

1.0 PURPOSE

This document establishes the basic health, safety, and environmental requirements for contractors that work at Air Liquide sites.

2.0 SCOPE

These requirements apply to all contractors whenever they are at an Air Liquide site. Nothing in this document changes the obligation of contractors to work in compliance with applicable federal, state, and local regulations.

3.0 PROCEDURE REQUIREMENTS

3.1 GENERAL SAFETY EXPECTATIONS

- 3.1.1 Air Liquide believes that all work-related injuries and illnesses are preventable. All employees and contractors are expected to share this belief.
- 3.1.2 The identification, evaluation, and mitigation of workplace hazards is one of the cornerstones of our safety and health program. The others are management commitment, employee involvement, and follow-through.
- 3.1.3 Key responsibilities for all contractors include:
- Taking the time to **Pre-Plan** all work tasks.
 - Getting the **Right Tool/PPE** for the job.
 - **Avoiding at risk behaviors.**
 - Keeping work areas **Clean** and orderly.
 - **Taking action** personally to address potential hazards and raising concerns.
 - Reporting all **Incidents** and workplace exposures
 - **Complying** with site health and safety rules, and stopping unsafe jobs.
 - **Ensuring** their coworkers' safety.
- 3.1.4 Any employee or contractor has the right and responsibility to stop work and call a **Time Out** if they have concerns about the safety of a job.
- 3.1.5 Contractors are responsible for their own employees and sub-contractors and ensuring that they meet Air Liquide safety and health requirements. (Note that all references to contract employees also include subcontractors to the contractor.)
- 3.1.6 Contractors must abide by the **Air Liquide 12 Life Saving Rules**:
1. Do wear appropriate PPE required for the job.
 2. Do wear fall protection when required.
 3. Wear a four gas meter in operation and other defined areas.
 4. Work under a Safe Work Permit.
 5. Use appropriate energy control and isolation procedures before working on potentially energized systems.
 6. Wear seat belts when in any moving vehicle.
 7. Appropriately secure loads on vehicles.
 8. Don't work under the influence of drugs or alcohol.
 9. Don't smoke outside designated areas.

10. Don't enter a confined space with a permit.
11. Don't work under suspended loads.
12. Don't bypass any safety system such as an interlock.

3.2 EQUIPMENT REQUIREMENTS (CONTRACTORS WILL SUPPLY PPE AND OTHER TOOLS FOR THEIR OWN EMPLOYEES)

Contractors are to provide any needed equipment and PPE for their own employees and subcontractors to complete their work tasks at the Air Liquide location. This includes but not limited to fire retardant or other protective clothing, hard hats, safety shoes, safety glasses, hearing protection, fall protection, gas meters, material handling equipment, power tools, hand tools, etc.

3.3 RULE ENFORCEMENT

3.3.1 Contractors must comply with these safety and health rules/procedures.

Note: Contractors have the right and responsibility to question rules that they have issues or concerns about. We recognize that everything is not always black and white, and there is no way to create a rule to cover every situation. Contractors are responsible for using their good judgment to ensure that they help maintain a safe work environment. When in doubt, they are to contact their supervisor, safety representative, or Air Liquide management.

3.3.2 Managers and supervisors are required to enforce site safety and health rules/procedures in their areas of responsibilities.

3.3.3 Violation of any safety or health rule will be sufficient grounds for disciplinary action ranging from a verbal warning up to and including discharge. Contractors can be immediately escorted off the site if they violate one of the site Life Critical Safety Rules.

3.3.4 It is the responsibility of every employee and contractor to monitor compliance with these rules in order to ensure a safe and healthful work environment.

3.4 LIFE CRITICAL SAFETY RULES

If any of these rules are violated, the first course of action is permanent removal from the site unless convinced otherwise following a complete investigation. No contractor may at any time violate procedures/rules that potentially present a life-threatening situation, including but not limited to:

3.4.1 Deliberate or knowing violation of an Air Liquide Life Saving Rule, including:

1. Working under the influence of drugs and / or alcohol
2. Smoking outside designated smoking areas
3. Not wearing the Personal Protective Equipment (PPE) required for the job
4. Entering a confined space without authorization
5. Not wearing an ambient gas detector as required
6. Not working with a valid Safe Work Permit
7. Not applying isolation procedures before working on potentially energized systems including making a line break
8. Bypassing EIS (Element Important for Safety) requirements without authorization
9. Not wearing fall-prevention equipment when required
10. Walking under suspended loads
11. Not securing the load on vehicles
12. Not wearing a seat belt when in a moving vehicle

3.4.2 Falsification of written records including permits, or orally in investigations, etc.

3.4.3 Possession of weapons, firearms, explosives, alcoholic beverages, or illegal items and substances while on company business or company property.

3.4.4 Physical fighting on company property or while on company business.

3.4.5 Commission of sabotage, stealing, threats to personnel or property, or bomb threats.

3.5 TRAINING AND OTHER CERTIFICATIONS

Contractors must have documentation of required training and certifications as appropriate such as confined space rescue training certificates, powered industrial truck licenses, welding certificates, etc. They must complete the training required for the work/contract including site specific safety training.

3.6 AIR LIQUIDE SAFETY AND HEALTH RULES

3.6.1 Obey All Site Safety and Health Rules

Each contractor must know and follow safe work practices in doing their particular job. Obey all safety rules, procedures, posted signs and tags.

3.6.2 Injury/ Incident and Hazardous Condition Reporting

- a. Report immediately all injuries, illnesses and chemical exposures to your Air Liquide contact.
- b. Symptoms that become apparent after leaving work must be reported as soon as possible to your Air Liquide contact.
- c. Report immediately any other potentially hazardous incidents or situations to your contact. If it is safe to do so (and you are trained), take steps to control the potential hazardous condition.
- d. Report any releases of fluids or gases to your Air Liquide contact.
- e. Document near misses and observed hazardous conditions or at risk behaviors (after helping to mitigate them) and share this with your Air Liquide contact.

3.6.3 Sign-In/Out

- a. Personnel not permanently assigned to the site must sign in and sign out whenever they report to the site and whenever they leave the site, respectively.
- b. Personnel not permanently assigned to the site must be either appropriately trained or they must be escorted by a host who can assure that applicable safety rules are followed.

3.6.4 Safe Work Permits

- a. All work tasks at Air Liquide require pre-planning. Safe Work Permits (SWPs) are required for all jobs done by non-Air Liquide personnel.
 - Contractors must use the Air Liquide Pre-Job Planning Hazard Assessment (PJP) Form or an equivalent form of their own to document the pre-job planning for their work task.
 - A SWP Addendum is to be completed if the work to be performed involves electrical work, use of a crane, excavation and/or process breaks
 - Other permits which may be required after completing the Safe Work Permit:
 - Hot Work permit
 - Confined Space Permit
 - Hot Tap Permit
 - Fall Protection Permit
 - Excavation Permit
 - Energized Electrical Work Permit

- b. All contract employees are responsible for reviewing and signing off on SWPs that they work under. If they have concerns about the work, they are responsible for bringing them forward.
- c. Contractors are to report any scope changes to their Air Liquide contact so they can help evaluate if any work permits need to be modified or redone.
- d. At the end of each work day, contractors are to ensure their work area is cleaned up and left in a safe condition and to turn in their work permits. If the work is completed, there are to work with their Air Liquide contact to help conduct a pre-start-up safety review to ensure the equipment or area worked on is in a safe and operable condition.

3.6.5 Hot Work Requirements

- a. Hot work done in electrically classified areas requires a work authorization from Air Liquide. Hot work is defined as the use of any equipment that is capable of producing a flame, spark, or heat. Depending on the level of hazard determined by the Air Liquide contact and the area classification, a Hot Work Addendum and/or fire watch may be required.
- b. In general, a Hot Work Permit requires the general areas of concern to be looked at before allowing hot work to start including
 - Equipment preparation
 - Evaluating and safeguarding the surrounding area
 - Initial and periodic or continuous atmospheric testing for %LEL
 - Ensuring fire protection equipment provisions
 - Designating a qualified fire watch
- c. For grinding and welding operations, the fire watch must remain present at the job site during breaks for at least 30 minutes after the work is completed.
- d. Fire watches cannot perform other duties that distract from the fire attendant duties.
- e. Contractors must supply their own trained and qualified fire watches and fire extinguishers for their fire watches.

3.6.6 Line Breaking Requirements

- a. A process line break is the process of opening up any equipment or line that has been in service or could have pressure and includes operations such as opening a flange on a line or removing a pressure gauge from a piece of equipment.
- b. Performing a process line break requires the issuance of a SWP.
- c. Any unidentified line is to be assumed to be hazardous. When possible, verification of depressurization is required prior to performing a line break.
- d. The *minimum* PPE for performing a line break is appropriate skin protection, goggles, and gloves.

3.6.7 Elevated Work

- a. Use approved climbing equipment only. Never use boxes, chairs, drums, or pallets as a substitute for ladders, ladder platforms, or scaffolds.
- b. Contractors are responsible for ensuring that their employees identify potential fall hazards and don and properly wear and use appropriate fall protection when needed.
- c. Wear personal fall protection equipment when performing work above four feet and you are not otherwise protected from falls (e.g.; guardrails) and when working from portable ladders where three points of contact cannot be maintained (e.g., two hands/one foot or two feet/one hand). **100% tie-off is required.**
- d. Fall protection is also required if working on a ladder near a work surface edge.
- e. When the fall hazard is less than 20', a self-retracting lanyard must be used.
- f. Anti-suspension trauma straps are required to be worn whenever fall protection is worn.
- g. Fall protection must be worn when ascending or descending any ladder on a scaffold that is over 20' (davit arm and SRL).
- h. A fall arresting device is required if working within 15' of a roof edge.

- i. When used, straight and extension ladders must be tied off or held securely by a co-worker.
- j. When appropriate, use ropes to lift/lower equipment and tools from different elevations.
- k. Inspect ladders, scaffolds, and fall protection equipment prior to use. Tagout and repair or discard defective equipment as appropriate.
- l. Scaffolds with green tags do not require the use of fall protection equipment. Fall protection equipment is required for scaffolds with yellow tags. No one is allowed on scaffolds with red tags unless they are hired and trained to build or remove them.
- m. Follow the manufacturer's safety rules concerning the inspection and use of the ladder or fall protection equipment.
- n. Contractors are responsible for providing and maintaining fall protection equipment for their own employees, and ensuring they are appropriately trained. They also are responsible for ensuring that their employees who use fall protection equipment inspect, correctly don, self-check their fit, doff, clean, and store/maintain their own equipment.

3.6.8 Energy Control and Isolation (Lockout/Tagout)

- a. All energy sources of equipment sources must be isolated, locked, and de-energized in a safe position before and while workers perform work.
- b. At Air Liquide locations, a master lockout system is used utilizing an Isolation Procedure and Isolation Device Listing (IP&IDL) that details the what isolation devices are secured.
 - Isolation devices are put into a safe position (usually closed), de-energized, and secured or locked.
 - Orange handled blinds are secured in place, spools removed and locked/secured, etc., when appropriate and documented on the IP&IDL.
 - For confined space entries, the isolation must be done by blinding and/or spool piece removal.
 - Isolating depressurized oxygen, steam, ammonia, corrosive or toxic lines by blinding, double block and bleed, or spool piece removal.
 - For electrical disconnection, testing must be done to verify de-energization.
 - Steps must be taken to safeguard employees if there is the possibility of re-energization
- c. Contractors working on AL equipment must provide their own uniquely keyed and identified personal locks which must be red. They can use red duct tape over other colored locks.
 - Only the person who applies a personal lock can remove it unless the Air Liquide Absent Employee Red Lock Removal process is followed.
 - Orange locks are reserved for equipment isolation, green for master holds to maintain control when no one is actively working on the equipment, and black for out of service equipment.
 - For some large jobs, Air Liquide may elect to utilize satellite lockout boxes with blue locks.
- d. In general, contractors are expected to take extra steps to personally verify isolation prior to starting work.

3.6.9 Confined Space Entry

- a. All entries into a confined space require the issuance of a SWP and Confined Space Entry permit prior to entry.
- b. Spaces must be made and tested to verify that they are safe prior to entry as part of the permitting process.
- c. All contractors entering a space or providing attendant duties must be trained appropriately including an understanding of confined space hazards, signs and symptoms of overexposure to confined space hazards including anoxia, and testing equipment, retrieval (rescue from outside the space) equipment, and general good safe work practices.

- They must also understand that they cannot perform a rescue unless they are adequately trained on PPE, hazards, procedures, etc., are officially part of the team, and under the direction of a trained rescue team leader.
 - They need to have on hand documentation that they have completed this training.
- d. Confined space attendants cannot perform other duties that distract from their attendant duties.

3.6.10 Personal Protective Equipment

- a. Unless designated otherwise by posted signage, in area specific safety rules, or specified differently in these rules, the minimum PPE acceptable for contractors is hard hat, ANSI Z87 safety glasses with hard plastic side shields, long sleeved FRC shirts and pants with a minimum ATPV of 4 cal/cm² (a higher level of protection may be required for electrical work) safety shoes with a protective steel or plastic toe, and a four gas monitor (oxygen, LEL, carbon monoxide, and hydrogen sulfide unless specified differently). Most areas will also require hearing protection.
- This includes all operations, loading/unloading, and warehouse areas.
 - Bump caps are not allowed.
 - Similar apparel must be worn in the Lab except that lab employees will wear chemical resistant smocks and can wear enclosed shoes with minimal heels and no hard hat.
 - This standard PPE is not required when on designated walkways outside of unit battery limits (when going to the area where safety equipment is stored for the first time or when leaving), in Control Rooms, and in offices.
- b. Flame retardant clothing (FRC) must be worn as designed, i.e.; sleeves rolled down and buttoned, shirt tail tucked in, and shirt front buttoned up to the neck area (but not the last button) or coveralls zipped up (but not necessarily fastened).
- c. Employees are not to wear hard hats, gloves, or dirty (grossly contaminated) uniforms into areas where food is consumed
- d. Hearing protection must be worn in compliance with posted signs and when working with or near equipment producing sound levels of 85 dBA or louder.
- e. When respiratory protection is required, inspect, don and clean respiratory equipment per your training and procedures. Users must be clean-shaven, medically cleared, and fit tested.
- Contractors are responsible for providing and maintaining their own respirators if required. They also are responsible for ensuring that their employees who use respirators inspect, correctly don, self-check their fit, doff, clean, and store/maintain their own equipment.
 - If breathing air is required, the air must be tested and certified by the contractor to be Grade D or better breathing air.
- f. Users must inspect their own Personal Protective Equipment before use.
- g. Contact lenses may be worn under safety glasses or full face respiratory protection unless otherwise instructed by the HSE Department.
- h. Cut resistant gloves are required for handling sharp objects. Gloves are not to be worn around moving equipment.
- i. Approved cryogenic gloves/PPE must be worn when handling cryogenic materials.

3.6.11 Vehicle/Parking Lot Safety

- a. Obey all traffic control signs. The plant speed limit is 15 miles per hour unless posted otherwise. When approaching railroad crossings, stop your vehicle/bicycle, look and listen to make sure that there is no railroad activity before cautiously proceeding.
- b. Wear seat belts, both on and off company property. They are required at all times in company vehicles and when on company business.
- c. Pedestrians have the right of way.
- d. Cell phone use is prohibited while operating a vehicle (including a bicycle). Do not place a call or answer one while driving.

- e. Don't ride in or on vehicles unless you are sitting on seats (or benches) provided for that purpose. Riders can be in the back of a pick-up if they sit on the bed of the truck or on a mat sitting on the bed of the truck, there are no loose tools, equipment, or other items in the back of the truck, and the tailgate is closed.
- f. All loads that may shift or fall off the vehicle must be tied down.
- g. Park or maintain at least a ten foot buffer from buildings, railcars and trucks except when in a designated parking space.
- h. Bicycles must "keep to the right" of traffic and follow other vehicle rules, including the use of hand signals.
- i. Bicycles must not be used to transport chemicals or samples that are corrosive or toxic in glass bottles/containers. Also avoid transporting heavy or bulky cargo.

3.6.12 Rail Cars/Trucks & Trailers

- a. Never climb through or between connected railroad cars (should be a distance of at least one car).
- b. Equipment must be properly grounded/bonded when loading/unloading flammable materials.
- c. Rail cars and tractor trailers must be properly chocked when loading or unloading them.
- d. Truck trailers must be dropped either on a concrete surface or on a dolly board.
- e. Trailer jacks must be used when loading or unloading van trailers using a fork truck and the tractor is not supporting the trailer.

3.6.13 Cranes and Hoists

- a. Crane/hoist and auxiliary handling equipment must be maintained in good condition. Defective equipment must be taken out of service upon discovery.
- b. The rated load of the crane/hoist or any of its auxiliary handling equipment must not be exceeded. Cranes/hoists must be labelled as to their capacity.
- c. The last annual and the current daily inspection sheet as well as the operator's current license/training documentation must be on hand for inspection at all times by Air Liquide employees.
- d. Riggers and spotters must also be trained and qualified to perform their work functions.
- e. A lift plan must be developed and reviewed by Air Liquide personnel prior to lifting/moving a critical lift as defined as in the Air Liquide Crane and Hoist procedure.
- f. Cranes must be positioned in a safe location and matting or other appropriate precautions must be taken as required for ground conditions.
- g. A power line assessment must be completed every time a mobile crane is used to ensure that safe distances will be maintained at all times.
- h. Crane use will be stopped depending on weather conditions such as winds in excess of 30 mph or lightning strikes within 10 miles of the work site.

3.6.14 Pedestrians

- a. Look in both directions before crossing a street and use "marked" crosswalks when available.
- b. When walking on roadways, walk to the left, facing traffic.
- c. Walking up forklift ramps is prohibited except in emergencies.

3.6.15 Process Safety

- a. Only operate process equipment when you are trained and authorized to do so.
- b. Never bypass an interlock or other safety device.
- c. In classified areas, an appropriate work permit is required for devices that are not intrinsically safe or explosion proof. **This includes vehicles and electronic devices such as cell phones and smart watches.**

3.6.16 Office/Control Room Safety

- a. To avoid slips, trips and falls, keep file and desk drawers closed when not attended and electrical and phone cords out of walking areas. Avoid setting materials in walking areas, and clean up or identify via caution tape/cones wet walking surfaces.
- b. File cabinets, taller than 3 feet and bookcase/cabinets greater than 5 feet, must be secured to the wall. Where two or more cabinets are side by side at least one cabinet must be fastened to the wall but they can be attached to each other. Load the bottom drawers of the file cabinets with the heaviest materials first to ensure that they do not become top-heavy.
- c. Chemicals are not to be stored in offices.

3.6.17 Food and Beverage Storage and Consumption Rules

- a. Foods and beverages must be stored and consumed only in approved food and beverage facilities away from chemicals and work areas.
- b. Foods and beverages brought to an area facility must remain containerized or covered until brought to a designated eating area.
- c. Consumption of open or exposed food and beverages are prohibited in operating areas.
- d. People are to wash their hands before eating or drinking.
- e. No PPE is permitted in these areas. (This includes gloves, hard hats, tools, equipment and grossly contaminated work clothing.)
- f. Hydration beverages used in coolers in the field must be kept in a closed container. Containers must be equipped with a dispenser, and disposable cups. A container for trash must be available. Containers must be washed before each use and kept clean.
- g. Personal drink containers where drinking water is not readily available are allowed as long as equipped with a cap and kept closed when not drinking.

3.6.18 Smoking Areas/Policy (Tobacco Usage)

- a. Tobacco use (e.g.; chewing tobacco, vapor cigarettes, smoking, etc.) is only allowed in designated, posted areas.
- b. Smoking areas are the responsibility of the owning area which is responsible for housekeeping and for providing required safety items:
 - Fire extinguisher
 - Fire-resistant container for cigarette butts
 - Sign identifying it as a designated smoking area
 - Markings delineating the boundaries of the smoking area
- c. Smoking must cease in the event of an Alarm.

3.6.19 Equipment/Tool Use

- a. Inspect tools, equipment, and personal protective gear for safe condition prior to using them. Tag defective equipment "Do Not Use" and report it to your supervisor or discard it as appropriate.
- b. Keep equipment guards in place. This is particularly true for grinders and drill presses. Also ensure that the equipment is secured in place so it will not vibrate loose, tip over, etc.
- c. Before starting equipment, make sure no one is working on that equipment, equipment guards are put back in place, and that the energy isolation procedures have been completed.
- d. Tools and parts must be placed in a sealed bag/container while being raised or lowered.
- e. Pocket knives and non-retractable razor blades are not allowed to be used at the site.
- f. Tools must have activation triggers that cannot be locked in place (e.g.; they must have "dead man" switches.)

3.6.20 Waste Management Requirements

- a. Contractors are the generator of record for all wastes they generate as a result of the work they do at or on behalf of the site. The contractor will follow all federal and state regulations in the classification, packaging, labeling, transportation and disposal of such waste.
- b. The contractor will perform its waste management services in compliance with legal requirements and in a manner which will not create a risk of harm to public health, safety or the environment. The contractor will comply fully with all laws, orders, regulations or ordinances of the united states and any state, county, township or municipal agencies or departments which may be applicable to the collection, transportation, treatment, storage, recycling and appropriate record keeping of waste material from the containers delivered to contractor by or on behalf of Air Liquide, as well as those applicable to the processing and/or disposal of the waste material after removal from the containers delivered to contractor by or on behalf of Air Liquide. The contractor will obtain required permits, licenses, identification numbers or other forms of documentation necessary for compliance with legal requirements; promptly furnish copies of such documentation to Air Liquide upon request; and will immediately notify Air Liquide if any permits, licenses, identification numbers or other authorizations are suspended, revoked or expired, or upon receipt of notice from any governmental agency of noncompliance by the contractor. The contractor will provide the names and federal or state registration numbers for all waste transport companies and waste disposal or treatment facilities to be used for waste management. The transport companies and waste disposal facilities must be approved by Air Liquide prior to their use in managing Air Liquide materials.
- c. In the event the waste material is packaged by Air Liquide in drums, containers, or other equipment prior to collection by contractor, contractor shall ensure that the packaging, labeling and marking of the containers and the waste manifest must comply with the laws, orders, regulations, or ordinances of EPA, DOT, TNRCC, and other federal, state, county, township, or municipal agencies or departments, as applicable.
- d. The contractor represents and warrants to Air Liquide that it has up-to-date versions of permits and other licenses or authorizations required by federal, state, local and municipal laws, rules and regulations for contractor's lawful performance of its obligations hereunder. The contractor further represents and warrants to Air Liquide that it has the necessary experience, training and the equipment required for handling, transporting, storing, treating or disposing of the waste material in the containers provided to contractor by or on behalf of Air Liquide. The contractor represents, warrants and covenants that it has fulfilled all financial responsibility requirements imposed by federal, state or local law by virtue of contractor's obligations hereunder. As a prerequisite to this agreement becoming final, contractor will provide to Air Liquide documentation that contractor has fulfilled the foregoing financial responsibility requirements.
- e. Title to waste materials contained in the containers delivered by or on behalf of Air Liquide will be vested in the contractor if: (1) transported on contractor's trucks, at the time loaded onto contractor's trucks, or (2) transported by Air Liquide, at the time waste materials have been received at contractor's facility to which they have been manifested. Upon passage of title to the waste materials, contractor will have all legal responsibility and liability for the waste materials, except for such continuing responsibilities and liabilities for the waste materials that are specifically imposed upon Air Liquide by applicable environmental laws and regulations.

3.6.21 Housekeeping

- a. Building exits, aisle ways, and stairways must not be blocked or obstructed.
- b. Fire doors must be kept closed at all times.

- c. Good housekeeping is everyone's responsibility. Everyone is required to keep their work areas clean and orderly. Put away all tools and equipment after use and dispose of oily rags, trash, and rubbish in appropriate containers. A job is not complete until all unnecessary equipment, tools, and trash have been properly stored or disposed of.

3.6.22 Emergency Procedures/Equipment

- a. In the event of any incident requiring emergency response assistance, pull the nearest fire alarm or contact the control room by radio.
- b. In the event an alarm is activated at the site, immediately shut down equipment (including vehicles) and put it in a safe position and evacuate to the designated assembly area.
- c. Follow instructions of the Site Incident Coordinator or Air Liquide site representative during emergencies.
- d. All vehicles except authorized vehicles responding to an emergency must pull off to the side of the road during an emergency alarm, and shut off their engines. The keys are to be left in the vehicle.
- e. Do not obstruct traffic or congregate at the scene of an emergency.

3.6.23 General Conduct Expectations

- a. Never bring, use or be under the influence of alcohol or other drugs on company property. Exercise good judgment when on Company business. No one can work at the site that is impaired, even if due to prescription medication.
- b. Participating in Industrial Hygiene monitoring is mandatory when requested. Tampering with these sampling devices is prohibited.
- c. Do not use compressed air for cleaning clothes. Compressed air can be used to clean equipment if regulated to less than 30 psi with the exception of certain sand blasting operations. Wear goggles when using compressed air to clean equipment.
- d. Barricades and signs must be used to protect and warn people of potential hazards such as overhead work, missing grating, etc. Do not cross yellow "Caution" tape unless you are aware of the hazard it has been posted for and are appropriately prepared for the hazard. Do not cross red "Do Not Enter" tape without the approval of the workers who posted it.
- e. Do not take short cuts through hazardous or posted areas.
- f. If you do not know the safe way to do something, stop and find out the proper safety procedures. Never be afraid or embarrassed to ask for assistance.
- g. Never distract the attention of another employee who is working, because this may cause an accident or injury. Be especially careful not to distract electricians, equipment operators, fire watches, and confined space attendants.
- h. Horseplay, fighting, wrestling, throwing objects, and practical jokes can be dangerous and will not be tolerated on company property.
- i. All employees are responsible for stopping any act they believe presents a danger to either the person performing the task, to other employees, or to the plant itself. If necessary, contact supervision.
- j. Employees are required to follow specific rules, signs, and instructions, as well as to exercise all other work procedures, methods, and practices which promote a safe and healthful work environment.

3.6.24 Security

- a. Report all thefts, damaged property, accidents, suspicious activities, threats, fraud, and unauthorized entry attempts to your Air Liquide contact.
- b. If provided, plant access (visitor) badges or stickers are to be worn in a visible location on the person while on site.
- c. Report lost/found badges to your site Air Liquide contact immediately (same as above). All found property must be turned into your site contact.

- d. Use only authorized entry points to enter and exit the plant. Do not allow others to use your badge to gain access to the site. (same as above). They are to report to the control room for a proper badge.
- e. Perimeter gates are required to be locked and unlocked each time they are used. The gates must remain locked at all times.
- f. No cameras are allowed on site without the site manager's approval. **Phone cameras also cannot be used without site manager approval.**
- g. No weapons are allowed on site. This includes knives, hunting guns, bow and arrows, etc.
- h. Soliciting on plant is prohibited unless approved by Human Resources (HR).
- i. No Gambling or other illegal activities are allowed on plant property.
- j. Personal baggage is subject to inspection prior to entering/exiting the plant site. Entering the facility is deemed valid consent to screening or inspection. Failure to consent or submit to screening or inspection will result in denial or revocation of authorization to enter.

3.7 General guidelines for persons not involved directly in work covered by specific HSE procedures

3.7.1 Confined Spaces (See the *Confined Space Entry Program Procedure* for additional requirements.)

- a. No one may enter a permit required confined space without a properly authorized permit.
- b. No one is to ever attempt a rescue **inside** a confined space unless they are part of a trained rescue team that is on site and equipped with appropriate protective equipment.

3.7.2 Lockout/Tagout (See the *Energy Control & Isolation Procedure* for additional requirements.)

- a. Never attempt to repair or service equipment that has not been properly locked out, tagged, and permitted.
- b. Never remove, move or alter any lockout or tagout device or posted permit unless you have been authorized to do so by supervision.
- c. If workers will be involved in a job requiring energy isolation/lockout, they must have their own red personal lock. (They can add red tape to a non-red lock.)

3.7.3 Electrical Safety (See the *Electrical Hazardous Work Procedure* for additional requirements.)

- a. Electrical repair work or diagnostic work on electrical equipment can only be performed by qualified and authorized personnel.
- b. Electrical Hot Work can only be performed by qualified personnel when authorized through the use of the Electrically Hazardous Work Procedure
- c. If the cause of a fault is unknown, **do not** attempt to reset a breaker. Contact a qualified person immediately.
- d. Keep a minimum of three feet of unobstructed space in front of circuit breaker boxes, electrical panels, motor starters, etc.
- e. GFCIs must be used with all outdoor extension cords unless the cord is plugged into an existing GFCI outlet. GFCIs must be used in damp or wet locations (including indoor locations) for electric portable tools and equipment. Test the GFCI prior to each use.

3.7.4 Forklifts and Other Industrial Trucks (See the *Powered Industrial Truck Program* for additional requirements.)

- a. Only trained personnel can operate fork trucks or other industrial trucks.
- b. No unnecessary pedestrian traffic is allowed around operating forklifts when loading and unloading materials from truck trailers at a warehouse.

3.7.5 Hazard Communication (See the *Hazard Communication Program* for further requirements.)

- a. Contractors must provide copies of SDSs for materials they bring on site to their site contact.

- b. All containers including drums, bags, pails, sample jars, etc., must have an appropriate warning label. (For containers with water, only the word “water” is required.)
- c. Contractors are to consult SDSs and labels to become more familiar with the materials with which they work. SDSs for Air Liquide materials are available from the site contact.

4.0 ADDITIONAL REQUIREMENTS FOR LONG TERM PROJECTS (MORE THAN 3 DAYS)/TURNAROUNDS

4.1.1 HSES Plan

- a. Contract supervision will work with their Air Liquide contact/representatives to complete a joint HSES Plan.
- b. After signing the plan, the contractor will review the plan with its employees, document that review, and post a copy of the Plan in an area accessible to its employees.

4.1.2 Required HSE Activities

- a. Conduct daily toolbox meetings.
- b. Complete Hazard/Near Miss/Incident reports as appropriate.
- c. If on site for seven or more days, the contractor will additionally:
 - Conduct weekly safety meetings to discuss safety issues, incident investigation findings, as well as individual HSE concerns.
 - Conduct and document weekly HSES (self) audits.
 - Complete and turn in Weekly Contractor HSES reports into their Air Liquide contact.