kept at least 200 feet away from any inert-gas metal arc welding unless the solvents are shielded from the exposed arc.
2. Surfaces prepared with chlorinated solvents shall be thoroughly dry before welding is permitted on such surfaces.
3. Welders and other employees who are exposed to welding flash shall be protected so that their skin is covered completely to prevent burns and other exposure to ultraviolet radiation.
4. When inert-gas metal-arc welding is performed on stainless steel, either local ventilation or air-supplied respirators shall be utilized. The local ventilation shall be of sufficient capacity and so arranged as to maintain nitrogen dioxide levels at or below the current TLV for nitrogen dioxide (3ppm).

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f. Welding, cutting and heating – paints and coatings

1. Before welding, cutting or heating any surface covered by a coating, the coatings shall be ground off to bare metal.


g. Flame-Resistant Welding Curtains

1. The use of welding curtains is required during welding and grinding operations to limit the exposure of others to welding flash or sparks.
2. Use translucent, flame-resistant welding curtains that filter ultraviolet radiation. These provide sufficient protection while permitting adequate light to the work area.
3. Welding curtains, drop cloths and other materials used to protect people, products, materials or equipment shall be flame-resistant.
4. Polyethylene or other plastic welding curtains and drop cloths shall be made of flame-resistant materials and shall have a flame spread classification of 0-25 rating. Examples of flame-resistant fabrics include Nomex®, Kevlar® and flame-retardant treated (FRT) cotton.

## H. Barricading and Signage

### 1. Wall & Floor Openings

- a. Contractors/Suppliers shall provide and erect barricades around and under elevated materials and overhead work, trenches, excavations or any other work presenting a danger to MBUSI Team Members.

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b. Lighting will be required to sufficiently warn approaching vehicular and pedestrian traffic of obstacles, trenches, excavations, etc. devoid of sufficient illumination.

c. Construction work areas that require barricading and/or signage shall be posted and protected using nationally accepted color coding:

1. Red – Do not enter. See Project Manager or Project Safety representative.

2. Yellow – Use caution. Obey all Personal Protection Equipment requirements.

d. The type of barricade will depend on the nature of the hazard. The more severe the hazard, the more substantial the barricade should be (not snow fence). Must be MBUSI Safety approved.

e. Entry into dangerous areas shall be by authorized personnel and only after being advised of the dangerous conditions. There will be disciplinary action up to and including site access denial for the duration of the project if unauthorized entry is attempted.


f. Projects extending over 30 days will require hardened barriers that are not easily removed and must withstand 200 lbs/pressure. Projects less than 30 days must have at a minimum warning tape displayed.

g. The MBUSI Project Manager, in consultation with MBUSI Safety, will assist in specifying signage, barricading and color coding requirements.

h. Barricades must be at least 42 inches high and must be square, level and shall not be expanded beyond the necessary space. Conflicts in the definition of “necessary” shall be decided by MBUSI Safety.

i. All barricade tape must be appropriately removed and discarded upon job completion.

j. Standard guardrails and toe-boards or covers that are secured against accidental displacement shall guard floor openings.

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1. Standard covers shall guard manhole and temporary floor openings.

2. When the cover is not in place, a standard guardrail shall protect the opening.

3. Floor hole covers need to be stenciled/written on with the words "Hole Cover Do Not Remove."

4. All covers must be cleated or fastened to prevent accidental dislodgement.

k. Wall openings, from which there is a drop of more than 4 feet, shall be guarded.

l. A standard railing or the equivalent on all open sides 4 feet or more above the floor or ground level shall guard runways. Whenever tools, machine parts or materials are likely to be used on the runway, a toe-board shall also be provided on each exposed side.

m. Regardless of height, open-side floors, walkways, platforms or runways above or adjacent to dangerous equipment and similar hazards shall be guarded with a standard railing and toe-board.

## **I. Cranes and Rigging General Requirements**

1. Know the weight of the object to be handled.


2. Know the capacity of the handling device (crane, forklift, chain fall, come-along) that is intended for use.

3. Visually inspect hooks, cranes, wire, slings, etc. for irregularities, damages, weaknesses, etc. before use.

4. Crane operators must be trained and authorized.

5. Use tag lines to control loads.

6. Never raise a load over people.

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7. All hooks must have a safety latch.

8. Always place a load in the center of a hook and never on the point.

9. Do not leave an unsecured and/or unattended load hanging on a hoist or a chain fall. The operator must be within 5 feet of the controls.

10. Accessible areas within the swing radius of the rotating superstructure counterweight of cranes must be barricaded to prevent people from being struck or crushed by the counterweight.

11. Crane outriggers must be leveled and fully extended when making a lift.

12. No part of the crane, load, hoist, lines, boom or tag-line shall come within 20 feet of energized electrical lines.


13. All slings, chains and rigging equipment must be inspected monthly and color-coded indicating that an inspection has been conducted.

14. A Critical Lift Plan is required when a lift is 75% or more of the maximum capacity based on load radius and crane configuration. MBUSI requires a Critical Lift Plan whenever 2 pieces of equipment are used to lift materials. This includes cranes and all other powered lifts.

Note: Any deviations from these Guidelines must be approved in advance by MBUSI Safety.

15. The manufacturer's specifications and limitations applicable to the operation of any and all cranes and derricks must be complied with. When manufacturer's specifications are not available, the limitations assigned to the equipment shall be based on the determinations of a qualified engineer competent in this field and such determinations will be appropriately posted, documented and recorded. Attachments used with cranes shall not exceed the capacity, rating or scope recommended by the manufacturer.

16. Prior to each use, a competent person shall inspect all machinery and equipment. Any deficiencies shall be repaired or defective parts replaced before use.

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17. A competent person shall make a thorough annual inspection of the hoisting machinery. A record of the dates and results of the inspections for each hoisting machine and piece of equipment must be maintained and available for review.

18. Wire rope safety factors shall be in accordance with a nationally recognized standard.

19. An accessible fire extinguisher of appropriate size and rating shall be available at all operator stations or cabs of equipment.

20. Certification of an equipment operator's ability to operate safely is required and records of such certifications must be available. The supervisor or foreman is responsible for determining the operator's skill, verifying the certification and maintaining the records.

## 21. Load Ratings

### a. Determination:

1. The weight of all auxiliary handling devices such as hoist blocks, headache balls, hooks and rigging shall be considered as part of the total load.

Note: The headache ball, hook or load shall not be used to transport personnel.


2. Additionally, the weight of all items added to the load at the site must be determined and added to the total weight.

## 22. Crane Inspection

### a. The operator shall be responsible for:

1. Performing a daily inspection of the crane.

2. The proper placement of the crane in relationship to the load to be handled and the landing area so as to obtain the best rated lift capacity.

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3. Leveling the crane to within 1 degree of level and rechecking the level, a minimum of three times, during the 8-hour work shift.

4. The proper placement and use of outriggers for all lifts.

5. The determination of stable or unstable ground and the need for additional floats, cribbing, timbers and structural members as may be needed.

6. The installation and maintenance of crane swing radius protection.

b. Cranes shall be inspected:

1. After setup and prior to initial lift.

2. Before each shift.

3. After every malfunction.

c. Daily inspections shall be made of:

1. All control mechanisms for maladjustment interfering with proper operation.

2. All control mechanisms for excessive wear of components and contamination by lubricants or other foreign matter.

3. All safety devices for malfunction.


4. Deterioration or leakage in air or hydraulic systems.

5. Crane hooks for deformation or cracks, slings and chokers for broken strands, fraying or linking.

6. Electrical apparatus for malfunctioning, signs of excessive wear, dirt and moisture accumulation.

7. Tires for proper inflation.



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d. Recordkeeping:

1. All records pertaining to crane inspections shall be kept on-site with the crane or in the Contractor's/Supplier's site field office.
2. If during any safety inspection, the operator or supervisor cannot produce the required crane inspection sheets, the crane shall be shut down and inspected.


## J. Crane Operator Qualifications and Operating Procedures

### 1. Operator Qualifications

- a. Designated operators must be qualified in adherence to 29 CFR 1926.1427.
- b. The Contractor/Supplier is to keep crane operator's qualifications on-site for review.
- c. Trainees who are under the direct supervision of the designated operator may operate the crane. Trainees are not allowed to be the designated operator for a critical lift.
- d. Inspectors certified for crane inspection may operate the crane.
- e. Test and maintenance personnel may operate the crane when necessary.
- f. Except for oilers or supervisors whose duties may require their presence, no one other than the above personnel shall be in or on the crane during operations.

### 2. Operating Procedures


- a. The operator shall:
  1. Not engage in any practice which may divert their attention while they are engaged in crane operations.

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2. Not operate the crane if they or the crane is impaired.
3. Except for a stop signal given by anyone, the operator shall not respond to any signal that is unclear or is given by anyone other than the appointed signalperson.
  - a. Only approved standard hand signals, voice communication, or audible signals for crane, derrick, and boom equipment shall be used.
  - b. A copy of hand signals shall be posted at the operating position of each piece of equipment.
4. Not permit trainees to make initial lifts. The operator shall perform the first lift to determine lift stability, crane function and safety in general.
5. Have final responsibility and control over the crane operations.
6. Whenever there is any doubt as to safety, the operator shall have the authority to stop and refuse to handle loads until safety has been assured.
7. Be familiar with the crane and its care, the operators' manual and the load charts.
8. Be responsible for notifying their supervisor of any needed adjustments or repairs and for logging their findings in the crane log.
9. Shall, upon request, demonstrate their ability to determine total load weight and its relationship to the crane load charts.

### 3. Attaching the load

- a. The load shall be attached to the hook by means of slings or other approved devices.
- b. Hooks used for lifts in excess of two (2) feet shall have hook safety latches.


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#### 4. Moving the load

- a. The operator shall determine that the crane is level to within one (1) degree and, where necessary, is properly cribbed and blocked.
- b. The operator shall be responsible for determining that the load is properly secured and balanced before making the hoist.
- c. The operator shall position the hook over the load in a manner to prevent load swing.
- d. The operator shall determine that the rope is properly seated on the drum and in the sheaves, the load line is not kinked and multiple part lines are not twisted around each other.

#### 5. Safe Operating Practice

- a. All rigging equipment shall be inspected prior to each shift and as necessary during the shift to ensure safety. Damaged or defective slings shall be immediately removed from service.
- b. All rigging devices, including slings, shall have permanently affixed identification stating size, grade, rated capacity and manufacturer.
- c. Rigging not in use shall be removed from the immediate work area.
- d. Rigging, including slings, not in use shall be properly hung to prevent bends, kinks or other damage.
- e. Wire rope slings shall be lubricated as necessary during use. Wire rope slings shall be lubricated no less than every 4 months when in storage.
- f. "Shop-made" grabs, hooks, clamps or other lifting devices shall not be used unless proof-tested to 200 percent of their rated load by an approval-testing agency. Approved devices shall have the capacity permanently affixed.
- g. Slings, which are used on-the-job, shall not be left lying on the ground or otherwise exposed to dirt and the elements.

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h. Eyes in wire rope bridles, slings or bull wires shall not be formed by wire clips or knots.

i. Protruding ends of strands in splices on sling bridles shall be covered or blunted.

j. All rigging equipment must be used in accordance with the manufacturer's recommendations and shall have a safety factor of five.

k. Slings shall not be shortened by knots, bolts or other make-shift devices.

l. All slings shall be padded with softeners to protect them from damage due to sharp corners.

m. Slings used in a basket hitch shall have the loads balanced to prevent slippage.


n. Loads handled by slings shall be landed on cribbing or dunnage so that slings need not be pulled from under or be crushed by the load.

o. Slings subjected to shock loading shall be immediately removed from use and destroyed.

p. Slings shall not be made from wire rope and cable clips.

q. The employer must ensure that each signal person meets the qualification requirements prior to giving any signals.

1. Know and understand the type signals used
2. Be competent in application of the type of signals used.
3. Have a basic understanding of equipment operation and limitations, including the crane dynamics involved in swinging and stopping loads and boom deflection from hoisting loads.


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4. Know and understand the relevant requirements of OSHA crane standard.
5. Demonstrate that he/she meets the requirements in paragraphs (c) (1) through (4) of this section through an oral or written test and through a practical test.

## K. Steel Erection

Steel erection activities shall comply with all facets of 29CFR1926 Subpart R, except where superseded below:

1. Approval to begin steel erection. Before the commencement of steel erection, the steel erection Contractor/Supplier and MBUSI Facilities must receive written notification that the concrete in the footings, piers, and walls, as well as the mortar in the masonry piers and walls has attained, on the basis of an appropriate ASTM standard test method of field-cured samples, is sufficient strength to support the loads imposed during steel erection.
2. The steel erecting Contractor/project structural engineer of record must ensure that any repairs, replacements or modifications to the anchor bolts are conducted in accordance with CFR 1926.755(b).
3. The steel erecting Contractor/Supplier shall pre-plan all overhead hoisting operations to ensure that they minimize the time the person is required to work directly below a suspended load.
4. Permanent flooring
  - a. Permanent floors shall be installed as soon as practical following the erection of structural members and shall be posted with the rated loading.
  - b. At no time shall there be more than four floors or 48 feet of unfinished bolting or welding above the foundation or upper most secured floor.
5. Temporary flooring

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a. The erection floor shall be solidly planked over its entire surface except for access openings. Planking shall not be less than 2 inches thick, full size undressed and shall be laid tight and secured against movement.

b. On structures not adaptable to temporary floors or static lines, safety nets shall be installed and maintained whenever the potential fall distance exceeds two stories or 25 feet.

c. Standard handrails, including top rail, mid rail, toe board or equivalent, shall be installed around the periphery of all temporarily planked floors during structural steel erection.

d. The erection contractor shall install turnbuckles no less than every 100 ft. to allow for re-tightening of the cables securing the planking.

e. Covers for the roof or floor openings shall be capable of supporting, without failure, twice the weight of employees, equipment and materials that may be imposed on the covers at any one time.

1. All covers shall be secured to prevent accidental displacement by the wind, equipment or employees.


2. All covers shall be marked/stenciled with high visibility paint and shall be marked with the word "HOLE" or "COVER" to provide a warning of the hazard.

f. Decking gaps around columns shall be protected with wire mesh, exterior plywood or the equivalent to provide protection from objects falling through.

g. Metal decking shall be laid tightly and immediately secured upon placement to prevent accidental movement or displacement.

h. Bundles of decking shall be placed on a minimum of three steel joists.

i. Bundle packaging and strapping shall not be used for hoisting unless it is designed for that purpose.

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j. Loose items such as dunnage, flashing or other materials, which are placed on the top of metal decking bundles to be hoisted, shall be secured to the bundles.

k. Openings in metal decking cannot be cut until the equipment installation is ready to commence.

l. When setting structural steel, each piece shall be secured with not less than two bolts at each connection and drawn up wrench tight before the load is released.

m. All columns shall be anchored by a minimum of 4 anchor rods (anchor bolts).

1. Anchor rods (anchor bolts) shall not be repaired, replaced or field modified without the approval of the project structural engineer of record.

2. Prior to the erection of a column, the Primary Contractor shall provide written notification to the steel erector if there has been any repair, replacement or modification of the anchor rods (anchor bolts) of that column.

n. Material should not be hoisted onto a structure unless it is ready to be put into place and secured.

o. When loads are being hoisted, avoid walking under the lift or permitting a person to be exposed to the swing of the lift.


p. A tag line shall be used to control all loads.

q. For the protection of other crafts on the project, signs shall be posted in the lift area which read "Danger Overhead Work."

r. Secure loose items aloft. All materials, equipment, and tools, which are not in use while aloft, shall be secured against accidental displacement.

s. The Contractor/Supplier shall bar construction activities below steel erection unless overhead falling object protection for the people below is provided.



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t. Multiple lifts or “Christmas Treeing” is prohibited.

## **L. General Building Alteration and Demolition**

1. Structures undergoing construction, alteration or demolition operations, including those in underground locations, shall comply with NFPA 241, Standard for Safeguarding Construction, Alteration and Demolition Operations, and OSHA 29CFR1926 Subpart T Demolition, these Guidelines and all Alabama state and local requirements that apply to demolition/alteration work for items not specifically addressed herein.

2. Before beginning any demolition work, a Competent Person is required to conduct an Engineering Survey and Report.


3. The Engineering Survey Report shall be signed and dated by the Competent Person conducting the survey and that report will be retained on-site.

4. The purpose of the Engineering Survey is to thoroughly evaluate the project to identify potential hazards and develop controls to prevent accidents. Potential hazards include:

- a. Occupational Health Hazards
- b. Cave-ins
- c. Explosions
- d. Premature Collapse
- e. Fire

5. At a minimum, the Engineering Survey Report must include:

- a. Building characteristics.
  - 1. Construction type and structure size
  - 2. Number of stories or height

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3. Structural hazards
4. Basements and confined spaces
5. Party wall locations
6. Wall tie requirements and number
7. Shoring requirements for adjacent structures
8. Type of shoring and location

b. Protection requirements for adjacent structures.


c. Demolition methods that will be used.

d. Public protection required.

1. Pedestrian walkways or roadways that may need to be relocated.
2. Walkways or roadways should be well lit and kept clear of equipment and debris.
3. Sidewalk sheds may be necessary to protect pedestrians from overhead hazards.
4. Special controls or procedures may be necessary if a portion of the structure is occupied.
5. If the project is entirely protected with security fencing, the gates should be kept closed at all times throughout the demolition work.

e. Overhead and underground utility protection is required.

1. The location of all electric, gas, water, sewer and communications lines should be identified and the lines shut off before work is started.


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2. The National Association of Demolition Contractors recommends that utility lines be color-coded:

- a. Red, if the lines are to stay.
- b. Green, if the lines are to be removed.
- c. The local one-call system should be notified.
- f. Above and below-ground tanks should be protected.
  - 1. Purging and testing of these tanks should be completed.
  - 2. Locations of pits or open holes should be identified and barricaded.
  - 3. ADEM and EPA requirements must be identified and complied with.

g. Hazardous Materials

- 1. Contractor/Supplier shall not cause or permit any hazardous materials to be brought upon, stored, manufactured, blended, handled or used in, on or about the work or the site for any purpose except as may be specifically called for in the drawings and specifications and except as specifically identified by the Contractor/Supplier and approved in writing in advance by MBUSI Safety.
- 2. If hazardous materials are discovered at the site, responsibilities should be assigned to the appropriate Contractors/Suppliers for removal and disposal of the materials.
  - a. Asbestos and other materials may be in furnaces, reactors, boilers, insulation, other fire protection materials, certain types of floors and ceiling tiles.
  - b. Lead may be in pipe systems and with lead based paints.

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c. Polychlorinated biphenyls may be in electrical systems such as transformers and capacitors.

h. Existing damage to nearby structures.

1. This damage should be documented.
2. Photographs and/or video can be taken to supplement documentation.
3. This documentation should be dated and retained with the Engineering Survey Report.

i. Blasting

1. Contractors/Suppliers must not bring onto MBUSI premises any explosive material or items intended to be used to fabricate an explosive, except when it is necessary to perform the work and MBUSI has given prior written approval. MBUSI reserves the sole discretion to determine whether the Contractor/Supplier may use explosives and, if so, the special safety conditions under which they may be used.
  2. If in the event use of explosives is required for the demolition project, the Competent Person must be familiar with the OSHA standard 29CFR1926, Subpart U Blasting Safety Requirements, be legally licensed to use explosives and possess the required permits.
6. The Contractor/Supplier must survey the area, before the start of operations, to identify potential fire hazards and fire protection systems. All potential sources of ignition should be evaluated and the necessary corrective measures taken:
- a. Special precautions should be taken where demolition work is performed in areas where floors are soaked with oil or other flammable liquids.
  - b. Where dust accumulations are present.

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c. Where combustible insulation is present in floors, walls or ceilings/roofs where hot work is being performed.

d. Flammable/combustible liquids shall be drained from tanks and machinery reservoirs in a safe manner and removed from the building immediately.

e. Particular attention should be paid to the removal of residue and sludge accumulations if hot work operations are involved.

7. The Contractor/Supplier must verify the presence of adequate numbers and types of fire protection devices/appliances and for their proper maintenance.

8. Entrances (e.g., doors and windows) to the structure under alteration or demolition shall be secured where required.

9. No unauthorized employees shall be permitted in any area that can be adversely affected when demolition operations are being performed. Only those employees necessary for the performance of the operations shall be permitted in those areas.

#### 10. Work Progression


a. Except for cutting holes in the floors for chutes, holes to drop materials through, preparation of storage space and similar preparatory work, the demolition of floors and exterior walls shall begin at the top of the structure and proceed downward.

b. Each story of exterior wall and floor construction shall be removed and dropped into the storage space before commencing the removal of exterior walls and floors in the next story below.

c. Hazards to anyone from the fragmentation of glass shall be controlled.

d. Mechanical equipment shall not be used on floors or working surfaces unless such floors or surfaces are of sufficient strength to support the imposed load.

e. Employee entrances to multistory structures being demolished shall be protected by sidewalk sheds, canopies or both. Protection shall be

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provided from the face of the building for a minimum of eight (8) feet. All such canopies shall be at least two (2) feet wider than the building entrances or openings and shall be capable of sustaining a load of 150 psi.

- f. Only those stairways, passageways and ladders designated as means of access to the structure shall be used. The designated means of access shall be indicated on the demolition plan. Other access ways shall be indicated as "Not Safe for Access" and closed at ALL times. The stairwell shall be covered at a point no less than two (2) floors below the floor on which work is being performed. Access to a floor where work is in progress shall be through a separate lighted, protected passageway.
- g. During demolition, continuing documented inspections by a competent person shall detect hazards resulting from weakened or deteriorated floors, walls or loosened material. No person shall be permitted to work where such hazards exist until they are corrected by shoring, bracing or other means.

## 11. Debris Removal


### a. Chutes

1. Any chute opening into which debris is dumped shall be protected by a guardrail 42" above the floor or other surface on which personnel stand to dump the material. This also applies to any space between the chute and the edge of openings in the floors through which the debris will pass.

2. When the debris is dropped through openings in the floors without chutes, the openings and the area onto which the material is dropped shall be enclosed with barricades not less than 42" high and not less than six (6) feet back from the projected edge of the opening above.

- a. Signs warning of the hazard of falling materials shall be posted at EACH SIDE of the debris opening at each floor.

- b. Debris removal shall not be permitted in lower areas until debris handling ceases on the floors above.

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3. All material chutes and sections that are at an angle of more than 45 degrees from the horizontal shall be enclosed, except for openings equipped with closures at or about floor level for the insertion of materials.

a. The openings shall not exceed 48" in height measured along the wall of the chute.

b. Such openings, when not in use, shall be kept closed at all floors below the top floor.

4. A substantial gate shall be installed in each chute at or near the discharge end.

a. A competent employee shall be assigned to control the operation of the gate and the backing/loading of trucks.

5. When operations are not in progress, the area surrounding the discharge end of a chute shall be closed.

6. Trash chutes shall be of noncombustible construction or protected by temporary automatic sprinkler.


7. Chutes shall be designed and constructed of such strength as to eliminate failure due to impact of materials and debris loaded therein.

b. Where material is dumped from mechanical equipment or wheelbarrows, a toeboard or bumper, not less than 4" thick and 6" high, shall be attached at each chute opening.

c. The storage of waste and debris on any floor shall not exceed the allowable floor load.

d. In buildings having wood floor construction, the floor joists may be removed from not more than one floor above grade to provide storage space for debris, provided falling material is not permitted to endanger the stability of the structure.



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e. When wood floor beams serve to brace interior walls or free-standing exterior walls, such beams can be left in place until other support can be installed to replace them.

f. Floor arches, to an elevation of not more than 25 feet above grade, may be removed to provide storage area for debris provided such removal does not endanger the stability of the structure.

g. Storage space to which material is dumped shall be blocked off, except for openings for the removal of materials, and such openings shall be kept closed when material is not being removed.

h. Floor openings shall have curbs or stop-logs to prevent equipment from running over the edge.

i. Any opening cut in the floor for the disposal of materials shall be no longer in size than 25% of the aggregate total floor area, unless lateral supports of the removed flooring remain in place.


j. Floors weakened or otherwise made unsafe by demolition shall be shored to carry safely the intended imposed load for demolition.

## 12. Wall Removal

a. Masonry walls, or sections of masonry, shall not be permitted to fall upon the floors of the building in such masses as to exceed the safe carrying capacities of the floors.

b. No wall section which is more than ten (10) feet in height shall be permitted to stand without lateral bracing, unless such wall was designed and constructed to stand without such lateral support and is in a condition safe enough to be self-supporting.

1. No wall section shall be left standing without lateral bracing any longer than necessary for removal of adjacent debris interfering with demolition of the wall. Exception to this requirement will be allowed for such wall sections which are designed and constructed to stand without lateral support.

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c. Contractor/Supplier employees are not permitted to work on top of a wall when weather constitutes a hazard.

d. Structural or load supporting members on any floor will not be cut or removed until all stories above such a floor have been demolished and removed. This does not prohibit the cutting of floor beams for the disposal of materials or for the installation of equipment, providing floor joists removal is not more than one floor above grade to provide storage space for debris, provided falling material is not permitted to endanger the stability of the structure and the requirements for floor removal are met.

e. Floor openings within ten feet of any wall being demolished shall be planked solid, except when employees are kept out of the area below.

f. In buildings of skeletal steel construction, the steel framing may be left in place during the demolition of masonry. Where this is done, all steel beams, girders and structural supports shall be cleared of all loose material as the masonry demolition progresses.

g. Walls which serve as retaining walls to support earth or adjoining structures shall not be demolished until such earth has been braced or adjoining structures have been underpinned.


h. Walls shall not be used to retain debris unless capable of safely supporting the imposed load.

### 13. Floor Removal

a. Openings cut in a floor shall extend the full span of the arch between supports. Before demolishing any floor arch, debris and other material shall be removed from such arch and other adjacent floor area.

b. Planks not less than two inches by ten inches in cross section, full sized undressed, shall be provided for and shall be used by Contractors/Suppliers to stand on while breaking down floor arches between beams. (OSHA scaffold grade planks are recommended). Planks shall be so located as to provide a safe support for personnel should the arch between the beams collapse.

c. Straddle space between planks shall not exceed sixteen (16) inches.

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d. Safe walkways, not less than eighteen (18) inches wide, formed of wood planks not less than two (2) inches thick or of the equivalent strength, shall be provided and used by personnel when necessary to enable them to reach any point without walking upon exposed beams.

e. Stringers of sufficient strength shall support the flooring planks; the ends of such stringers shall be supported by floor beams or girders and not by floor arches alone.

f. Planks shall be laid together over solid bearings with the ends overlapping at least one foot.

g. When floor arches are being removed, personnel shall not be allowed in the area directly underneath and that area shall be barricaded to prevent access and signed to warn of the hazards.

#### 14. Steel Removal

a. When floor arches have been removed, planking shall be provided for the workers razing the steel framing.


b. Steel construction shall be dismantled column-by-column and tier-by-tier (columns may be in two-story lengths).

c. Any structural member being dismembered shall not be overstressed.

#### 15. Mechanical Demolition

a. No person shall be permitted in any area which can be affected by demolition when balling or clamming is being performed. ONLY those persons necessary for the operations shall be permitted in this area at any other time.

b. The weight of the demolition ball shall not exceed 50% of the crane's rated load, based on the length of the boom and the maximum angle of operation at which the demolition ball will be used, or it shall not exceed 25% of the nominal breaking strength of the line by which it is suspended, whichever is less.

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c. The crane boom and load line shall be as short as possible.

d. The ball shall be attached to the loadline with a swivel connection to prevent twisting of the loadline and shall be attached by positive means so that the weight cannot accidentally disconnect.

e. When pulling over walls or portions of walls, all steel members affected shall have been cut free.

f. All roof cornices or other ornamental stonework shall be removed prior to pulling walls over.

#### 16. Providing temporary weather protection and heat

a. The Contractor/Supplier shall be responsible for providing weather protection and temporary heat to protect all equipment and all parts of the structure from damage by inclement weather such as wind, water and freezing temperatures.


b. This protection shall include temporary walls, partitions and protective coverings including complete enclosure of the structure or structures if necessary.

c. Temporary heating equipment shall be listed and shall be installed, used, secured and maintained at least 18 inches from combustibles.

#### 17. Preservation of Existing Fire Protection Systems during Demolition

a. Fire Alarm Reporting. Instructions shall be issued for the immediate notification of Security in the case of a fire. Where telephone service is employed, the emergency response number and site address shall be conspicuously posted near each emergency telephone.

b. Standpipes. Where standpipes exist in buildings being altered or demolished, such standpipes shall be maintained in conformity with the progress of building construction in such a manner that they are always ready for use.

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c. Fire-Fighting Equipment. The suitability, distribution and maintenance of extinguishers shall be in accordance with NFPA 10, Standard for Portable Fire Extinguishers.

1. Free access to permanent, temporary or portable fire equipment shall be maintained at all times.

2. Sufficient firefighting equipment should be located near any flammable or combustible liquid storage area.

d. Sprinklers. The operation of sprinkler control valves shall be permitted only by properly authorized personnel (MBUSI Facilities) and shall be accompanied by the notification of duly designated parties. Where the sprinkler protection is regularly turned off and on to facilitate connection of newly completed segments, the sprinkler control valves shall be checked at the end of each work shift to ascertain that protection is in service.


e. Hydrants. Free access to fire hydrants and to outside connections for standpipes, sprinklers or other fire extinguishing equipment, whether permanent or temporary, shall be provided and maintained at all times.

18. Protection of existing structures and equipment from exposure fires resulting from alteration and demolition operations.

a. Impairment(s)

1. Protection of existing structures and equipment from exposure fires resulting from alteration and demolition operations are to be carefully followed.

2. Any condition that renders a fire protection or alarm system inoperable (impairment) places the facility at increased risk and requires increased vigilance regarding fire prevention issues. MBUSI Facilities requires that they be notified if impairment occurs.

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b. Hot Work

Responsibility for hot work operations and fire prevention precautions, including permits and fire watches, shall be in accordance with Section K. Hot Work/Permit and MBUSI 1910.252 Hot Work Procedure.

c. Fire Watch

Responsibility for hot work operations and fire prevention precautions, including permits and fire watches, shall be in accordance with Section K. Hot Work/Permit and MBUSI 1910.252 Hot Work Procedure.

19. Access roadways

a. Every building shall be accessible by fire department apparatus by means of roadways of unobstructed width, having the ability to withstand the live loads of fire apparatus and having a minimum of 162 inches of vertical clearance.

20. At completion of alteration and/or demolition operations MBUSI will ensure that:

a. All fire protection systems have been inspected and maintained in accordance with the MBUSI Impairment Procedure and forms, bi-hourly patrols have been fulfilled and the tags have been properly filed.


b. All Hot Work Permits have been reviewed and properly filed with the appropriate documentation.

## M. Welding and Cutting Safety

1. Do not run hoses and weld leads through doorways.

2. Protective clothing required for welding and cutting must be worn as required.


3. All work must have a separate and an adequate grounding.

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4. Do not leave the rod in the electrode holder when not in use.
5. Do not exceed 15 PSI on the torch side of the gauge when using acetylene.
6. Do not use matches or cigarettes to light a torch.
7. Flashback arrestors shall be installed on all fuel gas cylinders or built into the regulators.
8. Welding screens will be placed and secured to prevent exposing adjacent workers to the arc.
9. Work areas may require barricading to prevent personnel from exposure to sparks or slag.
10. Appropriate eye protection/shields/shaded lenses must be worn for cutting or welding operations.
11. Ensure all combustibles are at least 35ft from the hot work area or covered by a fire blanket. Fire blankets cannot contain asbestos materials.
12. The work area must be under fire watch surveillance for 30 minutes after the job is completed, or longer if so determined by MBUSI Safety/Security.
13. A Hot Work Permit must be obtained and clearly posted at the area of welding, burning, etc. This Permit requires that the nearest fire hose, extinguisher, fire alarm and telephone locations are known.
14. Do not start welding or burning without the proper Hot Work Permit. Failure to do so will result in immediate removal from the site.
15. The Hot Work Permit is good for one shift not to exceed 12 hours.
16. Propane fueled welding machines may not be used indoors unless special permission is obtained from MBUSI Safety.

## **N. Electrical Safety**

1. MBUSI Electrical Safety Program:


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a. The MBUSI Electrical Safety Program is founded on the principle of avoiding energized work unless it is absolutely necessary.

b. Live parts are to be de-energized in accordance with the MBUSI policies and references noted below:

1. NFPA 70E Standard for Electrical Safety in the Workplace
  2. OSHA 29CFR1910.331 through 1910.335 Subpart S
  3. MBUSI Control of Hazardous Energy Plan
  4. MBUSI Electrical Safe Work Practices
2. Live parts will be de-energized before a Contractor/Supplier works on or near them. Any deviation from this standard requires approval from the Safety Manager and the Facilities Manager.
  3. Treat all equipment and parts as if they are energized unless it has been determined and verified by testing to be otherwise.
  4. Electrically powered tools must be grounded or double insulated.
  5. Electrical equipment shall be supplemented with ground fault circuit interrupters (GFCI).
  6. Only qualified and authorized electricians are allowed to work on or near exposed energized parts, and then only while utilizing safe work procedures and personal protective equipment.
  7. All disconnects for motors, branch circuits, service feeders, etc. must be marked as to what they control.
  8. At least a 20-foot minimum clearance distance must be maintained for overhead power lines.
  9. Extension cords must be designed for hard or extra hard usage (14 gauge or larger and of the 3-wire type).



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10. Do not use conductive ladders when working on areas having live electrical equipment.

11. Do not alter electrical plugs and receptacles to prevent grounding.

12. Electrical equipment used in hazardous locations must be rated and approved for those locations.

13. Safety signs, barricades, and attendants shall be required to prevent accidental contact with live electrical parts and equipment.

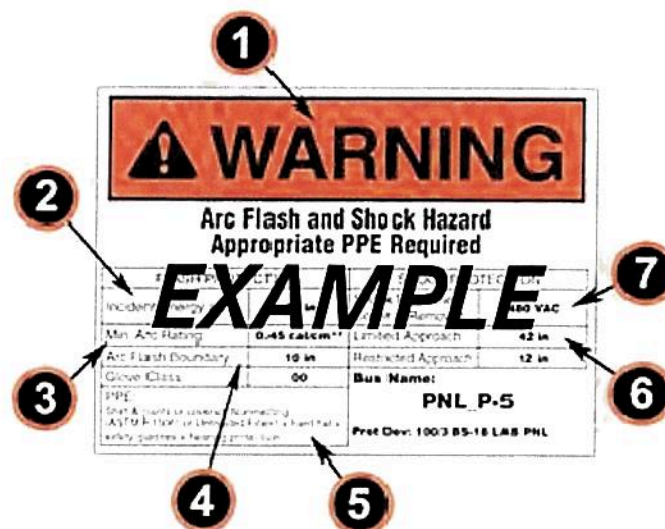
14. Live parts operating at 50 volts or more shall be covered or guarded.


15. Do not run extension cords through doors, windows, walls and over metal objects such as conduct, pipes and racks.

16. All electrical tools and equipment must be inspected monthly and provided with labels, tags or color coding to indicate that an inspection has been conducted.

17. Do not block or obstruct electrical panels, breakers, switches, etc. (three foot minimum access space is required).

18. Minimum PPE requirements can be identified by referencing the Arc Flash Warning Labels on MBUSI Buss Plugs and/or equipment. Label example:




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19. In the absence of an Arc Flash Warning Label, Contractors/Suppliers are required to reference the NFPA 70E Standard for Electrical Safety in the Workplace (Arc Flash) reference.

## O. Compressed Gas Cylinders/Bottles

1. Cylinders must never be taken inside tanks, vessels or confined spaces.
2. Cylinders must be stored 35 feet away from buildings and not stored in frequent traffic areas or near building exits. Special permission from MBUSI Facilities Maintenance and MBUSI Safety must be obtained to store cylinders in the building.
3. Regulator fittings must be kept free of oil or grease.
4. Cylinders must be turned off and caps must be at least hand tight when not in use.
5. Cylinders must be stored upright and must be secured while in storage or when moved on a wheeled cart by a chain, wire or suitable rack.
6. Storage of oxidizers and flammables must be separated by 20 feet or greater, or by a wall with fire rating of one-half hour or greater.
7. Cylinders shall be transported in an upright position which provides cylinder support, protection and stability.
8. Cylinders must be maintained in good repair with appropriate pressure relief, hydrostatic testing and valve assembly.
9. The bulk storage of flammable and/or combustible liquids is prohibited on MBUSI premises, with the exception of propane. Propane tanks must be stored outside of the buildings at least 35 feet away.
10. Propane must be stored in accordance with applicable OSHA standards.

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11. OSHA compliant safety cans must be used for the handling of flammable or combustible liquids. Safety cans must be appropriately labeled as to their contents.

12. Back flow check valves must be installed at the hose to gauge connection point.

13. Hoses, valves and gauge connections shall be properly installed and inspected.

## **P. Trenching and Excavating**

1. All excavation, trenching, and shoring operations must be in strict compliance with all provisions of the OSHA standards.

2. All Contractors/Suppliers performing excavation work must have a designated and trained competent person to assure compliance with all applicable regulations and MBUSI requirements. The credentials of the competent person must be made available to MBUSI Safety upon request.

3. Permission must be obtained from the MBUSI Facilities before excavating or trenching to ensure that underground piping, communication cables and electrical lines are not damaged.

4. An MBUSI Hazard Assessment and Trench Entry/Authorization Form must be completed with signature approval.


5. Bumper guards (chocks, timbers, barricades, etc.) must be used to prevent vehicles and equipment from movement.

6. Spoil dirt must be piled at least three (3) feet from the edge of the excavation.

7. Excavations must be sloped or shored when they are deeper than five (5) feet.

8. Excavations must be provided with a ladder for access and egress at intervals of 25 feet. The ladder must extend three (3) feet above the edge of the excavation and must be secured.

9. Foreign Trade Zone fencing must not be disturbed or removed unless pre-approved by MBUSI Safety/ Security and the MBUSI FTZ Group.

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## Q. Compressed Air

1. Never crimp, couple or uncouple pressurized hoses.
2. All hose couplings must be provided with a positive locking device (secured together).
3. Compressed air for cleaning purposes must not exceed 30 PSI and safety glasses/goggles are required.
4. Shut off the compressed air source prior to disconnecting it from tools or the supply valve.
5. Inspect all fittings, hoses and nozzles prior to their use.
6. Do not direct the air stream in direction of self or at other people.
7. All tanks, cylinder or receivers used within a compressed air system must be constructed to meet the appropriate pressure vessel regulations.