



# ***Contractor/Vendor Environmental Health and Safety Handbook***



## **SHAW'S CONTINUOUS LEVEL OF COMMITMENT TO EHS**

**"The challenge facing each and every one of us is to be a true contributor to our total EHS process. Please understand that your role in learning, practicing and teaching safety is extremely important. Your life and the lives of others may depend on it."**

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**\*Current Year Calendar revisions are in green**

**NOTE: If an OSHA Standard changes or is updated and is not reflected in this document, the OSHA standard will govern until this is updated.**

## **CONTRACTOR/VENDOR GUIDELINES:**

Shaw Industries, Inc. recognizes its responsibility for providing a safe workplace for its employees and for taking steps to not create hazards for those performing work on its premises. As part of its program to fulfill these responsibilities, the following guidelines have been developed to address the potential for the creation of hazards when contractor/vendors are working at Shaw. These guidelines apply to all contractor/vendors working on Shaw property.

- Prior to working for Shaw, contractor/vendors must be on the Risk Management approved list. If a contractor/vendor is not on the Risk Management Approved List, they can be added by following the instructions in the Corporate Sourcing Vendor Add Process.
- Contractors/Vendors must ensure that their employees and subcontractors adhere to good safety practices while on the property of Shaw Industries, Inc. and that they follow all applicable safety rules and procedures in addition to those listed by Shaw Industries, Inc.
- At a minimum, contractor/vendors must meet OSHA or applicable state regulations. When Shaw SAFE Standards exceed OSHA or state regulations, the contractor/vendor (and any subcontractor) must follow the Shaw SAFE Standard (unless noted in the Variance Section of this handbook). Shaw Risk Management will have the final authority on any variances between applicable regulations and the Plant Safety Standards. The Shaw Project Manager is responsible for assuring that any additional program requirements are communicated to the contractor/vendor in advance of the commencement of work. Shaw reserves the right to request and evaluate any training or documentation required by OSHA or Shaw.
- If a contractor/vendor is unable to resolve a safety issue created or maintained by Shaw or another contractor/vendor on Shaw's property by working through the Shaw Project Manager and/or Plant Manager, the contractor/vendor should take immediate steps to prevent its employees from exposure to the hazard and should immediately contact Shaw Risk Management. Whenever there is a reference to "OSHA regulations" within these guidelines, such reference should be understood as including any applicable state or local regulations to the extent such that they exceed the requirements of the OSHA regulations.

*This Contractor/Vendor Handbook is a guideline of policies and procedures. This document reflects and summarizes several actual policies and contractual requirements; however, this handbook is not a legal document.*

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**ALCOHOL AND DRUGS** - No one shall be under the influence of alcohol, drugs or any other substance which may impair work performance or jeopardize safety, when reporting to work or while on the job. This may include certain prescription medications in safety sensitive jobs.

**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.**

**BODY MECHANICS** - Use appropriate body mechanics when lifting. Know your employer's lifting and ergonomic requirements. Contractor/vendors are responsible for training employees on appropriate lifting techniques.

**CELL PHONES** - Shaw plants will typically have a cell phone policy. Check with the location for specific details on the plant policy. At a minimum, cell phones cannot be used (by the driver) while driving any equipment inside the plant or on the grounds. Refer to the plant for specifics. **No pictures can be taken with cell phones or other photographic equipment** unless approved by the Facility Manager.

**CHEMICAL SAFETY INFORMATION** - At Shaw, the products are the result of many steps that involve the skillful application of chemistry and physics. Some of the 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 contractor/vendors.

**CHEMICAL RIGHT TO KNOW** - Contractor/vendors are responsible for ensuring that their employees and subcontractors receive Chemical Right to Know (Hazard Communication) training prior to working at Shaw. This training must meet or exceed OSHA (29 CFR 1910.1200) requirements.

**CHEMICAL APPROVAL SDS** - A Contractor "Chemical Use Request" form must be obtained from the Plant and the chemical use must be approved prior to bringing the chemical onto any Shaw site. Contractors/Vendors are required to provide SDS information to Shaw Plant **EHS Manager** for all chemicals brought on site a MINIMUM of 7 working days prior to starting the job. The **EHS Manager** or other designated employee will provide specific chemical approval procedures or any exceptions. **Any brought on site must be properly labeled and properly handled. The chemicals must be removed from the Shaw Site at the end of the job. Disposal on Shaw property is not allowed. If you bring it on Shaw property, you must remove it after use.**

**Any chemical that will be used in the construction process must be approved by the plant prior to bringing it onto the site.**

**CHEMICAL SPILL** - Contractors must ensure that work on any equipment or line does not result in a release of material, which would constitute an environmental spill, or release. The cutting or removal of chemical tanks – including all associated supply or discharge pipes, must be supervised and/or approved by the Shaw Project Manager or their representative.

**Any spill no matter what size must be reported to the Shaw Project Manager or Plant EHS Manager immediately.**

**CLOTHING, JEWELRY, SAFETY VESTS ETC.**

**Contractors are expected to wear appropriate clothing. The plant will address the specifics of any policies on hoodies, jewelry, color of, or need for safety vests etc. Due to the hazards operating in and around equipment, some items may not be appropriate or allowed. Check with the plant for requirements on this.**

**CONCRETE OR OTHER WORK WITH EXPOSURE TO SILICA** - Contractors working on Shaw sites that are conducting silica-related operations must be aware of safe work practices and take all necessary precautions associated with avoiding and minimizing airborne silica exposure to Shaw Associates and to their employees.

The Contractor shall identify a competent person to inspect and oversee all activities with potential airborne silica exposure.

The competent person must have training in the inspection of work areas and equipment and in the determination of safe working conditions. This person shall have a working knowledge of the 1926.1153 standards, shall be capable of identifying airborne silica hazards, shall determine the need for initial and additional exposure monitoring, shall recommend and implement engineering and work practice controls, shall establish levels of PPE, and shall have the authority to take action to eliminate hazards and correct incidents of noncompliance.

**COMPRESSED GAS CYLINDERS** - Compressed gas cylinders must be secured in an upright position at all times with valve protection caps tightly secured when not in use. Gas cylinders and carts must be chained to structure, not utilities, to reduce uncontrolled movement. Large (D style) cylinders must be transported in either two or four wheel cylinder carts. Smaller (B style cylinders or lecture bottles) must be carried in an approved hand-held cylinder carrier. Cylinders must never be dropped, rolled, or slid. Storage locations must be approved by the Shaw project manager. This area must be properly labeled and appropriately segregated.

**CONDUCT** - Contractor/vendors are expected to perform their work while maintaining a high level of professionalism. Contractor/vendors will be held to the same standards expected from all Shaw employees. Horseplay or similar behavior is prohibited at all times. Compliance with all warning signs is required.

**CONFINED SPACE** - Contact the Plant **EHS Manager** prior to entering a Permit-Required Confined Space. Shaw has a Confined Space Policy, and signs are posted at all areas that are permanently designated as Permit-Required confined spaces. **Red "Danger" tape must be used to designate the area that has restricted entry.**

Depending on the work being done or any change in normal procedures or situations, other areas may be designated as Permit-Required confined spaces. Contractors must contact the Plant **EHS Manager** for a pre-job safety review prior to entry into any Permit-Required confined space. Contractors needing to enter confined spaces must have and follow a confined space policy, which meets or exceeds OSHA 1910.146 (c) (4). It must be available for review by Shaw any time work involves entering a confined space on Shaw premises.

**Contractors are responsible for providing confined space rescue equipment and rescue services for any operations that they conduct.**

**CONTROL OF HAZARDOUS ENERGY (LOCKOUT/TAGOUT)** - The lockout/tagout procedure covers any piece of equipment, which contains energy including electrical, mechanical, chemical, thermal, hydraulic, gravitational and spring-loaded. Before doing servicing or maintenance work on a piece of equipment, each individual must lock and tag out all energy sources supplying that equipment. Absolutely no "group" or "custodial" locks will be used unless approved by the Shaw Project Manager **and the Plant EHS Manager**. "Supervisory" locks may be used by Shaw Management to shut down the system or facility, but these locks do not replace any individual lock and tag requirements. Contractors are responsible for their employee's/subcontractor's compliance with the LOTO standard. **NOTE: Plants may have a color coding process for locks. Check with the plant to determine**

their procedure.

**Contractors shall ensure all guards are correctly replaced upon completion of any work.**

**CONTROL OF UTILITIES** - Due to the severe business impact of unscheduled utility interruptions, contractors must not under any circumstances operate any switch or valve used to control building services, processes, or equipment without direct authorization from the Shaw Project Manager or the Shaw Plant Manager or designee. The Shaw Project Manager will confirm and authorize all plans for disconnecting production and facility equipment.

### **CRANES, DERRICKS, AND HOISTS**

The contractor must certify Cranes, derricks, and hoists as being in safe operating condition prior to using them on site. Trained and certified personnel must inspect as per manufacturer's recommendations and as per OSHA standards this equipment. Certification must be maintained by the contractor and made available to the Shaw Safety Training Manager or other Shaw Management upon request.

Areas surrounding cranes must be barricaded or marked with **Red "Danger" Tape** whenever cranes are in use.

**Shaw requires that the contractor will use certified crane operators, qualified or certified as per OSHA standards.**

**DAMAGE TO FACILITIES** - Contractors are responsible AND accountable for work performed at Shaw. Contractors need to protect walls, floors, ceilings, doors, equipment etc. from any damage related to construction or operations. All damage to buildings, grounds, lawns, equipment and other areas that results from project work, whether negligent or not, will be the responsibility of the contractor to correct. The Shaw Project Manager shall be advised immediately of all damage.

**DISPOSAL OF TRASH, WASTE & SCRAP** - All trash, waste and scrap must be placed in approved and properly marked containers provided by the contractor.

All waste is to be disposed of in a manner approved by Shaw Environmental. Do not allow dumpsters to block fire exits, fire lanes, or traffic areas.

**ENERGIZED ELECTRICAL WORK** - Energized Electrical Work is any electrical work done while the unit is energized and the potential for worker contact exists. EEW must be performed only after all other alternatives have been exhausted. The electrical contractor is responsible for developing safe work practices and procedures to protect workers from potential electrical shock. A detailed permit or procedure, developed by the contractor, must be available for Shaw approval at the work site (the Shaw SAFE forms can be used by the contractor). All exposed energized components must be cordoned off with cones, tape or signage to alert unauthorized personnel to avoid the area. All panels that protect energized components must be reinstalled and secured before the area is left unattended.

**ENVIRONMENTAL MANAGEMENT SYSTEM (SES)** - All contractors are expected to perform their work in a manner that is protective of human health and the environment. All contractors whose work or activities and services at a Shaw Facility could create a significant environmental impact are required to have appropriate Shaw Environmental System (SES) awareness training.

**During the SAFE Contractor Safety review contractors are required to have appropriate SES program awareness training. Contractor Management is required to assess how the activities performed at a Shaw facility may impact the environment and take efforts to minimize those impacts. The awareness will include communication of a Shaw facility's Environmental Policy and Significant Environmental Impacts, potential impacts to the environment associated with your work, and consequences of departure from specified procedures.**

**ELECTRICAL WORK** - All electrical project work must comply with pertinent provisions of the National Electrical Code (NEC), ANSI, OSHA, and Shaw Specifications. All electrical devices must be properly grounded and maintained in good repair. All wire capacities must be appropriate to their use and meet or exceed all codes. No electrical work may be performed without the prior approval of the Shaw Project Manager and Plant system owner (Plant Engineer or Plant Manager). Electrical Work Notification (EWN) may be required at some plants, contact your Shaw Project Manager for information.

Proper PPE for Arc Flash and Electrical work is required. At a minimum, the expectation for PPE would be: Insulated rubber gloves/leather protectors. Face shields along with correct clothing Category for the work being completed.

*Red Danger tape must be used to identify electrical hazard areas. Yellow Caution Tape must not be used to identify electrical hazards.*

**EMERGENCIES / EVACUATIONS** - Contractors are responsible for reviewing and knowing evacuation routes and assembly areas. Each facility will have its own methods of emergency warning and established evacuation procedures. Contractors are responsible for knowing and following these procedures. Upon hearing the alarm, immediately leave the building through the nearest exit. Do not stop to remove protective clothing, or for any other reason. Be familiar with all entrances and exits to and from work areas. Know the location of your crew's assembly areas and proceed to the proper area. In all cases, follow the instructions and directions given by Shaw personnel.

Should you observe an emergency (e.g., fires, smoke, medical emergency, gas leak, chemical spill), immediately call the emergency number for the facility or area. In the event of a building evacuation, immediately evacuate through the nearest exit and report to the designated assembly point.

**ENVIRONMENTAL, HEALTH, AND SAFETY** - For additional information or explanations of Shaw's policies, guidelines, procedures, or site hazards, contact Shaw Risk Management Environmental or Safety Department.

**EXCAVATION AND TRENCHING** - Prior to opening any excavation or trench, the contractor shall notify the Shaw Project Manager, Plant EHS Manager and/or Risk Management EHS Manager. If the trench or excavation is going to be over 5 feet deep, trench boxes or other means must be provided for worker safety. Utility locates are required prior to any trenching or excavation. All trenches and excavations must be properly barricaded, marked, lighted, shored, or sloped in accordance with OSHA regulations. (Refer to your company's safety program requirements). *NOTE: Such sites may be considered Confined Spaces for purposes of entry. See Confined Space OSHA 29 CFR 1910.146 (c) (4).*

**Excavations or Trenches over 5 feet in depth, must be inspected at least daily with a documented inspection form used.**

**FALL PROTECTION** - All contractors on Shaw premises must use fall protection such as lifelines, warning lines or railings when working within 15 feet of open-sided roofs, ledges, catwalks, unprotected skylights, or when parapets are less than 39 inches high. When contract employees perform work exposing them to a fall, **into equipment or to the floor or work platform**, in excess of 6 feet measured from the soles of their shoes or if you are working over a hazard into which they could fall. The contractor is responsible to assure that all applicable OSHA construction standards (Subpart M) and Shaw Fall Protection Program are met and followed.

Shaw requires the use of retractables (not lanyards) for fall protection. The only allowed use of a fixed or adjustable lanyard is for travel restraint (E.g. in scissor lifts, articulating lifts etc.) **and those must be limited in length to keep the person inside the basket.**

Use of articulating lifts will require fall protection at all times as per OSHA construction standards (Subpart M). The use of scissor lifts will require fall protection in the event one or both feet leave the deck of the lift or as per the lift manufacturer's requirements. At no time are employees allowed to stand on the top rail of any lift.

Railings, fall restraint devices, safety harnesses and lanyards, or other appropriate fall protection must be in place



and 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 (there are no exceptions to this rule)!**

**FIRE SPRINKLER SYSTEMS IMPAIRMENT** - Contractors shall not tamper with, operate any fire system, or sprinkler controls unless authorized to do so by the Plant fire protection system owner. When a shutdown of the system is necessary, the Sprinkler Impairment Procedure; which involves attaining a red tag permit issued by Plant, will be followed. All protection systems will be restored to service as soon as possible but at least by the end of the day. If this cannot be accomplished, Shaw Risk Management must be contacted for approval. Certain flame or burn work may require the contractor to have a fire extinguisher within the immediate work area and in some cases cannot be conducted without the automatic sprinkler system in service. Refer to Shaw Hot Work Program for details.

**FIRST AID** - Contractors are responsible for providing first aid kits and materials for their jobsite. Report all injuries immediately to the Shaw Project Manager or Plant Manager.

**FLAMMABLE LIQUID AND HAZARDOUS CHEMICALS** - **Flammable liquids (flash point below 100°F/38°C) must not be used or stored inside Shaw buildings unless contained in a Factory Mutual or Underwriters Laboratory (UL) approved flammable containers. Capacity cannot exceed one gallon, and it must be stored in an approved flammable liquid cabinet when not in use. All chemical containers must be labeled with OSHA approved 29 CFR 1910.144 (a) (ii) labels that indicate contents (including water).**

**Propane cylinders must be properly stored in an approved cabinet/storage area per OSHA Standards and Fire Codes. If replacing piping or a section of piping, the pipe should be labeled as to the content in the pipe or re-insulated, if needed.**

**No plastic gasoline or Flammable liquid containers are allowed on site unless they have the proper third party listing.**

**FLAMMABLE/HAZARDOUS VAPORS** - Flammable vapors must be controlled to avoid hazard to workers.

When vapor-producing materials are used, adequate ventilation must be provided. The ventilation must prevent the buildup of noxious fumes that could result in either a health or a fire hazard. If this requirement is not met to the satisfaction of the Plant or Project Manager, work will stop. Shaw will schedule the project to restart when the area is adequately controlled against fire and health hazards. All odor-producing activities must be reported in advance to the General Contractor and to the Shaw Project Manager so that appropriate notices may be given to Shaw employees in the affected area.

**KEY CRITERIA:**

**The contractor is responsible for monitoring the area to ensure everyone's safety.**

If .... vapors of a flammable liquid reach a dangerous concentration, which means they:

- 1) reach 10% of the lower explosive limit (LEL) of the liquid used, or
- 2) reach the OSHA Permissible Exposure Limit (PEL), or
- 3) reach the ACGIH Short Term Exposure Limit (STEL), or
- 4) reach the **ACGIH Threshold Limit Value (TLV)**

**Then .... operations must cease until controls have been put in place to make sure the area is at a safe level.**



**Any chemical that will be used in the construction process must be approved by the plant, prior to bringing it onto the site.**

**FLEXIBLE/EXTENSION CORDS** - The use of home-made extension cords or outlet boxes is prohibited. Flexible cords cannot pass through a wall opening, window or door without protection from damage. Cords must be secured if they are in or cross walkways to prevent a trip hazard.

**FIGHTING/ THREATS** - **The offender's will be removed from the job and barred from any further work at Shaw facilities.**

**FOOTWEAR** - All Contractors/Vendors working at Shaw must meet the minimum requirements for appropriate footwear which includes wearing closed-toe and closed-heel shoes in plant areas. A plant's requirements may be more specific or stringent than this policy. None of the shoes below meet the above requirement: Crocs, Five Fingers/Foot Gloves or Shape-Ups or similar shoes of different brands.

**GROUNDING** - Either ground fault circuit interrupters (GFCI's) and/or an assured equipment-grounding program shall be used on all construction projects at Shaw. This is to include every extension cord and power tool, which is plugged into an outlet not part of the permanent structure of the building. Contact the Shaw Project Manager with any questions relating to assured grounding programs and procedures.

**Any flexible or extension cords used must have GFCI protection built-in or attached.**

**HARASSMENT** - Contractors shall not engage in any form of harassment towards anyone while working on Shaw premises. Shaw is committed to maintaining an environment free of harassment for everyone working at or visiting Shaw facilities. Harassment is defined as "behavior that offends other individuals on the basis of sex, race, religion, national origin, sexual orientation or other protected basis, and undermines the individual's morale, interferes with working relationships and undercuts the individual's ability to work effectively."

**HAULAGE VEHICLES** - Haulage vehicles (dump trucks, ready mix rigs, etc.) operating on Shaw property must be equipped with audible alarms that sound continuous warning that the vehicle is backing (standard pickup trucks are not included). All vehicles (including pickup trucks) must use wheel chocks when parked on Shaw loading docks. Also refer to the section **TRAFFIC SAFETY AND STREET VEHICLES IN THE PLANT** for additional requirements.

**HOISTING AND RIGGING - Critical Moves** - All projects that involve the use of a crane or boom truck require that a rigging plan be submitted to Shaw (typically the site's Plant Engineer or Maintenance Manager) for review. For other projects that involve overhead lifting methods without the use of a crane or boom truck, the contractor may submit a rigging plan to Shaw for review. For any plan submitted by a contractor that is not accepted by the Plant Engineer / Maintenance Manager, or if a plan is not submitted, the contractor must obtain a permit from a Shaw authorizing person, before conducting any critical moves. Contractors shall be required to follow all OSHA and other applicable regulations in conducting the move(s).

Lifting devices and equipment must be approved for hoisting and rigging and must be tagged. Also, all equipment must be inspected prior to each use.

A critical lift plan is required for all items that can not be secured to a 4' by 4' pallet and lifted by a properly rated forklift.

Lifts that happen on a recurring basis may be written on a "Routine Critical Lift" plan. An example of this type of lift is multiple deliveries/bundles of conduit/piping that are moved by a lift over the course of the project and shall be based on the worst case.

The contractor shall provide a lift plan to Shaw Engineering for review no later than twenty-four

(24) hours before the lift is scheduled.

Shaw will not specifically approve any lift plan, but may require changes if the plan does not include all factors or is incorrect.

The contractor shall present the rigging hardware (kit) to be used when the lift plan is submitted to Shaw.

Shaw requires all rigging hardware to be from a reputable source and be identifiable as for overhead lifting, manufacturer and traceable.

Shaw reserves the right to decline the use of any hardware due to damage, rating, source, or any other reason if deemed unsuitable for the lift.

Shaw will not specifically approve any hardware or equipment, but may require removal of hardware or equipment that may be suspect.

If a rigging plan is determined to be unworkable for any reason before or when it's time to make the lift, a new lift plan will be written, new rigging kit assembled and a joint review of both will be held prior to another lift attempt.

Under **NO** circumstances will a contractor deviate from the details of a previously reviewed lift plan without first stopping the lift and creating a new plan.

The review of the updated plan and hardware kit will occur as promptly as possible.

Shaw industries shall not be charged for delays related to hoisting and rigging.

Riggers and crane operators must have a current, valid certification from Crane Institute of America or NCCCO.

**Contractors must use a qualified crane operator and rigger for Hoisting and rigging operations and during assembly/disassembly.**

**HOT WORK- Electrical** - Refer to **Control of Hazardous Energies (Lockout/Tagout)** for procedures involving equipment, which contains electrical, mechanical, chemical, thermal, hydraulic, gravitational or spring-loaded energy.

Refer to **Welding and Flame Work (Non-Electrical Hot work)** for work involving open flame, excessive heat or spark-producing equipment.

**HOUSEKEEPING** - All work areas must be maintained and cleaned on a daily basis. Some areas may require "clean as you go" and vacuum during cutting and drilling. Be sure to work in a manner that will minimize and control noise, dust, and dirt. Clean up and haul away trash, scrap, excess material, and other debris at frequent and daily intervals. Ensure adequate receptacles are available to store paper and other waste materials created by the projects. If in doubt, refer to OSHA 29 CFR 1910.141 (a) (3) on housekeeping as a **minimum** **but we expect all materials and debris to be cleaned and removed.**

**INCIDENT REPORTING** - Contractors must notify the Shaw project manager, or plant management immediately any occupational injury/illness, near misses or property damage.

**INCIDENT INVESTIGATIONS** - Any incidents and serious near miss incidents on Shaw property may be investigated jointly by the contractor, Shaw Project Manager and Plant Management. Shaw Risk Management may participate as circumstances warrant. The incident scene and materials must be carefully preserved by the contractor and Shaw Project Manager, until the investigation is complete.

**INSURANCE** - The requirements for working at Shaw are located at the following website:  
<http://shawcontractor.shawinc.com/Home.aspx>

Once you are an approved contractor you must remember that your insurance typically expires annually so you need to follow the information below to remain on the approved list.

Maintaining Your Approved Status

Step 1

Annually (or at the expiration of your insurance policies) submit a Certification of Insurance (COI) with your new policy information to [certificates@shawinc.com](mailto:certificates@shawinc.com).

Step 2

Annually review the [Shaw Contractor Safety Handbook](#) please note any changes that may have been implemented since the last version, complete the last page and email it to [certificates@shawinc.com](mailto:certificates@shawinc.com).

Step 3

Annually review with your staff that will be working at Shaw Locations the Annual Required Training presentation on the Annual Required Training Tab.

**INTERNAL COMBUSTION ENGINE USE** - Internal combustion driven equipment is prohibited in occupied buildings or within 50 feet of an occupied building without express approval from Risk Management or Corporate Engineering who will assure that proper ventilation is in place prior to use. Air or electrically powered equipment shall be used whenever possible. When internal combustion powered equipment is needed, the Shaw Project Manager and Plant EHS or Safety and Training Manager will determine the necessary requirements. Current muffler, exhaust, and maintenance documents are required prior to equipment use. These documents must be onsite and available for review whether the equipment is rented, leased, or operator owned.

**JOB SITE ORDERLINESS and CLEANLINESS** - Keep work areas, walkways, fire exits/lanes and stairs clear of debris at all times. Store all materials, equipment, and tools in an orderly manner. Materials not needed for near-term use must be stored in approved staging areas.

**LADDERS** - Ladder usage will conform to OSHA regulations and must be inspected before use. Use the proper height ladder for the job and never stand on the top or top step of the ladder **or above the step designated by the manufacturer**. When stored upright, ladders are to be secured with a chain or rope to a structural member, not utilities or utility racks. When stored on the ground ladders must be on edge (never flat) and coned off to prevent a tripping hazard. The area around the ladder and where work is being done must be marked with 12-inch cones as a minimum. Contractors must provide fiberglass ladders to their employees for use on site.

***Aluminum ladders are prohibited from being used in the plant to conduct any electrical or electrical related work.***

**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.**

**NON-ROUTINE WORK PERMIT** - Any maintenance work conducted that is not part of the regular process or operation of the plant should be documented using the Non-Routine Work Permit. This should be obtained from the plant and completed prior to the commencement of work.

**ODOR AND NOISE** - Notify the Shaw Project Manager if work has any possibility of generating odors or creating noise. Approval and notification methods must be determined and coordinated with the Shaw Project Manager and the Shaw Plant Management. Odor-causing work must be scheduled in advance and communicated through the Plant.

**OSHA INSPECTIONS** - Contractors will notify the Shaw Project Manager of any OSHA inspection of the contractor. Any violations and fines incurred by the Contractor shall be the contractor's sole responsibility. At a minimum, contractors must meet OSHA regulations. Where Shaw Standards exceed the minimum standards, they must be incorporated into the contractor's program. The Project Manager is responsible for assuring that any additional program requirements are communicated to the contractor in advance of the commencement of work.

**OVERHEAD WORK** - While working above employees on another exposed level or open floor, the area below the work must be cordoned off and marked with signs. When personnel are working below, they must wear appropriate head protection.

**PARKING** - Contractors must park in contractor-designated parking spaces only. Contractors must not park in Visitor, Customer, Handicapped parking designated spaces, or in identified Fire Zones. Posted site traffic rules must be observed at all times, and speeds are not to exceed fifteen (15) miles per hour unless otherwise posted.

**PERSONAL PROTECTIVE EQUIPMENT (PPE)** - Safety requirements at Shaw include the use of Personal Protective Equipment (PPE).

Appropriate PPE is required for job safety. All contractors working on Shaw premises are required to follow the specific requirements of the area in which they are working. PPE such as hard hats, safety glasses, leather shoes, hearing protection, gloves, and acid gear, may be required depending on the work or work area. Check with the Shaw Project Manager or General Contractor to identify the proper personal protective equipment for the job.

**Proper PPE is the responsibility of the contractor. Shaw is not responsible for providing this protective equipment and the use of any Shaw PPE is strictly prohibited.**

**POWDER ACTUATED TOOLS** - The use of powder-actuated tools is prohibited in Shaw buildings. The use of such tools by the Contractor may be given consideration in special cases only after careful review by the Shaw Project Manager and the Risk Management Department. Full compliance with Federal, State, and OSHA Regulations must be met. (Example 22 caliber nail gun).

**POWERED INDUSTRIAL TRUCK OPERATION** - Forklifts, electric carts, and material handling equipment and training must comply with OSHA standards. Exercise caution while operating vehicles around pedestrian traffic in both internal and external areas of buildings. Pedestrians ALWAYS have the right of way! When a load is being moved more than 5 feet, the contractor is required to have an attentive spotter monitoring the lift or travel. A pre-job safety inspection of all forklifts, scissor lifts, electric cars, etc. must be completed and must include the operation of all safety features **including the use of seat belts and eye protection while operating this**

## equipment.

Only trained and certified personnel are allowed to operate LT's or any other motorized equipment on Shaw facilities. **All** operators including the servicing company must have a current license for the equipment being operated.

**Contractor use of Shaw powered industrial trucks or any aerial lifts either owned or rented by Shaw, is strictly prohibited!** (Our current contract for an outside company to service and maintain our Powered Industrial Trucks does require them to operate powered industrial trucks so they would be exempt from the item in red above).

**ROOF** - Access to roof areas is restricted. Obtain prior approval from the Shaw Project Manager before accessing any roof area. Items shall not be dropped from the roof to the ground under any circumstances.

**SAFETY SHOWERS AND EYEWASHES** - When using a safety shower or eyewash, remove all contaminated clothing, flush with water until help arrives or a minimum of 15 minutes and call out for assistance. Flushing the contaminated area can make the difference in a minor exposure and a major injury. Safety showers and eyewashes are for emergencies ONLY. Do not block these showers and eyewashes, and do not dispose of anything down these drains.

**SAFETY VIOLATIONS** - Note depending on the issues that **occur the list below could be modified or steps jumped to a higher level.**

**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 he/she would not be considered for future projects.

**SCAFFOLDS** - All scaffolding must comply with OSHA regulations and established standards. **Shaw recognizes the following scaffold types: Single scaffolding, Double scaffolding, Cantilever scaffolding, Suspended scaffolding, Trestle scaffolding, Steel scaffolding and Patented scaffolding.** Footing or anchorage for all scaffolding must be sound, rigid, and capable of carrying the maximum intended load without settling or displacement. Any part of a scaffold weakened or damaged must be repaired or replaced immediately. Scaffolds must have a documented inspection prior to use and daily using the procedure below.

### Scaffold Tagging and Inspection:

1. Inspection and tagging of the scaffold is to be performed by a competent worker experienced in the erection of scaffold.
2. A unique scaffold identification tag number must be clearly identified on all tags for tracking purposes.
3. All scaffolds shall be inspected after the erection as per the Occupational Health and Safety Act requirements.
4. All scaffold identification tags will be of a solid green, yellow, or red color with black lettering.
5. All scaffold identification tags will have the front information displayed and must be completed for each tag.
6. Date Erected / Tagged, Inspected By: Name (print & signature), Inspection Date, Department or Group Responsible for Erection/Maintaining/Dismantling on the reverse.

7. It is common practice but not required to use the following color schemes:

- **Green** - tags will be hung on scaffolds that have been inspected and are safe for use. A green "SAFE FOR USE" tag(s), and should be attached to the scaffold at each access point after the initial inspection is complete.
- **Yellow** - "CAUTION" tag(s), will replace all green "Safe Scaffold" tag(s) whenever the scaffold has been modified to meet work requirements, and as a result could present a hazard to the user. This tag indicates special requirements for safe use. The tag as a minimum requirement will have:
  - The unusual or potential hazard marked on the reverse.
  - The preventative measures that must be taken prior to use to mitigate the hazard marked on the reverse.
  - The name of the client company representative authorizing the use of the Yellow tagged scaffold.
- The yellow tag should not be removed until the scaffold has been returned to a safe condition and an inspection by a "competent person" has been completed. Based on the results of that inspection the appropriate tag (red or green) will be hung on the scaffold and the yellow tag removed.

*NOTE: Use of the "yellow tag" status is not intended to override the green tag system. All efforts should be made to return the scaffold to a "Green Tag" status as soon as possible.*

1. **Red** "DANGER – UNSAFE FOR USE" tag(s), will be used during erection or dismantling when the scaffold is left unattended and replace all green "Safe for Use" tag(s) or yellow "Caution / Hazard" tag(s) in the event a scaffold has been deemed unfit for use. The tag(s) as a minimum requirement will include:
  - The work order number or project number, the inspection date and the name of the person who performed the inspection filled in on the front of the card.
  - The designation, under erection, being dismantled, and repairs required or overhead protection only, marked on the reverse.
  - Scaffold re-inspections must be completed any time when conditions may have changed causing the integrity of the scaffold to be suspect

**Scaffolds must have a documented inspection at least daily. Contractor use of scaffolds owned or rented by Shaw is prohibited.**

**SCISSOR LIFTS/MOBILE ELEVATED WORK PLATFORMS** - All Lifts or Mobile equipment brought onto the Shaw facility by a contractor must be equipped with double-action motion controls. A daily operational checklist must be completed and posted on the lift prior to operation. Operators must have a verification of training on their person during all lift activities.

Use of articulating lifts will require fall protection at all times as per OSHA construction standards (Subpart M). The use of scissor lifts will require fall protection in the event one or both feet leave the deck of the lift or as per the lift manufacturer's requirements. At no time are employees allowed to stand on the top rail of any lift.

**Contractor use of Shaw Lifts and Mobile Equipment (either owned or rented by Shaw) is prohibited.**

**SIGNS AND BARRICADES (to include crane work and other operations)** - Work areas must be properly barricaded and properly marked by the contractor. The Shaw facility may also provide such signs and barricades,

and contractors must adhere to these as well. Barricades of any kind, whether made of wood, ribbon, tape, or some other material, must not be violated. The contractor must provide all safety signs, barricades, stanchions, safety cones (minimum 12 inches high), or safety taping as required to isolate the work area from pedestrian traffic. All signs, barricades, etc. must be removed by the contractor when the hazard no longer exists.

#### Use of Yellow Caution and Red Danger Tape

1. Signs, signals, and barricade practices will be followed as outlined under OSHA 1926, Subpart G at a minimum.
2. Yellow "CAUTION" tape should be used to warn others of minor hazards (tripping hazards, equipment or heavy work activity, etc.) in a particular area. Only when absolutely necessary, can personnel crossover yellow tape barricades but extreme caution must be used. For areas involving concrete or flooring work, foot traffic only is allowed. Unless approved, no equipment (lulls, scissor lifts, forklifts, etc.) shall be used inside this area.
3. Red "DANGER" tape shall be used to warn of dangerous locations. Red tape will mean STOP, DANGER, or DO NOT ENTER. Clear signs must be attached to the area at all sides showing the following
  - a. Hazard(s) in the area
  - b. Owner of the area
  - c. Engineer responsible, if not the owner
  - d. Phone number of owner to request entry
  - e. Date the area was designated Hazardous or Dangerous
4. Examples of areas requiring Red Tape are: excavation, non-routine hoisting and rigging, overhead work and Live Electrical Work (See SAF051 Control of Hazardous Energy and SAF052 Arc Flash for full set of requirements).
5. Red Tape shall not be used for machine guarding during production.
6. Whenever possible, an entry gate should be established and used for all traffic in and out of the Red tape Danger Zone.
  - a. Owner must instruct personnel working inside of the taped area on the requirements of the Identified hazards and required PPE for the taped area. The owner in charge of the area must provide a proper briefing and approval for other personnel requiring entry. Personnel must not cross over or under a red barrier tape without proper authorization from the owner or his/her designee.
  - b. Red and Yellow Tape is to be removed as soon as work is completed and dangers/hazards are eliminated.
7. HR and Location management would need to define results of unauthorized crossing of red taped area.
8. Tape must be maintained at all times. If tape tears or falls down it must be replaced or put back up immediately.





<b>DANGER</b>
Hazards: _____
Owner/Engineer: _____
Phone No.: _____
Date: _____
<b>MUST HAVE OWNER'S PERMISSION TO ENTER AREA</b>

**SMOKING/TOBACCO** - There is no Tobacco use allowed on Shaw Property. This includes items such as cigarettes, cigars, pipes, all forms of smokeless tobacco, clove cigarettes and any other smoking devices that use tobacco such as hookahs or simulate the use of tobacco such as electronic cigarettes.

In combustible facilities, carrying smoking paraphernalia or material is strictly prohibited.

The use of any tobacco product is prohibited on company property.

**SPECIAL HAZARDS AND CONDITIONS** - Avoid using equipment and tools that produce excessively high noise levels (85 db or over) in occupied areas during working hours. Small jobs that can be done in 15 minutes or less will be the only exception, provided prior approval is obtained from the Shaw Project Manager.

Lights or portable tools used or carried into hazardous locations must be listed and approved for the location. Affected hazardous locations will be determined by the Shaw Project Manager.

No electrical outlets may be used without prior approval by the Shaw Project Manager or Plant Manager. Designated construction tool power outlets, properly marked as such, may be provided by Shaw.

**SPILL PREVENTION** - All contractor equipment, including rental equipment, must be maintained, inspected and operated in a manner that prevents fluid spills.

Care must be taken to use absorbents, catch pans, etc. as needed to prevent release of oil, chemicals, or contaminated wash water to the floor, the land, or water.

**STEP BACK** - Contractor have the right to step back from performing 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 has asked them to do. If a step back occurs on Shaw property, the Project Manager and EHS Manager should be notified immediately.

**SUBCONTRACTORS** - The general contractor is responsible for his/her subcontractors. Any violation by the subcontractor is considered a violation by the general contractor.

**TOOLS AND EQUIPMENT** - Contractors must ensure the safe operation of all tools. Contractor tools are subject to inspection by Shaw Project Manager or his/her authorized representative.

Contractors will furnish and be responsible for their own special tools or equipment including any rental type equipment and shall not use Shaw's tools and equipment.

**Contractor employees must be trained and familiar with any rental equipment in use.** The operator must inspect contractor tools and equipment daily before use. Equipment must be operated in strict accordance with

manufacturer's instructions and any applicable regulations. Copies of inspections and certifications must be maintained on site by the contractor and provided to Shaw upon request.

**TRAFFIC SAFETY AND STREET VEHICLES IN THE PLANT** - Contractors, subcontractors, and suppliers will only use the Contractor's Entrance where one has been designated as such. Shaw traffic and parking signs must be observed.

Trucks/trailers and cranes will be parked in designated staging areas pending loading/off-loading/use and will not block normal or emergency roads without prior coordination with Shaw.

Any street vehicle that enters a facility must have authorization from plant management and must adhere to the following rules:

1. The vehicle must be escorted by a Shaw or contractor employee walking ahead of the vehicle.
2. The vehicle's headlights and emergency flashers will be turned on.
3. The vehicle's radio shall be turned off and the front windows rolled down.
4. The maximum speed limit is 5 MPH.
5. The engine will be turned off when the vehicle is not in use to avoid carbon monoxide build up.

**TRAINING** - Shaw requires that each contract employee have adequate training in any task before beginning work on a specific task. The contractor company shall train its employees in all applicable areas such as safety, work practices, hazardous material control, emergency response, etc.

**WEAPONS** - No weapons (including fixed blade knives) shall be brought onto Shaw premises. This includes contractor-parking areas.

**WELDING AND FLAME WORK (NON-ELECTRICAL HOT WORK)** - A Hot Work Permit is required any time work involves open flame, excessive heat or spark-producing equipment. This includes welding, cutting, burning, grinding, and soldering operations. The Shaw Project Manager can explain any hazards in the work area and provide the required permit. Use fire prevention and control equipment, including fire blankets, extinguishers and exhaust fans, as needed. This equipment shall be provided by the contractor. Any flame work must be pre-approved with a posted Hot Work Permit at the job-site. Under no circumstances will flame work occur in any areas where solvents or hazardous chemicals are being used or if the Automatic Sprinkler system is impaired. Contractors must ensure that work on any equipment or line does not result in a release of material, which would constitute an environmental spill, or release. The cutting or removal of chemical tanks – including all associated supply or discharge pipes, must be supervised and/or approved by the Shaw Project Manager or their representative. The use of the Shaw System or equivalent is recommended.

It is the contractor's responsibility for providing the fire watch. A fire watch will be utilized every time a hot work permit is issued. The person assigned as the fire watch will have no responsibility other than watching for sparks, ignition, or other signs of fire. The fire watch will perform this duty for the entire time that the hot work is being performed and for sixty minutes after the work is completed. If the hot work is stopped and restarted (during lunch breaks, etc.), the fire watch must continuously watch the area for sixty minutes after each time that the work is stopped. The person serving as the fire watch must be trained to use the respective fire extinguishers and any other fire extinguishing methods that could be utilized.

The fire safety supervisor will check the area periodically for three hours following the last inspection by the fire watch. After this time period, the fire safety supervisor will conduct a final inspection, sign the hot work permit indicating that the area is safe and file the permit. The initial fire safety supervisor may appoint a trained fire watch or another fire safety supervisor to monitor the area for three hours.

**VARIANCES - Shaw Risk Management has pre-approved the following:**

Powered Industrial Truck Training- Contractors will be required to meet OSHA requirements (3-year re-evaluation/license). The Shaw annual retraining requirement only applies to Shaw Personnel.

All PPE that meets applicable current ANSI standards are permitted for use. Shaw does specify certain PPE requirements (such as Safety Glasses, which are limited to a few types) but as long as PPE is ANSI approved, and adequate for the hazard, the contractor is not required to use the Shaw designated PPE.

***Other variances or other modifications to this handbook may be allowed with the written approval of a Shaw Risk Management Corporate Safety Manager by utilizing the Variance Form.***

**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** – Any repeat offender and job supervisor will be removed from the job. The contractor will be notified in writing.

**Third Offense** – The contractor could be dismissed from the current job and/or be notified that he/she would not be considered for future projects.

**This will not be printed in the small pocketbooks so you will need to copy this sheet and have it completed.**

**Contractor Receipt Verification**

I, \_\_\_\_\_  
(Name – Please Print) (Position Held)

of \_\_\_\_\_  
(Contracting / Consulting Company Name)

\_\_\_\_\_  
\_\_\_\_\_  
(Company Address)

\_\_\_\_\_  
\_\_\_\_\_  
(Telephone) (Fax) (Mobile)

\_\_\_\_\_  
\_\_\_\_\_  
(Email Address)

**I acknowledge that I have received a copy of the Shaw Contractor Safety Handbook and I will ensure that my Sub-Contractors and employees are advised of, fully understand and will abide by the Contractor Vendor Safety Agreement, Contractor Safety Handbook and other instructions while working on Shaw facilities.**

\_\_\_\_\_  
(Signature) (Date)

\_\_\_\_\_  
(Responsible Officer's Signature) (Date)