



***Contractor/Vendor
Environmental, Health and Safety (EHS) Handbook***

Shaw Industries recognizes its responsibility for providing a safe workplace for its associates and those performing work on our premises.

Why is Shaw doing this?

- This presentation has been developed to allow your company to complete it and for you to share the information with your employees that will work at Shaw in 2022. It should take less than 60 minutes to complete.
NOTE: Not every topic in the EHS Handbook will be covered in the presentation so you need to review it as well. The key items to note are in this presentation. The Shaw Project Manager or EHS Manager can answer job or location specific questions and may cover some additional information upon your arrival at the site but this will address the major items and save you time at the jobsite.
- The value to you is that you should have to complete the full training again at any Shaw Plant in the given Calendar Year.
NOTE: the plant will provide a brief overview of any additional requirements, hazards and emergency notifications of their site.
- The most current copy of the Contractor/Vendor Environmental, Safety and Health (EHS) Handbook should be downloaded along with these slides to share or to use in your company training on Shaw Requirements.

Critical Items to Note!

- Any items addressed in the Contractor Vendor Environmental, Safety and Health (EHS) Handbook or this presentation is the minimum expectation for working at Shaw. *If there are any differences between this presentation and the EHS Handbook, the EHS Handbook is the official source since it is updated regularly as items change.*
- Any text in **red** in this presentation or the EHS Handbook is required and is nonnegotiable, *only Shaw Risk Management can modify, override, waive or change those items.*
- Going forward any text in **green** in the manual is a recent change or update and **must** be followed.

Agenda

Topics that will be covered during this presentation will be the following:

Compliance

Chemical Handling

Electrical Work Hazards

Equipment /Heavy
Machinery

Work Practices

Hot Work and Fire
Prevention

Confined Space
/Elevated Work

Environmental

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Contractor/Vendor Guidelines

- Prior to working for Shaw, Contractors/Vendors must be on the Risk Management approved list.
- Contractors/Vendors must have read the Shaw Contractor/Vendor EHS Handbook
- **At a minimum, contractor/vendors must meet OSHA or applicable state regulations; notify Shaw Project Manager if contractor is inspected by OSHA on a Shaw Site.**
- When Shaw Safety Programs or Standards exceed OSHA or state regulations, the contractor/vendor (and any subcontractor) must follow the Shaw Standard *(unless noted in the Variance Section of the Shaw Contractor/Vendor EHS Handbook)*.
- The general contractor is responsible for management and training of their employees and subcontractors.

Insurance

- Refer to the Shaw Contractor website for details regarding contractor/vendor insurance and other requirements.
- All approved contractors/vendors must:
 - Resubmit a Certification of Insurance (COI) annually and may not come onto Shaw Property if the COI has expired. Please check your insurance policy expiration to assure current coverages before you go to the site to work or you will be sent back to obtain the needed documentation.
 - Review the Shaw Contractor Safety Handbook and This safety training presentation with employees (annually)

Training

- Shaw requires that each contractor employee have adequate training in any task before beginning work on a specific task.
- The contractor/vendor company must train its employees in all applicable areas such as safety, work practices, hazardous material control, emergency response, etc. Shaw will address site emergencies and emergency notifications.
- Contractors/Vendors and any worker going onto Shaw's Property, must have all OSHA required training and have read the *Shaw Contractor/Vendor EHS HANDBOOK* before coming onto a Shaw Site.

EHS Violations

- **First Offense** - The job supervisor will be notified that a violation of safety rules or policy was observed. A written warning will be sent to the general manager or owner of the company.
- **Second Offense** - The repeat offender and job supervisor will be removed from the job. A meeting will be held with Corporate Risk Management, Corporate Engineering and the Plant Management to discuss the issue and develop a corrective action plan.
- **Third Offense** - The contractor could be dismissed from the current job and/or be notified that they will not be considered for future projects at Shaw facilities.

STEP BACK Program

- Contractors and Associates have the right to step back from performing or working around a task they feel is unsafe.

The task can be one that Shaw has asked them to do or can be one that the contracting company is performing.

If a step back occurs on Shaw property, the Project Manager and EHS Manager should be notified immediately and evaluation will be conducted and resolution developed.

Security

- Contractors/Vendors must provide a list of their employees who will be working at the facility to the Shaw guard.
- The Shaw Contractor/Vendor/Visitor badge must be visible at all times, while working in the facility.
- Contractors who routinely work at the facility will not require an escort, unless required by the facility or for access to specific areas.

Parking and Traffic Safety

- Contractors, subcontractors, suppliers and vendors must use the contractor entrance, if applicable.
- Contractors, subcontractors, suppliers and vendors must park in designated areas, if applicable.
- Trucks, trailers, cranes, etc. shall be parked in designated areas and not block normal or emergency roads, visitor, customer or Handicapped parking spaces.
- Speed must not exceed 15 mph on Shaw premises, unless otherwise noted.

Personal Conduct

- Contractor/Vendors are expected to perform their work while maintaining a high level of professionalism.
- Horseplay or similar behavior is prohibited at all times.
- No one shall be under the influence of alcohol or drugs while on the job; this may include prescription medications.
- Contractors shall not engage in any form of harassment towards anyone while working on Shaw premises.
- No weapons can be brought onto Shaw premises.
- Fighting/Threats - *The offender's will be removed from the job and barred from any further work at any Shaw facilities.*

Work Practices

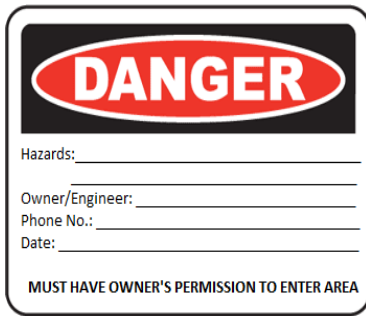
Smoking/Tobacco Usage

- Smoking and tobacco use on the grounds, parking lots or other areas of any Shaw facility is strictly prohibited!!!
- *Carrying smoking paraphernalia or material, is prohibited at any facility designated as a combustible dust location.*
 - This includes Plant SI/SP, Plant RP, Plant 52, Plant 19, Plant HW and possibly other facilities. Other Shaw Facilities will advise you if this applies to them.

Work Practices

Personal Protective Equipment (PPE)

- *Providing the proper PPE for working at Shaw is to be provided by and the responsibility of the contractor* – check with Shaw Project Manager or EHS Manager to identify the proper PPE for the job.
- All contractor/vendor footwear must be closed-toe and closed-heel, to work in plant areas.
- If overhead work is being conducted, personnel working below must wear head protection and the area must be cordoned off and marked with signs.
- *Shaw is not responsible for providing this protective equipment and the use of any Shaw PPE is strictly prohibited!!!*



Signs and Barricades



- Contractors/vendors must properly mark and barricade work areas and remove same when the hazard no longer exists.
- Clear signs must be attached to the area at all sides as well as the use of tape to mark areas:
 - RED Danger Tape – used to identify danger and signify stop points, such as flammable liquid containers, electrical work areas, barricades and obstructions.
 - YELLOW Caution Tape – used to signal that caution is needed and to mark physical hazards, such as slip/trip/fall or trapping hazards.

Body Mechanics and Ergonomics

- Use appropriate body mechanics when lifting. Use lifting devices when and where possible.
- Know your employer's lifting and ergonomic requirements.
- Contractors/vendors must train employees on appropriate lifting techniques for job safety.

Work Practices

Housekeeping and Job Site Cleanliness

- All work areas must be maintained and cleaned on a daily basis and as required to maintain a safe environment throughout the work project.
- Work in a manner that will minimize and control noise, odors, dust, and dirt.
- Clean up and haul away trash, scrap, and other debris at frequent and daily intervals.
- Keep work areas, walkways, fire exits/lanes and stairs clear of debris at all times.

Work Practices

Incident Reporting

- Contractors must provide first aid kits and materials for their jobsite.
- All occupational injuries, near misses, or property damage must be reported to the Shaw Project Manager or other plant management immediately.
- Contractors/vendors are responsible AND accountable for work performed at Shaw; any damage to buildings, grounds, equipment or other areas is their responsibility to correct.

Emergencies and Evacuations

- Contractors/vendors are responsible for reviewing and knowing evacuation routes and assembly areas for the specific Shaw plant in which they are working. *Ask if the plant does not provide you with this information at the job start.*
- Upon hearing an alarm, immediately evacuate (fire alarm) the building or meet in the designated storm shelter area (tornado alarm).
- Know the location of your crew's assembly area and ensure personnel is accounted for.
- Should you observe an emergency, immediately call the emergency number for the facility, your project Manager or Location EHS Manager.

Chemical Safety and Chemical Right to Know

- At Shaw, some manufacturing processes require the use of hazardous substances that may be classified as corrosives, solvents, flammables, combustibles, toxins and explosives.
- Special precautions and controls are necessary to ensure the safety of Shaw employees and contractors/vendors.
- Contractors/vendors must ensure that their employees and subcontractors receive Chemical Right to Know (Hazard Communication) training prior to working at Shaw – *must meet requirements of the Globally Harmonized System of Classification and Labeling of Chemicals (GHS).*

Chemical Handling

Chemical Review and Approval

- Contractor/Vendors are required to provide SDS information to Plant Safety and Training Manager or EHS Manager for all chemicals brought on site a ***MINIMUM*** of 7 working days prior to starting the job.
- ***Any chemical that will be used in the construction process must be APPROVED by the plant prior to bringing it on to the site.***

Chemical Handling

Flammable Liquid and Hazardous Chemicals

- Flammable liquids (flash point below 100°F/38°C) must be stored in an approved UL flammable container and cannot exceed 5- gallon cans.
- When not in use, flammable liquids should be stored in an approved flammable liquid cabinet.
- Flammable vapors must be controlled to avoid hazard to workers.
- When vapor-producing materials are used, adequate ventilation must be used.
- All odor-producing activities must be reported to the Shaw Project Manager.

Asbestos & Lead

- **ASBESTOS** - Some Shaw Plants may have asbestos in flooring, piping etc. Prior to removing, grinding or cutting on these materials testing needs to be conducted and if found proper abatement and PPE must be used.
- **LEAD** - Some Shaw Plants may have lead paint on columns, tanks etc. Prior to grinding or cutting on these materials lead testing needs to be conducted and if found proper abatement and PPE must be used.

Silica

Exposures to respirable crystalline silica occur when the following tools are used on concrete, brick, block, stone, mortar, and other materials that contain crystalline silica:

- Stationary masonry saws; Handheld power saws; Walk-behind saws; Drivable saws; rig-mounted core saws or drills; Handheld and stand-mounted drills (including impact and rotary hammer drills); Dowel drilling rigs; Vehicle-mounted drilling rigs; Jackhammers and handheld powered chipping tools; Handheld grinders; Walk-behind milling machines and floor grinders; Drivable milling machines; Crushing machines; and Heavy equipment and utility vehicles when used to abrade or fracture silica containing materials (such as hoe ramming or rock ripping) or during demolition activities, and for tasks such as grading and excavating

Silica

- If its work generates silica dust there are has two options for limiting exposure to respirable crystalline silica:
 - Specified exposure control methods; or
 - Alternative exposure control methods.
- If the job will have silica exposure the contractor will need to develop a written exposure plan and designate a competent person to implement the written exposure control plan.
- Contain the dust utilizing the following:
 - Engineering controls
 - Work practice controls
 - Respiratory protection

Compressed Gas Cylinders

- Compressed gas cylinders must be secured in an upright position at all times with valve protection caps tightly secured, while not in use.
- Gas cylinders and carts must be chained to structure to reduce uncontrolled movement; transport devices must be approved.
- Cylinders must never be dropped, rolled, or slid.
- Storage locations must be approved by Shaw Project Manager and labeled accordingly.

Safety Showers and Eye Wash Stations

- When using a safety shower or eye wash, remove all contaminated clothing and flush with water for a minimum of 15 minutes and/or until help arrives.
- Do NOT block safety shower or eye wash stations.
- Do NOT dispose of anything down these drains.

Chemical Handling

Spill Prevention

- All contractor equipment (including rental equipment) must be maintained, inspected, and operated in a manner to prevent fluid spills.
- Use spill prevention kits (absorbents, catch pans, etc.), as needed, to prevent release of oil, chemicals, or contaminated wash water to the floor, land, or water.
- Notify Shaw Project Manager and Plant Safety/Training or EHS Manager in case of a chemical spill.

Chemical Handling

Welding and Hot Work

- A hot work permit is required when an open flame, excessive heat or spark-producing equipment is being used.
- The contractor must provide fire prevention and control equipment, as needed.
- *Flame work in areas where solvents/hazardous chemicals are being used or if the Automatic Sprinkler System is impaired is strictly prohibited!!!*

Welding and Hot Work

- **Fire Watch**

- It is the contractor's responsibility to provide fire watch!
- A fire watch must be used any time a hot work permit is issued.
- The fire watch will remain on duty throughout the entire hot work job and remain for 30 minutes after all hot work has been completed.
- The fire watch person must be trained on how to use a fire extinguisher.
- The Shaw Project Manager will monitor the area for 3.5 hours, every 30 minutes, following the last inspection conducted by the fire watch.

Fire Sprinkler Systems

- Contractors/vendors shall not tamper with or operate any fire system or sprinkler controls unless authorized by Shaw Project Manager and Plant Fire Protection System owner.
- Certain burn or flame work shall not take place if sprinkler systems are not functioning properly.

Control of Hazardous Energy – Lockout

- The Shaw Lockout procedure covers any piece of equipment that contains energy: electrical, mechanical, chemical, thermal, hydraulic, gravitational, and spring-loaded.
- Contractors/vendors must lock all energy sources that supply equipment being serviced or receiving maintenance work.
- No group or custodial locks may be used without prior approval from Shaw Project Manager.

Control of Hazardous Energy – Lockout

- Contractors/vendors must ensure that Lockout procedure does not allow release of materials, which could be an environmental spill.
- The cutting or removal of chemical tanks, discharge pipes, etc. must be supervised and approved by Shaw Project Manager.
- Contractors/vendors are responsible for their employee's compliance with the Shaw Lockout standard.

Electrical Work

- All electrical work must comply with the National Electrical Code, ANSI, OSHA, and Shaw Specifications and be approved by Shaw Project Manager prior to work commencement.
- Electrical devices must be properly grounded and in good repair; all wire capacities must be appropriate for their use and meet or exceed electrical codes.
- Only authorized/qualified personnel shall conduct electrical work.
- ***RED Danger Tape must be used to identify electrical hazard areas and YELLOW Caution Tape SHALL NOT be used for Electrical.***

Electrical Work Hazards

Energized Electrical Work

- Any electrical work conducted while the equipment is energized.
- A detailed permit or procedure (developed by the contractor) must be approved by Shaw Project Manager.
- All exposed energized components or panels must be cordoned off and labeled accordingly to prevent unauthorized personnel from entering the area.
- Exposed energized components must not be left unattended.
- All guards removed during repair shall be replaced prior to power restoration.

Grounding and Extension Cords

- Ground fault circuit interrupters (GFCI's) and/or an assured equipment-grounding program shall be used on all construction projects at Shaw facilities.
- *Any extension cords used must have GFCI protection built-in or attached.*
- *The use of home-made extension cords or outlet boxes is prohibited.*
- Hard service flexible cords No. 12 or larger may be repaired if spliced so that the splice retains the insulation, outer sheath properties, and usage characteristics of the cord being spliced. *(use of electrical tape is not an OSHA approved repair and not Shaw approved).*

Control of Site Utilities

- Contractors/vendors must not operate any switch or valve that is used to control building services, processes, or equipment without authorization from Shaw Project Manager or Plant Manager.

Electrical Work Hazards

Confined Space and Roof Access

- Prior to entering a Permit-Required Confined Space, all contractors/vendors must contact the Plant Safety Training or EHS Manager; a pre-job safety review must be conducted.
- *Contractors are responsible for providing confined space rescue equipment and rescue services for any operations that they conduct.*
- Access to roof areas is restricted and contractors must obtain approval from Shaw Project Manager before accessing roof.
- Dropping objects from the roof to the ground is strictly prohibited!!!

Confined Space and Elevated Work Hazards

Fall Protection

- All contractors must use fall protection when working within 15 feet of open-sided roofs, ledges, catwalks, unprotected skylights, or when unprotected parapets are less than 39 inches high.
- When working in excess of 6 feet, fall protection must be used.
- *A Qualified Person must approve the use of personal tie-off anchor points. Under no circumstances should utility support structures, piping or racks be used for this purpose without the evaluation and approval of a Qualified Person.*
- *Use of Shaw fall protection equipment by contractors is strictly prohibited!!!*

Ladders

- Ladder usage must conform to OSHA regulations, be inspected regularly, and in good working condition.
- Use the proper ladder height for the job and never stand on the top step of a ladder; maintain the 3-point of contact when climbing or descending a ladder.
- Fall protection must be used if using a ladder on a work platform.
- When working on a ladder, secure/mark off the area.
- Ladder storage:
 - Upright – secure with a chain
 - Ground – lay on ladder's edge to prevent tripping hazard
- *Aluminum ladders are prohibited from being used in the plant to conduct any electrical or electrical-related work.*

Scaffolds

- Shaw does not recognize “temporary” scaffolds.
- All scaffolding shall be erected according to the manufacturer’s recommendations, by qualified and trained personnel.
- *Scaffolds must have a documented inspection conducted at least daily* – consult the Shaw Contractor/Vendor EHS HANDBOOK for specific tagging and inspection requirements.
- *Contractor use of scaffolds owned or rented by Shaw is strictly prohibited!!!*

Tools and Equipment

- Contractors must ensure the safe operation of all tools.
- Contractors will furnish and be responsible for their own special tools or equipment, including any rental type equipment.
- The use of Shaw's tools and equipment is strictly prohibited!!!
- Store all materials, equipment, and tools in an orderly manner at job site or approved staging area.
- The use of powder-activated tools is prohibited in Shaw buildings; without the approval of the Shaw Project Manager and Plant EHS Manager. PAF's are an industry standard and can be used.

Haulage Vehicles

- Any haulage vehicle operating on Shaw property must be equipped with an audible alarm that sounds continuously when the vehicle is reversing; this includes dump trucks, ready mix rigs, etc.
- All vehicles must use wheel chocks when parked at Shaw loading docks.

Excavating and Trenching

- Prior to opening any excavation or trench, the contractor **must notify** the Shaw Project Manager and **call 811** the national call-before-you-dig phone number.
- *Excavations or Trenches over 5 feet deep, must be inspected at least daily, using a documented inspection form;* trench boxes or other means must be provided for worker safety, where feasible.
- All trenches and excavations must be properly barricaded, marked, lighted, shored, or sloped in accordance with OSHA regulations.

Forklift Operation

- *Contractor use of Shaw forklifts or aerial lifts, either owned or rented by Shaw, is strictly prohibited!!!*
- Only trained and certified personnel are allowed to operate forklifts.
- When a load is being moved more than 5 feet, the contractor is required to have an attentive spotter to monitor.
- A pre-job safety inspection of all forklifts, scissor lifts, electric cars, etc. must be completed.
- Always make eye contact with Pedestrians before proceeding through at crosswalks and walkways.

Crane, Derrick, and Hoist Operation

- The contractor/vendor must certify that all Cranes, Derricks, and Hoists are in safe operating condition prior to use.
- When operating cranes, contractors shall insure weather conditions are safe and load capacities do not exceed the equipment rated capacity.
- Proper barricades must be used in areas surrounding cranes; a spotter must be used where other workers are present.
- *Shaw requires the use certified crane operators, (to include flagmen and riggers) qualified or certified as per OSHA standards.*
- Certification must be maintained by the contractor and be available upon request.

Hoisting and Rigging

- For critical moves, all projects involving a crane or boom truck, require that a rigging plan be submitted to Shaw Project Manager for review.
- *Contractors must use a qualified rigger for rigging operations during assembly/disassembly* and follow OSHA and other applicable regulations when conducting moves.

Scissor Lifts/Mobile Elevated Platforms

- Use of articulating lifts, will require fall protection at all times. Other lifts will default to the manufactures' guidance.
- All lifts or mobile equipment must be equipped with double-action motion controls.
- An operational checklist must be completed prior to operation.
- Operators must have required training verification on their person at all times.
- *Contractor use of Shaw Lifts and Mobile Equipment (either owned or rented by Shaw) is strictly prohibited!!!*

Internal Combustion Engines

- Internal combustion driven equipment is prohibited in occupied buildings or within 50 feet of an occupied building without approval from Risk Management due to potential ventilation hazards.
- Air or electrically powered equipment shall be used whenever possible.
- Contact Shaw Project Manager if internal combustion powered equipment is needed for further information.

Land Clearing

- A "Defensible Space" with a minimum 100' of clearance around the building and surrounding area, must be maintained.
- A Defensible Space is the area around a structure where combustible vegetation and debris that can spread fire has been cleared, reduced or replaced; this includes: dry grass, brush, weeds, litter and waste.

Burning of Debris

- A burn permit must be obtained from the local Fire Department or the Division of Forestry prior to any burning being conducted.
- *You should never burn on days where the fire danger class is high (class 4, 5, or is considered dangerous)*

Class Day	Adjective
1	Low fire danger
2	Moderate fire danger
3	High fire danger (burn with caution)
4	Very High fire danger (do not burn)
5	Extreme fire danger (do not burn)

Environmental Compliance

- All contractors are expected to perform their work in a manner that protects human health and the environment and review Shaw's Environmental System (SES) awareness training.
- Contractors/vendors should assess how their work may impact the environment and minimize those impacts, as needed.

Waste Management

- All trash, waste, and scrap should be disposed in a manner approved by Shaw Corporate Environmental.
- Waste disposal shall meet all government regulations (Local, State, Federal) and adhere to LEED requirements.
- Dumpsters should not block fire exits, fire lanes, or traffic areas and should remain covered at all times.

Chemical Storage and Release

- Chemicals should be consolidated or relocated to minimize release potential.
- *Chemical storage areas should not be located around unprotected floor drains, or outside and uncovered.*
- Incompatible materials should not be stored together.
- Secondary containment must be used for chemical storage.

Chemical Storage and Release

- Contractors are responsible for initiating emergency response in the event of hazardous substance spill.
- Spills of any size shall be contained and cleaned up immediately – the area must be decontaminated.
- *Substances from spills shall NOT be flushed down drains, placed in trash containers, or allowed to enter the outdoor environment (i.e. storm drainage system, green space, etc.).*
- In case of any chemical release, notify Shaw Plant Safety/EHS Manager and Corporate Risk Management.

Ambient Air Quality

- When conducting spray paint operations, respirators must be worn.
- Adequate ventilation must be used when working with vapor-producing materials; use appropriate engineering controls, as needed.
- Contractors must coordinate any vapor and/or odor-producing work with Shaw Project Manager to ensure associates are protected.

Thank you for completing this training!

If you have questions on this, Handbook items or other concerns please notify the Shaw Project Manager or Plant EHS Manager.

Please make sure you complete the Attestation document as your completion record of this training and keep a copy for your file.

Attestation document that will be on the Contractor External Website page where you completed this training.

(insert picture of the page)