

SHAW PLANT 12

CONTRACTOR SAFETY POLICY REMINDERS

1. GENERAL:

- Contractors must **sign in and out with the security guard** so we know who is on site at all times - no exceptions, even if you will enter through a side or back gate.
- **Tobacco use of any kind is not permitted** anywhere including in parking lots and vehicles.
- Use of drugs/alcohol is not permitted anywhere on the Shaw property.
- Contractors are not authorized to use Shaw vehicles or equipment.
- Contractors should never block a fire lane with their vehicles or dumpsters.
- Weapons are not permitted anywhere on the Shaw property.
- Jewelry and loose clothing are not permitted in production/warehouse areas.
- Photos are prohibited unless given special authorization by plant management.
- Contractors shall follow all OSHA and any other applicable safety and/or environmental regulations.
- Damage to Shaw property or equipment must be reported immediately to your plant contact.
- Work areas should be taped off, clean and orderly. Properly recycle, reuse or dispose of all waste.

2. EMERGENCIES:

- **Fire:** Contractors must evacuate the building when the fire alarm sounds (strobe lights flash). Shaw associates will guide you to the closest rally point where you should do a head count and report any missing employees to the Plant Emergency Coordinator.
- **Severe Weather Alert:** If a tornado warning includes our plant location, notification to move to our Severe Weather Shelters will be announced over the plant intercom. Contractors should follow plant associates to the nearest shelter and remain there until the warning has ended.
- **Medical:**
 - Contractors should notify nearby associates if they have sustained a serious injury or illness so that a **CODE BLUE** can be activated to call our First Responders to the scene.
 - Contractors are expected to provide their own medical supplies for minor injuries.
 - Contractors should report all incidents to their plant contact ASAP.
- **Chemical Spill:**
 - Contractors should notify nearby associates if there is a significant chemical spill so they can initiate a **CODE RED** for our Chemical Spill Response Team.
 - Contractors are responsible for disposal of chemical spill waste from their operations.
- **Workplace Violence:** Plant 12 uses a **CODE BLACK** announcement on the intercom, if possible, to alert associates of a potential workplace violence situation: Run-Hide-Fight as appropriate.

3. PERSONAL PROTECTIVE EQUIPMENT (PPE)

- **Safety Glasses** are required in production and warehouse areas and while performing maintenance work anywhere on the premises. Prescription glasses do not count unless they are prescription safety glasses. Over glasses are available from EHS or receptionist.
- Contractors must wear **other face and eye protection** appropriate to the work hazards such as goggles, face shield, welding glasses/hood, etc.
- **Hearing Protection** is required in all Tufting areas and in the Dyehouse as well as when contractor's work activities produce noise levels at or above 85 decibels.
- **Head Protection** is required when contractors work in scissors lifts or aerial lifts where there is exposure to piping, venting, equipment hazards and/or when working underneath others where objects might fall.

- **Fall Protection** is required when contractors work in aerial lifts and/or at heights above 6 feet or above guardrails near floor openings. Notify your plant contact to inquire about authorized anchorage points.
- **Foot Protection** is required when appropriate for work hazards.

4. CHEMICALS:

- Every chemical brought on to the property must be labeled, have a Safety Data Sheet available and be safely stored while on site.
- Contractors should obtain approval in advance from the EHS Manager for any significant amounts of hazardous chemicals that need to be brought on site.
- No outside storage of chemicals is permitted.
- No samples or chemical “leftovers” should remain on the property without authorization from the EHS Manager.
- All chemical containers must be kept sealed when not in use. Secondary containers must be clearly identified if used.
- Our facility has plumbed emergency eyewash/showers in Coating, Dyehouse and battery charging areas. Bottled eyewash is available in each work area as well.

5. WORK PRACTICES:

- Work on **EXISTING ELECTRICAL or PIPING** must be performed under the authorization of the Plant Engineer.
- A Fire Impairment Permit may be necessary if water is shut off for long. Your plant contact can arrange for one from Facilities Maintenance.
- Follow posted **LOCKOUT PROCEDURES** when performing work on equipment. If in doubt, stop work and review the proper procedure with your plant contact.
- Extension cords must have GFCI, be in good condition and rated for the type of use.
- **ENERGIZED ELECTRICAL WORK** is to be avoided if at all possible and requires advance permission and review by Plant Engineer and EHS Manager.
- **HOT WORK** is strictly forbidden without a Plant 12 Hot Work Permit. Your plant contact can arrange for our Facilities Maintenance department to issue a Hot Work Permit.
- **CONFINED SPACE** work shall be performed within the scope of the Confined Space Permit issued specifically for that work.
- Any work involving **EXCAVATIONS** requires the completion of an Excavation Permit prior to the start of work.
- Any work requiring the use of **PORTABLE SCAFFOLDING** requires the completion of a Scaffold Inspection Form prior to the use of the portable scaffold.
- **CRITICAL MOVES** that will require the use of a crane, boom truck or other overhead lifting equipment require the completion of a rigging plan that must be submitted to the Plant Engineer for review and approval prior to the start of work.
- Work that may adversely affect plant **AIR QUALITY** must be reviewed and approved in advance by the EHS Manager. This may include stripping, painting, welding, sandblasting and work that might produce a potential exposure to silica (concrete).
- All **FLOOR OPENINGS** created by contractor work shall be guarded and clearly marked.
- **INTERNAL COMBUSTION ENGINE** use is prohibited inside the building and must be set-up at least 50 away from the building.