 <p>FORMTECH™ FORMTECH INDUSTRIES, LLC</p> <p>Safety and Health Management System</p>	PROCEDURE: Level I
	APPROVED BY: Eric Lee
	PROCEDURE NAME: Contractor Safety

1.0 Scope

The purpose of this policy is to ensure a safe and healthy workplace and environment for every individual (employee, contractor and/or visitor) to govern facility relationships with contractors, to provide information, and to ensure that contractor employees and FormTech Industries employees are trained to protect themselves from all potential and existing hazards.


Contractors, sub-contractors and/or contractor representatives are required to conduct business in a safe manner. This policy has been prepared to inform contractors and their representatives of FormTech Industries minimum safety requirements. All safety rules are based on applicable regulations, industry recommended practices and commonly recognized safe practices. However, the rules listed in this policy are not intended to be all-inclusive.

As a contractor performing services for FormTech Industries, you are required to ensure that your employees are familiar with FormTech Industries safety and environmental requirements. Full cooperation is necessary for accident prevention and loss control. Compliance with these rules is mandatory. Violation of any FormTech Industries safety or environmental rule may result in work stoppage until the violation is corrected. Continued violation of safety rules may result in removal of the contractor's employee(s) from the premises and cancellation of the work contract.

2.0 Structure and Responsibility

Contractor Responsibilities

- ◆ Ensure all contractor personnel are qualified and trained to perform contracted services.
- ◆ Provide contractor personnel with proper and well-maintained tools, equipment and personal protective equipment.
- ◆ Inform and enforce all FormTech Industries safety and environmental rules and OSHA regulations pertaining to the contracted services.
- ◆ Inform contractor employees of the appropriate emergency procedures (e.g., nearest emergency exit, and accident reporting procedures).
- ◆ Maintain work area in a clean, orderly and safe condition.
- ◆ Secure all partially completed work, as much as possible, so as not to create a safety or environmental hazard.
- ◆ Inform Environmental and/or Safety Coordinator of any chemical spill

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FormTech Industries General Safety Rules

- ◆ ANSI Z87 approved safety glasses with side shields must be worn at all times in the plant.
- ◆ Hearing protection must be worn at all times while in the plant.
- ◆ Foot protection must consist of sturdy leather uppers that cover the entire foot and have steel toes and oil resistant sole. Foot protection must be worn at all times while in the plant.
- ◆ Head protection must be worn in areas where there is a potential for falling objects or overhead work.
- ◆ Fall protection consisting of a full body harness must be used when a standard railing does not protect the fall hazard and the working height exceeds six feet.
- ◆ All welding and cutting must be in accordance with FormTech Industries hot work procedures.
- ◆ Only licensed employees can operate FormTech Industries powered industrial vehicles.
- ◆ Licensure proof needed for Powered Industrial Truck (specific the PIT being utilized) is required prior to approval being given to operate PIT in this facility.
- ◆ Observation of all safety rules and posted warnings is mandatory.
- ◆ Use or possession of illegal drugs or legal drugs causing disorientation is prohibited.
- ◆ Any reported or observed unsafe condition or practice must be investigated, corrected, documented, and reported to FormTech Industries Safety Coordinator.
- ◆ All subcontractors must abide by FormTech Industries safety and environmental rules and practices.
- ◆ All truck drivers must wear safety glasses and hearing protection even though they may stay on the dock to await unloading/loading of their truck.

3.0 Procedures

Sign In-Sign Out

The contractor's employees must sign in and sign out on a daily basis, including any time they leave the premises (e.g., lunch), so that an accurate head count can be taken during an emergency. The contractor will be informed of the sign in/out location prior to commencement of work. The contractor must also wear their visitor badge the whole time they are on site, if they have been provided with one.

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Emergency Procedures

A FormTech Industries representative will review emergency procedures with all contractors prior to the start of the job. The procedures that will be discussed include the alarm system/public address system announcements used to signal an emergency, the locations of emergency exits in the job area, the assigned assembly area(s) and spill containment, cleanup and reporting requirements.

Power Lockout

All electrical safety guidelines and regulations including the OSHA Lockout/Tagout Standard and the National Electrical Code must be followed. The contractor and FormTech Industries will exchange lockout programs and will discuss the procedures that will be followed in-house prior to beginning a job.


Hazard Communication

The contractor will be informed about known chemical hazards in the area(s) their work will be performed as well as the locations of the Material Safety Data Sheets (MSDS). The contractor must inform FormTech Industries of any chemicals that will be needed to perform the job and provide copies of the pertinent MSDS's and obtain approval from the Environmental Coordinator prior to bringing the chemicals on site. The contractor's employees must use personal protective equipment necessary for safe handling of hazardous chemicals.

If a spill of less than five (5) gallons occurs the contractor may contain and cleanup the product him/herself before reporting it to the Environmental Coordinator or a spill team member. If the spill is greater than five (5) gallons the contractor must **immediately** contain the product and notify the Environmental Coordinator. The spill teams will cleanup any spill over five gallons. The Spill Prevention Plan **must be followed**.

Confined Space Entry

If the contractor's work involves entry into a permit-required confined space; the contractor must provide a copy of his/her written program as well as proof of training for all contractor employees being utilized on site. The contractor must have available and use all necessary atmospheric monitoring, ventilation and retrieval equipment as required by the OSHA standard, and a permit system for entry must be used. The contractor must advise the company of any problems encountered during the confined space entry.

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CONTRACTOR ACKNOWLEDGEMENT

I hereby certify by my signature below that I have read and understand FormTech Industries, Hatebur Operations Contractor Safety/Environmental Policy and have instructed all affected employees in my company of its contents.

Name of Contractor's Company: _____

Location/department of work at FormTech Industries:

Date(s) Work Scheduled: _____

Contract or Purchase Order #: _____ Date: _____

Signature of Contractor Representative: _____ Signature of FormTech Industries Representative: _____

CONTRACTOR SAFETY/ENVIRONMENTAL POLICY

I acknowledge and certify by my signature below that I have read and understand FormTech Industries, Safety/Environmental Policy. I will support and follow the established safety/environmental rules and regulations for this facility while I am performing my daily work at FormTech Industries.

Company Name


Date

Contractor's Printed Name

Contractor's Signature


FormTech Industries Representative

Date

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List all chemicals being brought into the plant:

_____	_____
_____	_____
_____	_____

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Environmental, Health and Safety Policy

FormTech Industries LLC is committed to protecting the environment, safety and health of our employees and the public, and will conduct its business operations in a manner that promotes obtainment of these objectives. Employees at all levels are accountable for assuring high standards of environmental, health, and safety compliance and performance. Safety, health and protection of the environment will be maintained as integral aspects of all business activities. To fulfill this commitment, we will:

- Provide our employees with a safe and healthful workplace.
- Operate facilities and implement programs designed to prevent harm to employees, customers, the public, and the environment.
- Comply with all applicable safety, health and environmental laws, rules and regulations as they pertain to our facilities, processes, and operations.
- Reduce wastes and emissions by installing and maintaining pollution prevention measures and promoting resource conservation.
- Dispose of wastes in a safe, healthful, and environmentally responsible manner.
- Develop environmental, safety, and health metrics and performance methods.
- Communicate with interested parties and be responsive to community concerns.
- Minimize adverse safety, environmental and health impacts through the use of integrated management systems and planning.
- Continuously improve environmental, safety and health performance.

Dr. Richard McDermott
 President and CEO, FormTech Industries LLC

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4.0 Revision Tracking

All revisions to this Procedure are documented and authorized in the table below.

Date	Revision Details
1/17/07	Initial Release