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1.0 GENERAL

1.1 PURPOSE

- 1.1.1 To establish work rules outlining proper conduct for Contractors while on ConAgra property.

CONTRACTOR PERSONNEL SHALL KEEP THIS GUIDE FOR THEIR REFERENCE AND MUST HAVE IT AVAILABLE UPON REQUEST WHILE ON THE JOB SITE.

1.2 INTRODUCTION

ConAgra Foods intends to maintain the highest standards of good manufacturing practice (GMP) and worker health and safety. It is imperative that there be compliance with all applicable statutes under the Federal Food, Drug, and Cosmetic Act, FDA, USDA, EPA, SARA Title III, Community Right to Know; the Occupational Health and Safety Act (OSHA), state laws; and local ordinances. Additionally, there must be adherence to general requirements and operating procedures specific to ConAgra and to the plant in which the work is to be performed.

As a general rule, the contractor is responsible for the health and safety of its employees to include sub-contractors, the protection of ConAgra foodstuffs and processes adjacent to the work site; and for maintaining adequate warning of hazards to ConAgra employees adjacent to the work site. To this end, there shall be continuing communication on these matters between ConAgra and any contractors and/or sub-contractors operating on the premises. A representative shall be designated by the contractor to maintain liaison with the Project Manager/Construction Administrator in charge and the ConAgra sanitation and safety managers.

Apparent violations of these regulations or unacceptable industry work practices will be brought to the attention of the contractor's representative for prompt correction. While contractor personnel with special expertise may determine work and safety practices commensurate with their field of expertise, those practices differing from ConAgra policy are to be reviewed by ConAgra before the implementation. Corrections of unacceptable conditions are the responsibility of the "controlling employer", that is, the one in the best position to correct the situation or ensure its correction.

These work rules are deemed most applicable to contractors on ConAgra Foods sites. These are not to be construed as all inclusive but shall be general guidelines for contractor employees on ConAgra premises.

Be advised that all jobs at the facility will include moneys to adequately review and follow all attached provisions within these guidelines.

NOTE: CHRONIC OFFENDERS TO THE WORK RULES WILL BE REMOVED FROM THE JOB.

ANY QUESTIONS REGARDING SAFETY OR HEALTH OF CONTRACTORS OR CONAGRA FOODS EMPLOYEES SHOULD BE DIRECTED FIRST TO THE PROJECT MANAGER, THEN TO EITHER SAFETY OR HEALTH OR HUMAN RESOURCES.

ALL CONTRACTORS ARE EXPECTED TO ABIDE BY SAFETY AND GMP RULES AT ALL TIMES WHILE ON CONAGRA PROPERTY.

1.2.1 Definitions

- 1.2.1.1 Contractor – any person, partnership, or corporation, which has a contract with ConAgra and/or their Contractors, to furnish labor, material, or equipment as part of the work.
- 1.2.1.2 Subcontractor – an outside party called upon by a Contractor to perform a task, to provide a service or to provide personnel for ConAgra. Subcontractors are hereafter included in any reference to Contractor personnel.
- 1.2.1.3 Contractor Compliance Agreement – (see Appendix A) – is a written agreement between the Contractor and ConAgra to ensure ConAgra Contractor Work Rules are followed.
- 1.2.1.4 Contractor Safety Orientation Training Form: -- (see Appendix B) – is the form, which is used to document all Contractors' employees who have been presented, reviewed and understand the ConAgra Contractor Work Rules. All Contractor employees including subcontractors whose operations may affect the facility's quality or are covered by OSHA regulations must receive this orientation and sign this form.
- 1.2.1.5 Project Management – The ConAgra individual who is responsible for coordinating all construction related activity specific to a project or projects. This designated individual may be the Plant Engineering Manager or designee, Project Manager, Project Engineer or Construction Administrator. This individual will be designated at the Pre-construction kick-off meeting.
- 1.2.1.6 Imminent Danger – Any condition or work practices that exists which could cause death or serious physical harm. These conditions are considered zero tolerance issues and do not require multiple occurrences to warrant expulsion from the site. Examples of Imminent Danger include, but are not limited to the following:
- Falls from elevations.
 - Excavations not properly sloped or shored.
 - Potential electrocution hazards.
 - Operation of vehicles, machinery, or heavy equipment in an unsafe manner.
 - Work activities posing injury hazards to the general public/plant personnel.
 - Failure to lockout.
 - Not following confined space entry procedures.

1.2.2 General

- 1.2.2.1 The provisions of this document do not in any way relieve the Contractor or subcontractors of the responsibility for safe work performance. It is intended to assist in conducting a safe, total operation. This document represents general requirements and organizations will be expected to establish specific rules, guidelines and controls as necessary.
- 1.2.2.2 The provisions of this document are intended to supplement governmental regulations and codes. Where differences occur, the most stringent alternative will apply.

- 1.2.2.3 Every reasonable effort should be taken to assure the safety of workers in all situations. No unprotected worker should be required to knowingly work in an unsafe place. A worker may be in an unsafe work area only if it is for the purpose of making the area safe. A full review on how to accomplish this task with the least possible risk to the worker should be made prior to the worker entering the unsafe area.
- 1.2.2.4 ConAgra has the right to refuse or restrict personnel, and the use of certain tools, equipment, or materials in its facilities.

1.2.3 Responsibilities

1.2.3.1 Contractor

Contractors are responsible for controlling the manner and methods of their operations and are directly responsible for the safety of their personnel. To this end, the Contractor and their supervisors shall do the following:

- Contractors submitting proposals for projects in a ConAgra facility shall include a **copy of their written Safety Program (see Appendix C) and a completed Contractor Safety Data Form** (see Appendix D) upon submission for consideration or as requested by ConAgra.
- Contractor's Field supervision and Safety coordinator must participate in the ConAgra Construction Safety Kick-off Meeting and Work Rules review.
- Complete a **Contractor Compliance Agreement. It must be signed, dated and returned to the Project Manager** before the Contractor, his/her employees or subcontractor employees begins any work. (See Appendix A)
- Adhere to the requirements contained in this document. No exception will be made unless requested by the contractor in writing and approved by the Plant Engineering Manager or designee.
- Be responsible for all employees and subcontractor personnel for adhering to the rules in this document. All Contractor personnel, including subcontractor personnel, must comply with all plant rules, policies and procedures.
- Appoint a person to be specifically responsible and accountable for job/food safety and for coordinating safety with the Plant Engineering Manager or designee to eliminate hazards, prevent accidents to all personnel and prevent food contamination.
- Meet with the Plant Engineering Manager or designee and facility staff to complete the Safety Planning Guide (see Appendix E) to determine which standards will apply to the project and when they will come into effect based on project activities.
- Hold daily/weekly meetings with the Plant Engineering Manager or designee to discuss the status of current and future activities of the project.
- Review a copy of this document with all personnel. Each person must read and fully understand the rules spelled out in this document and the importance of fully complying with them before they are allowed to do work in the ConAgra Plant. **Failure to comply can result in immediate dismissal from the plant site.**
- Contractor must review the ConAgra Contractor Work Rules with all employees and subcontractor personnel who will be working on the project before mobilizing the to the site. Contractor is responsible for submitting a completed and signed Compliance Agreement (Appendix A) to the

Construction Administrator prior to participating in the site specific orientation,

- The Construction Administrator (or plant personnel when no CA is assigned to the project) will be responsible for providing site specific orientation to all contractor employees working on the project to ensure understanding of any site specific rules/regulations/procedures in addition to a brief overview of the ConAgra Contractor Work Rules and general project expectations.
 - A training form shall be maintained by the Construction Administrator to track all those who attended the site specific orientation. . The Construction Administrator will provide a site specific orientation card to every contractor employee who attended the orientation and signed the training form. The certification card will be carried by each individual who completes the Orientation. Without the card, the individual will not be allowed into the facility. A listing of personnel having received the Orientation training will be available (at all times) to the Plant Engineering Manager or designee. A different colored card will be issued each calendar year.
- Provide Project Manager a daily sign-in/sign-out list of all personnel working at the end of each shift. (This could use guard shack). On sites with cardkey access – the Contractor shall coordinate card issuance with the Plant Engineering Manager or designee.
- Provide employees and supervisors who are competent and adequately trained. This should include training in the appropriate health and safety aspects of the job and the contract with the facility. Special emphasis should be given to new, inexperienced personnel.
- Advise personnel of all hazards associated with the task to be performed, including any hazard information provided by the facility.
- Keep the Plant Engineering Manager or designee fully advised of any work which may affect the safety of ConAgra personnel, process, product and property.
- Provide the necessary tools and equipment, including personal protective equipment. Assure that the equipment is protective equipment. Assure that the equipment is properly maintained and suitable for safely accomplishing the task, according to the contract.
- Maintain all equipment and tools in safe operating condition.
- Keep the work area free from safety and health hazards and maintain ConAgra housekeeping standards.
- Conduct periodic safety audits of its operations. This should include continuous housekeeping and safety reviews of the work area.
- Provide insurance certificates to the facility according to the terms of the contract. Include the insurance experience, modification rate information and accurate audits and safety records when required by ConAgra.
- Ensure first aid and medical services are provided as well as transportation for injured personnel. Transport to occupational clinic should be managed by a senior member of the contractor's project team familiar with case management.
- Conduct (at a minimum) weekly safety meetings with his/her personnel. Signed copies for the weekly meeting reports shall be kept and be available to the Plant Engineering Manager or designee within 24 hours of the session.
- Each Contractor shall submit a Monthly Contractor Accident Statistics Report (See Appendix F) to the Project Manager by the 5th day of each month. All injuries/illnesses occurring in the previous month shall be listed on the report and indicate the status/disposition of the injured/ill employee.

- Contractors and their employees shall also complete Safety Observation Reports as part of ConAgra's Behavior Observation System (see Appendix G) to identify safety related acts and conditions during the progress of the project. Reference paragraph 4.28.2 Behavior Observation System (BOS) for details on the process. (See Appendix G)
- Serious Accidents (one which requires response of outside emergency response, etc. – see below for details) will be reported immediately per the notification matrix (Appendix H) and follow-up with completed incident investigation within 24 hours.
 - Any fatality
 - Amputation of a major member – foot, leg, arm, hand (more than one digit)
 - Any burn (3rd degree burn over 10% of the body or 2nd degree burn over 30% of the body).
 - Any fire or explosion that requires the response of the fire department or activations of the facility sprinkler system.
 - Any event that results in outside emergency medical response (i.e.; Ambulance, Paramedics, EMT).
 - Any material released at or above its EPA designated Reportable Quantity (RQ). (Following Emergency response notice to first responders).
 - Any unplanned visit by a representative of a State or Federal safety or environment-related public agency (OSHA, DOT, EPA).
 - Any event that has a potential for resulting in media contact.
 - Notice of violations with permit conditions.
 - Written complaints by the public related to environmental issues.
 - A manual extinguishment system or local automatic system (hood, fryer, etc., protection) is used to extinguish a fire.
 - Bomb Threat.
- Incidents, injuries or violations of these rules must be reported immediately to your supervisor and communicated per the notification matrix (Appendix H). A formal accident investigation report will be submitted per the matrix within 24 hours of the occurrence.
- Inform the Project Manager immediately of any OSHA, EPA, or other safety or health regulatory agencies' inspection(s) involving the Contractor's work (refer to Communication Matrix in Appendix H).
- Contractors and their employees shall complete Safe Plans of Action to insure proper health and safety planning prior to beginning a task (see Appendix I). Reference paragraph 4.28.1 Safe Plan of Action (SPA) for details on the process. (See Appendix I)

1.2.3.2 ConAgra Project Management

- All contracts will be systemically reviewed for safety requirements by appropriate facility personnel and Purchasing in advance of any work being performed, (except for emergency situations). No work is to be done without a P.O.
- Procurement, along with appropriate personnel, shall review the Contractor's insurance experience modification and accident statistics (OSHA Recordable incident rates) as well as the Contractor's safety performance on completed ConAgra projects. This review should cover the prior three years to determine if the Contractor met the ConAgra Contractor pre-qualification guidelines.

- Contractors shall also review their sub-contractor's insurance experience modification and accident statistics (OSHA Recordable incident rates) as well as the Contractor's safety performance on completed ConAgra projects. Sub-contractors must also meet the ConAgra Contractor pre-qualification guidelines. (Contact the ConAgra procurement group for the current pre-qualification guidelines.)
- The Project Manager will be the primary contact for the project. The Project Manager will conduct daily briefings with the Plant Engineering Manager or designee.
- The Plant Engineering Manager or designee is responsible for communicating important information to key individuals in the event of a safety incident, food safety incident and/or incident which effects production (see Communication Matrix in Appendix H).
- The appropriate ConAgra facility personnel, along with Procurement, should review the Contractor's safety program. The review should include identifying any special training that ConAgra requires at the work site.
- Complete the Safety Planning Guide (see Appendix E) prior to start of the project. The Plant Engineering Manager or designee and Plant Safety Manager should keep the completed planning guide on file.
- Hold a pre-construction meeting with the Plant Engineering Manager or designee, Project Manager, Facility Engineer, Operations Manager, Maintenance Manager, Quality/Food Safety Manager, Sanitation Manager and Safety Manager to discuss the project.
- Project Management will hold daily/weekly meetings with Contractor(s)/subcontractor(s) to discuss the status of current and future activities of the project.
- Project Management will notify the Contractor of any classified areas to which their personnel may be exposed.
- The Plant Engineering Manager or designee will assure that all on-site Contractor personnel have ConAgra certification cards. The Contractor Work Rules orientation is the Contractor's responsibility and should be done before employees arrive on site. If, after Contractor personnel arrive on site and the Project Manager believes that the training is inadequate, the Contractor will be immediately informed in writing and with remedial action.
- The Plant Engineering Manager or designee will orient designated Contractor supervision and safety representative on the safety and health requirements in this document. The Contractor's designated employee will then be responsible for providing orientation training to new Contractor personnel before they are allowed on site. ConAgra will provide the certification card for those who have completed the orientation; the cards will be carried with the person at all times.
- ConAgra will inform Contractors of facility security regulations, including parking arrangements and requirements for entering and leaving the facility and any special rules for personnel, vehicles, tools or equipment.
- The Plant Engineering Manager or designee, Project Manager, Sanitation Manager and the Safety Manager shall conduct a periodic (minimum 1 per week) safety and housekeeping inspection of the worksite(s). Any safety discrepancy observed will be reported to the appropriate Contractor representative for immediate correction. If the safety discrepancy creates an imminent danger, work will be suspended immediately. Work may resume only after the safety concern(s) have been corrected, to the satisfaction of ConAgra. **These inspections do not relieve the Contractor of its responsibility to self-inspect their work and equipment and to conduct the work in a safe manner.**

- Limit the entry of ConAgra personnel to Contractor work areas to avoid hazards created by the contracted work. Advise Contractors when it is necessary for ConAgra personnel to be in the work area.
- The Plant Engineering Manager or designee to ensure lockout procedures, system entry and decontamination of ConAgra facilities and equipment as well as access to restricted areas, e.g. electrical enclosures.
- Inform the Contractor of the required response of their personnel to emergency signals.
- Identify connection points for all services, such as steam, water, electricity, etc., and defining any limitations as to the use of these services.
- ConAgra will periodically audit Contractor activities to determine compliance with the safety and health terms of the contract.
- Conduct a walk-through review of the project at the conclusion of the job. This should be done to evaluate the process works properly, safely and is fully complete.
- ConAgra will review the safety performance of the Contractor at the time of the contract's completion (or termination) or annually for long-term projects. This review should include Operations, Safety and Purchasing personnel.

1.2.4 E, H & S Adherence Policy

1.2.4.1 Contractors are required to comply with the applicable E, H & S requirements and regulations. The procedures below outline a three-step, progressively administered system to correct compliance problems. However, if in the opinion of the Plant Engineering Manager or designee, non-compliance issues are considered to be severe, Contractors' contracts may be terminated at any time. (See Appendix J)

- **Action Level One**

If a Contractor fails to comply with an applicable E, H & S standard, the Plant Engineering Manager or designee will issue a written "Notice of E, H & S Non-Compliance" (Appendix K) to the Contractor's site representative. The Plant Engineering Manager or designee will also forward a "Warning Letter for E, H & S Non-Compliance" (Appendix L) and a copy of the Notice of E, H & S Non-Compliance to the Contractor's President or Operations Manager. Copies of these documents shall be forwarded to the ConAgra Procurement Group.

- **Action Level Two**

If item(s) of E, H & S non-compliance are not corrected by Action Level One, or if the Contractor repeatedly fails to comply with the applicable E, H & S regulations, the Technical Manager will issue a "Written Notice of Temporary Job Suspension" to the Contractor (Appendix J). The Contractor's work may not resume until the Contractor's Operations Manager or equivalent has proposed and submitted corrective actions in writing that are acceptable to the Plant Engineering Manager or designee. Copies of these documents shall be forwarded to the ConAgra Procurement Group. Actions that may be considered include, but are not limited to:

- Removal of certain Contractor personnel from the project,
- Alteration of the Contractor's job procedures, or

- Implementation of corrective action by ConAgra with back charges to the Contractor.
- The Contractor shall not resume work until the Plant Engineering Manager or designee **accepts** the proposed **corrective** actions.

- **Action Level Three**

If Action Levels One and Two do not result in the Contractor's E, H & S performance being brought into compliance, contract termination may result. ConAgra Procurement may terminate the contract after verifying with the Plant Engineering Manager or designee that the E, H & S adherence procedure has been followed and after giving the Contractor applicable notice. Contractors that have a contract terminated in accordance with this procedure are ineligible to participate in future projects until they have implemented and demonstrated corrective actions to improve their deficiencies. Only written approval from the ConAgra Procurement Director can reinstate a Contractor's eligibility in writing.

Certain offenses are such that the first action will be immediate removal of the offender from the plant site and banning of offender from future work. These include, but are not limited to:

- Bringing alcoholic beverages and/or drugs on the plant site.
- Suspected of being intoxicated, alcohol consumption on the job or under the influence of drugs while on-site.
- Possession of firearms or ammunition.
- Stealing from plant site.
- Contaminating ConAgra products.
- Intentionally disrupting plant operations.
- Disobeying a *ConAgra or Project Manager's/Construction Administrator's* direct instructions.
- Smoking in areas other than those designated by ConAgra for smoking.
- Any form of industrial espionage.
- Failing to follow lockout/tag out program requirements.
- Failing to follow electrical safety related work practices program requirements.
- Failing to follow confined space requirements.
- Failing to follow hot work program requirements.
- Failure to follow fall protection / scaffolding requirements
- Excavations not properly sloped or shored Operation of vehicles or machinery in an unsafe manner
- Anything that may endanger site employees/product/ property.

Legal action may be taken, if appropriate, in addition to the above.

2.0 **GENERAL POLICIES**

2.1 IDENTIFICATION

- 2.1.1 All Contractor personnel must check in prior to entering or leaving ConAgra facility property. Contractor personnel will identify themselves and their employer. Verification

may be required. The Security Department or Project Manager maintains a daily log of Contractor activity.

2.1.2 Security and Project Management has the authority to grant or deny access to the facility site.

2.2 SPECIFIC ITEMS

2.2.1 The following items are prohibited on ConAgra property:

2.2.1.1 Alcoholic beverages

2.2.1.2 Narcotics or controlled substances

2.2.1.3 Explosives

2.2.1.4 Firearms and/or ammunition

2.2.1.5 Concealed weapons

2.2.1.6 Cameras

2.2.1.7 Hazardous and toxic material

2.2.1.8 Bottles or glass containers of any kind

2.2.1.9 Nuts and food made from nuts including peanut butter, candy, cake, etc.

2.2.1.10 Items as defined by ConAgra as undesirable in the facility

2.2.1.11 Utility knives, razor knives, or any knife or scraper that contains a razor blade

2.3 EMPLOYEE CONDUCT

2.3.1 Contractor personnel must maintain high standards of personal cleanliness and hygiene. Personnel with any communicable disease are banned from work areas. (FD&C Part 110.10)

2.3.2 Cameras, firearms, weapons of any kind, intoxicating liquors, or illegal drugs are not permitted on plant premises.

2.3.3 Profane or abusive language is not permitted.

2.3.4 Gambling is not permitted on plant premises.

2.3.5 Spitting, chewing of tobacco, gum, or use of snuff is prohibited (FD&C Part 110.10)

2.3.6 Personnel shall not engage in any conduct, including running, fighting, or horseplay, that creates a safety hazard or disrupts plant operations.

2.3.7 Sexual harassment is prohibited.

2.3.8 Smoking is prohibited except in designated areas.

2.4 CONTRACTOR TRAILERS AND TEMPORARY ENCLOSURES

- 2.4.1 All Contractor trailers must be clearly marked with the Contractor company name and an emergency phone number.
- 2.4.2 No materials may be stored or used in these trailers or temporary enclosures that are not directly related to ConAgra work.
- 2.4.3 If these facilities are idle for an excessive period of time, as determined by the Plant Engineering Manager or designee, the Contractor will be asked to remove the facility at the Contractors' expense.
- 2.4.4 All trailers and temporary enclosures will contain an appropriate number of fire extinguishers with currently compliant and dated inspection tags.
- 2.4.5 The Project Manager, or designees, will perform periodic safety and housekeeping inspection.

2.5 TELEPHONE & PAGING USAGE

- 2.5.1 Telephones may be used for internal business related call only. Local or long distances outside calls are strictly prohibited. The Plant Engineering Manager or designee may grant exceptions with prior approval.
- 2.5.2 Contractor supervisors may use facility paging for business purposes only. The Plant Engineering Manager or designee may grant exceptions with prior approval.
- 2.5.3 Use of mobile telephones while operating equipment is prohibited. When walking through the plant or outside the plant in high traffic areas, a "Stop to Talk" policy is highly encouraged.

2.6 CAFETERIA, SHOWERS & RESTROOMS

- 2.6.1 Contractor personnel are prohibited from using the cafeteria, showers, or restroom facilities in the ConAgra facility. Exceptions may be granted with prior approval of the Plant Engineering Manager or designee.
- 2.6.2 Special men and women's Contractor restrooms will be provided for Contractor use and designated by the Plant Engineering Manager or designee.

2.7 USE OF CONAGRA STOREROOM AND/OR STOREROOM MATERIALS

- 2.7.1 Contractors are not allowed in the facility storeroom or are not permitted to remove any items from the facility storeroom unless arrangements have been made in advance with the Plant Technical manager or designee responsible for the work. The Plant Engineering Manager or designee will arrange with the storeroom personnel for the parts to be properly charged to the work being performed.

2.8 USE OF CONAGRA EQUIPMENT

- 2.8.1 Contractor personnel are **NOT** permitted to use ConAgra equipment, tools, machinery, or supplies (for example: Ladders, man-lifts, machine shop equipment, welders, hoists, gas bottles, etc.), unless the Plant Engineering Manager or designee provides specific approval in writing.
- 2.8.2 Contractor personnel shall NOT use ConAgra containers, carts, tubs, pails, buckets, feed tanks, skids, pallets, etc., for transporting material or disposing of materials.
- 2.8.3 Arrangements for unloading all ConAgra Foods materials and equipment must be made through the project engineer or his designate prior to the arrival of contractor or common carrier truck. This is necessary to allow coordination of the usage of limited dock space. All loading schedules will be coordinated with the Shipping department.
- 2.8.4 Contractors are expected to unload their own tools, gang boxes, etc., including other equipment requiring the use of a lift truck or special tackle.

2.9 FACILITY ACCESS RESTRICTIONS

- 2.9.1 Contractor activity within the facility shall be restricted to the area of work and a direct path between that area and the point of entrance.
- 2.9.2 No roaming about is permitted.
- 2.9.3 Only the door(s) designated by the Plant Engineering Manager or designee will be used for entering and exiting the facility.
- 2.9.4 Doors are not to be left open for any reason.
- 2.9.5 Movement of material, tools and equipment shall be by way of designated routes only.
- 2.9.6 Freight elevators and manually operated elevators may be used only with prior approval of the Plant Engineering Manager or designee and are to be used to carry tools, materials, equipment and demolition debris.
- 2.9.7 Contractor shall provide for easy access by public fire department to and within ConAgra's facilities and other property at or adjoining the jobsite.
- 2.9.8 Contractor shall maintain roadways clear of Contractor's operations to allow immediate access by firefighting equipment in case of fire.
- 2.9.9 Supervisory personnel shall be instructed in their responsibilities in enforcing safe fire protection practices and procedures to follow in case of a fire.
- 2.9.10 No sprinkler system shall be shut off or placed out of service unless written authorization has been secured from the Plant Engineering Manager or designee. Date, time of shutoff, and time of placing back in service of sprinkler systems shall be included in requests for ConAgra's approval. All sprinkler and / or alarm impairments are to be executed according to ConAgra Impairment Guidelines (Red Tag System).
- 2.9.11 Contractor shall maintain a fire-watch for the entire time that the sprinkler systems are out of service.
- 2.9.12 Contractor shall plan the job so that all necessary preliminary work has been completed. All tools and materials should be staged in the area where the work is to be performed, to keep duration of downtime to an absolute minimum. Once started, work shall continue

until completion; overtime and/or shift work arrangements, if necessary shall be made in advance of shutting down system.

2.10 AUTOMOBILES

2.10.1 Parking

2.10.1.1 All Contractor vehicles must be parked in the designated Contractor Parking Lot unless alternate arrangements have been made with the Plant Engineering Manager or designee.

2.10.2 Traffic Regulations

2.10.2.1 Contractor and delivery personnel must obey all traffic regulations while on ConAgra property.

2.10.2.2 Any vehicle or property damage shall be reported to the Guard or Project Manager immediately.

2.10.2.3 Vehicles entering or leaving the ConAgra facility are subject to a ConAgra security challenge and inspection.

2.10.2.4 Contractor owned vehicles to be used on ConAgra property shall be approved by the Plant Engineering Manager or designee. These vehicles must be identified with contractor name.

2.11 RAILROADS AND ROAD FACILITIES

2.11.1 ConAgra's production and warehouse activities must operate twenty-four (24) hours per day, seven (7) days per week. This requires train and truck shipping and receiving operations to be maintained in service at all times. ConAgra's shipments may occur at any time during day or night throughout the construction period.

2.11.1.1 Contractor shall schedule the work and establish construction procedures so that there will be absolutely no interference whatsoever with these activities.

2.11.1.2 Contractor's use of any railroad facilities on the job site is limited to trackage specifically authorized by ConAgra in writing. Such trackage is not for Contractor's exclusive use and may be required for the use of ConAgra or other Contractors at any time during performance of the work.

2.11.1.3 Contractor shall not use such trackage at any time or in any manner that would interfere with ConAgra's use thereof or with ConAgra's other activities or operations as above described.

2.11.1.4 Contractor shall confirm with all the requirement and requests of the railroad serving the jobsite, and all requests of ConAgra, as may be necessary to allow safe and uninterrupted switching, including suspending any work over a track while a switching operation is occurring.

2.11.1.5 Contractor shall provide all warning signs, sheathing, shoring or sleeving of excavations, temporary covers, backfill, and grading as may be necessary to maintain railroad tracks and roads at the jobsite operable at all times.

2.12 UTILITIES

- 2.12.1 Contractors may use cold water from existing facility faucets.
- 2.12.2 Contractors may use electric power from existing 120V or 480V receptacles. Changes are not permitted in the phasing of three-phase receptacles to suit rotation of Contractor equipment.
- 2.12.3 The Plant Engineering Manager or designee must approve any electrical tie-in for temporary power. In all cases, loads may not exceed 80 percent of the source, and may not interfere with any facility operation.
- 2.12.4 Contractors shall NOT use facility compressed air, vacuum systems, or any other utility without the approval of the Plant Engineering Manager or designee.

2.13 TEMPORARY LIGHTING

- 2.13.1 The Contractor shall ensure that construction areas, aisles, stairs, ramps, runways, corridors, offices, shops and storage areas where work is in progress shall be adequately lighted with either natural or artificial illumination.
 - 2.13.1.1 Light bulbs used in the plant must be the type which has special plastic coating. The Contractor will supply these bulbs.
 - 2.13.1.2 They are to be transported in an enclosed metal container.
 - 2.13.1.3 The above bulbs are to be used in a protective metal guard.
 - 2.13.1.4 Burned out bulbs are to be disposed of immediately. Bulbs are not to be discarded in plant trash receptacles.
 - 2.13.1.5 Portable hand lamps supplied through a flexible cord shall have a handle of a molded type or other material intended for hand use and shall be equipped with a metal guard.
 - 2.13.1.6 Fixtures, lamp holders, electrical cords, portable receptacles, etc. shall have no exposed conducting wiring or live parts.

3.0 **SANITATION REGULATIONS**

The following refer to protection of product manufacturing packaging and storage from potential contamination in keeping with FD&C, FDA, and USDA good manufacturing practices. ConAgra requirements for the processing of food for human consumption require the highest standards of cleanliness and workmanship. Each Contractor, while on ConAgra property, MUST obey the sanitation regulation. The Contractor has sole responsibility for complying with these rules, and providing complete protection to prevent product contamination. The Plant Engineering Manager or designee must approve all work before it begins.

3.1 DRESS CODE

- 3.1.1 Contractor personnel must be appropriately dressed, including hair and beard protection, shoes, socks, long pants and shirt or jump suit.
 - 3.1.1.1 Jewelry of all kinds is prohibited, including wristwatches, rings, chains, pins, hairpins, hair scrunges, earrings, necklaces, ankle bracelets, etc. Items must be removed before entering the facility.
 - 3.1.1.2 If medical identification is required, a Plant Engineering Manager or designee approved bracelet or necklace that does not compromise product protection of safety standards may be worn.
 - 3.1.1.3 Articles shall not be carried in pockets above the waist. Personal items such as keys, tools, wallets, etc. are to be carried in pants pockets or below the waist.
 - 3.1.1.4 Shirttails must be tucked inside pants.
 - 3.1.1.5 Clothes must be clean.
 - 3.1.1.6 Shorts, sleeveless shirts, sandals, clogs, open toed shoes and sneakers are not allowed to be worn in the facility. Shirts should have a minimum 4” long sleeve.
 - 3.1.1.7 Ragged clothing or clothing with exposed threads is not permitted.
 - 3.1.1.8 Safety glasses are required while working on ConAgra property. All glasses must meet the requirements of ANSI Z87.
 - 3.1.1.9 Hard hats are required while working on ConAgra property. All hard hats must be worn with the brim facing forwards and meet the requirements of ANSI Z89. Stickers are not allowed to be placed on hard hats in order to allow for complete and thorough inspection.
 - 3.1.1.10 Special work jackets may be required. Clothing with buttons is not permitted unless covered by jackets with ConAgra approved snaps. Shirts with ConAgra approved snaps are permitted to be worn.
 - 3.1.1.11 Hard-toe footwear is required while working on ConAgra property.

3.2 HAIR RESTRAINT POLICY

- 3.2.1 This policy is designed to conform to ConAgra regulations, as well as governmental health regulations. All persons entering product protection areas must wear an approved hair restraint. The intent is to:
 - 3.2.1.1 Provide greater protection for food products from hair contamination.
 - 3.2.1.2 Provide greater employee safety by containing hair better; reducing the risk of entanglement.
 - 3.2.1.3 Provide greater visibility of hair restraints.

3.2.1.4 Provide hair restraint uniformity between facilities.

Hairnets are to be worn by everyone entering product protection areas, even if other head covering is worn.



Hairnets should be worn such that the hair is adequately covered.



A beard / moustache restraint must be worn if any or all of the following conditions exist:

1. The sideburns extend below the ears (A).
2. The sideburns are wider at the bottom than at the top (B).
3. The moustache extends beyond the "smile lines" (C).
4. The moustache extends below the corner of the mouth (D).



A beard / moustache restraint must be worn if the standards are not met. The restraint is to be worn such that the facial hair is adequately covered.



3.3 SMOKING AND USE OF ANY TOBACCO PRODUCTS

3.3.1 Smoking and the use of all tobacco products such as snuff, or chewing tobacco is **PROHIBITED** anywhere on ConAgra property, except in designated smoking areas.

3.4 EATING

3.4.1 Contractors are **NOT** allowed to bring any food item into the facility.

3.4.2 Food, chewing gum, beverages, candy, snacks of any kind, tic tacs, breath mints, lunches, lunch boxes and thermos bottles are **PROHIBITED** anywhere in the facility or on the roof.

3.4.3 Lunches shall **NOT** be eaten in the facility and when eaten, only in locations approved by the Plant Engineering Manager or designee.

3.4.4 Nuts, any food with nuts or made from nuts, i.e., peanut butter, candy bars, cake made with nuts, etc., is strictly **PROHIBITED** on ConAgra property. This includes Contractor trailers, vehicles, etc.

3.4.5 Eating in process areas is forbidden.

3.5 POTABLE (DRINKING) WATER

3.5.1 An adequate supply of potable water shall be provided in all places of employment. Potable water is water that is approved by the state or local authority having jurisdiction.

3.5.2 Portable containers used to dispense drinking water shall be capable of being tightly closed and equipped with a tap. Water shall not be dipped from containers.

3.5.3 Any container used to distribute drinking water shall be clearly marked as to the nature of its content and not used for any other purpose.

3.5.3.1 The approved container shall be cleaned on a daily basis, filled with fresh water, sealed (taped) and dated with the appropriate date.

3.5.4 The common drinking cup is prohibited. Waxed paper cups are appropriate where single cups are supplied and both a sanitary container for the unused cups and a receptacle for disposing of the used cups shall be provided.

3.6 MEDICINE AND MEDICAL PROBLEMS

3.6.1 No pills or medicine of any kind is permitted in the facility or on the facility roof.

3.6.2 No casts or loose bandages are permitted in the facility.

3.7 TRASH

3.7.1 Contractor shall, at all times, prevent the accumulation of trash and debris at the job site.

3.7.2 A cleanup shall be done during the day and at the conclusion of each workday to ensure a clean and sanitary area.

3.7.3 All wasted materials and debris shall be removed from the facility and properly disposed of by the Contractor as it appears during the course of the job.

3.7.4 No burning of trash is allowed on ConAgra property.

3.7.5 Contractors shall provide their own means of trash removal and containers unless approved in advance by the plant.

3.8 GLASS/BRITTLE PLASTIC

3.8.1 Glass Containers and equipment or materials that contain glass or brittle plastic are strictly prohibited.

3.9 CONAGRA CONTAINERS

3.9.1 The Contractor shall not use any ConAgra containers such as cases, cartons, vitamin barrels, etc., or any containers found on ConAgra property, for any purpose.

3.10 CONAGRA FOODS

3.10.1 Sampling of food from the production line is strictly prohibited.

3.10.2 No food cartons or cases shall be removed or opened that are located in any hopper, dumpster, or on the packing or warehouse floor.

3.11 RECEIVING OR UNCRATING OF MATERIAL

3.11.1 All crates or boxes must be opened outside of restricted production areas. Exceptions may be granted with the prior approval of the Plant Engineering Manager or designee and adequate protection to assure control of wood splinter, wood staples, dust and debris.

3.12 PROHIBITED CONSTRUCTION ITEMS

3.12.1 The following is a list of items that are NOT permitted in the facility:

3.12.1.1 Glass of any kind.

- Includes gauges and headlights on rental or Contractor owned equipment such as lift trucks and high lifts unless sealed by Lexan covers approved by the Plant Engineering Manager or designee.
- Trouble lights or any other work lights must be enclosed fluorescent fixtures only.

3.12.1.2 Wood ladders or scaffolding planks.

3.12.1.3 Utility knives, razor knives, or any knife or scraper that contains a razor blade.

3.12.1.4 Gasoline or diesel powered engines.

3.12.1.5 Damaged or unsafe equipment or tools.

3.12.1.6 Equipment that is dirty, greasy or leaking oils. Contractor toolboxes and other equipment such as hi-lifts and for trucks must be kept clean when they are in the facility, or they must be removed.

3.12.1.7 Wire brushes may only be used in a contained area for slag removal during welding operations. Extreme care must be used to prevent the wire bristles or wood from the handles from entering the food stream.

3.12.1.8 Non-wood handled tools are required, but wood handle tools can be used in some circumstances with prior ConAgra approval. Extreme caution must be observed in keeping the tool or pieces of the handle out of the food stream.

- 3.12.1.9 Staples or papers with staples, thumbtacks, paper clips, safety pins, and straight pins.
- 3.12.1.10 Polycan Model #223 10 ml thick 3” wide green duct tape is permitted only for temporary food protection barriers.
- 3.12.1.11 No unlabelled containers are permitted on ConAgra property, including in the facility building, on the roof, in the yard, or in the Contractor trailers. This includes buckets with liquids, cups with grease, spray bottles, etc.
- 3.12.1.12 No containers with preprinted labels can be used for purposes other than what they were originally labeled; for example, coffee cans cannot be used for grease, etc. Use paper unlabeled containers instead.
- 3.12.1.13 The use of any type of wood product (i.e., pressure treated lumber and oriented strand board (OSB), etc.) except when specifically called for in the project specifications. (i.e., temporary construction barriers).

3.13 TEMPORARY PROTECTION

- 3.13.1 Product protection enclosures including tarp and fire protection blankets are required any time grinding, burning, welding, drilling and tapping are performed. Plastic tarps are NOT a substitute for fire blankets. Plastic tarps are a fire hazard. The protection must be discussed and approved by the Plant Engineering Manager or designee prior to the work being started.
- 3.13.2 Tarps and barriers must be erected such that no grinding material, metal chips from drilling, weld spatter, etc., can get into the food stream or on equipment that the food will come in contact with.
- 3.13.3 Contractors must supply their own portable vacuum cleaners to clean up grinding materials, metal chips, etc.
- 3.13.4 Grinding material, weld slag, metal chips must be cleaned up routinely during the day to prevent the material being imbedded in shoes and carried into other production areas of the facility.
- 3.13.5 Any drains to either sanitary or storm sewers shall be protected when work is done nearby using oils, paints or any other liquids containing VOC's and/or petroleum hydrocarbons. Nothing is to be allowed to enter any storm sewer other than clean storm water.

3.14 HOUSEKEEPING INSPECTION

- 3.14.1 Contractors shall sweep work site with broom daily. During sweeping, particular attention should be paid to dust control, picking up all metal filings, washers, bolts, nuts, etc., to prevent their falling through floor openings and causing injury or contaminating the food product.
- 3.14.2 Cardboard carton, crating material, scrap metal and other junk occasioned by installation work shall be removed on a daily basis and the area left in a neat and orderly fashion.

- 3.14.3 Under no circumstances shall any scrap be put into a ConAgra Foods container, i.e., branded cartons, empty packages, drums, barrels, carts, portable tanks, buckets, bottles, cans, etc.
- 3.14.4 Any material waiting to be installed shall be neatly stowed; off the floor on pallets, racks, or carts, maintaining an 18 inch aisle so the area can be broom swept and cleaned. Piping and equipment with openings must have the openings taped or capped.
- 3.14.5 Prior to starting any work, the Plant Engineering Manager or his designee will review with the contractor supervision, any temporary protection requirements or special requirements.
- 3.14.6 Prior to turning the area and the equipment over to ConAgra, a final inspection will be conducted to ensure the contractor has cleaned up after the job consistent with ConAgra standards.

3.15 VERMIN CONTROL

- 3.15.1 Any building openings required in roofs, walls, or equipment loading doors must be kept to a minimum. Such openings that may allow the entry of flying insects, birds, or rodents must be made secure through the use of a temporary covering.
- 3.15.2 Storage of construction materials, tools and equipment on plant grounds shall be away from building perimeters, elevated, or palletized, and in general good order such as not to promote harborage of vermin.
- 3.15.3 Construction materials, gang boxes, equipment, etc. which may harbor vermin shall be examined before entry to the plant. Pesticide control may be required as necessary. Any incidence of pest should be reported to the plant Sanitation or Quality Assurance Department.

3.16 SUMMARY

- 3.16.1 **All work must be carried out in such a manner as to ensure that foreign material does not contaminate ConAgra raw materials, food on the process line, finished food, or food processing equipment.**
- 3.16.2 **These precautions apply at all times under all conditions, whether or not food is present, or if the equipment is running.**
- 3.16.3 **The object of these rules is the prevention of present or future contamination of the food. Glass, wood, metal chips, etc., in the food is a very serious condition, and must be corrected immediately.**
- 3.16.4 **It is the responsibility of the Contractor and all Contractor personnel to report any contamination of the food stream immediately to the nearest ConAgra Operator, Supervisor, Sanitation Coordinator and the Plant Engineering Manager or designee.**

4.0 SAFETY REGULATIONS

In order to maintain a safe place to work, Contractors must observe the following safety rules and complete their work in a safe manner with a minimum of risk. In most cases, common sense and

awareness of safety shall guide the Contractor in his work. The Contractor shall be solely responsible for completing his work safely.

The rules and practices contained in this publication do NOT replace OSHA (Occupational Safety & Health Act) regulation, but are intended to call attention to rules that are unique and/or are emphasized at ConAgra. Contractors are still required to comply with OSHA regulations, including the general standards, construction standards and such safety standards and practices common to the trade. Any conflict between such rules and regulation and those of ConAgra shall be resolved in favor of the most stringent.

4.1 HEALTH SAFETY & ENVIRONMENTAL (E, H & S) TRAINING /COMMUNICATION REQUIREMENTS

- 4.1.1 Contract employees must complete E, H & S training required by applicable Contractor, ConAgra, State, and Federal E, H & S requirements. Such training may include, but is not limited to, orientation by Project Management, OSHA 10 Hour Construction Safety & Health Outreach Program, Safety Leadership training for supervisory personnel, and ergonomics training. Documentation of all E, H & S training shall be maintained on the project by the Contractor and provided to ConAgra upon request. Contractors to provide own training.
- 4.1.2 Contractors must certify that all operators of mobile equipment such as forklifts, cranes, boom lifts, etc., have been trained and/or certified on the proper operation of the equipment. Non-operators, such as Signal Persons, shall also be trained and have proper certifications. Copies of this training and certification shall be maintained on the project by the Contractor and forwarded to ConAgra upon request. Mobile crane operators must be qualified on each specific crane (type & rating) they are assigned to operate through a testing and qualification procedure recognized by ConAgra.
- 4.1.3 All Contract employees are required to complete a project specific E, H & S orientation.

4.2 BASIC E, H & S REQUIREMENTS

- 4.2.1 Each Contractor shall appoint an on-site E, H & S representative who will attend regular ConAgra E, H & S meetings and is responsible for implementation of the rules listed below, as well as any other E, H & S rules determined necessary for the safe execution of the project by ConAgra. Contractors employing 35 or more workers, including their lower tier subcontract employees, must retain a fulltime site E, H & S professional. Additional site E, H & S personnel are required for each additional 50 workers thereafter.
- 4.2.2 Contractor shall provide the Project Manager or Construction Administrator the names and qualifications of the Competent Persons and Qualified Persons, who may be required for their scope of work by the contractor's safety procedures and by Federal, State, or local regulations. Examples include Competent Persons and/or Qualified Persons for steel erection, excavation, scaffold erection, confined space entry, crane and rigging operations, annual crane inspections, fall protection, including horizontal lifeline systems, etc.
- 4.2.3 Injuries and illnesses shall be reported to ConAgra management immediately after the appropriate level of medical assistance has been arranged.
- 4.2.4 Contractor and its lower-tier subcontractors are to forward to Project Manager a copy of their company's "E, H & S Program" prior to mobilizing on the project site.

4.3 **PERSONAL PROTECTIVE EQUIPMENT (PPE)**

The Contractor shall provide protective equipment, including personal protective equipment for eyes, face, head, and extremities, protective clothing, respiratory devices, and protective shields and barriers. Such PPE shall be used and maintained in a sanitary and reliable condition wherever it is necessary, by reason of hazards (e.g. construction environmental operations, operations or maintenance environment) in a manner capable of causing injury or impairment in the function of any part of the body through absorption, inhalation or physical contact.

The Contractor shall certify that employees have been trained in accordance with the requirements of the CAG Contractor Work Rules by preparing a certification record, which includes the identity of the person trained, the signature of the employer or the person who conducted the training, and the date that training was completed. The certification record shall be maintained in a file for the duration of the employee's employment. The Contractor shall keep the certification record available for review by ConAgra.

4.3.1 **Hearing Protection is required as follows:**

4.3.1.1 When using or near equipment that produces sound levels at or above 85 dBA.

4.3.1.2 When in facility areas so designated by signs which read: "**HEARING PROTECTION REQUIRED**".

4.3.2 **Foot Protection is required as follows:**

4.3.2.1 Hard-toe footwear (ANSI Z41.1, or equivalent) with "slip resistant" soles shall be worn by all workers when performing construction or maintenance activities or in areas where there is a danger of foot injuries due to falling, rolling, or piercing objects or when employee's feet are exposed to electrical hazards. The Contractor shall make a determination based on hazards of the job for additional foot protection such as metatarsal protection, etc

4.3.2.2 Shoes must be in good condition/clean and suitable for the conditions in the work area.

4.3.3 **Respiratory Protection if required, Contractor to ensure:**

4.3.3.1 Proper respirator selection.

4.3.3.2 Proper respirator training and the required fit test procedures.

4.3.3.3 Proper respirator cleaning, sanitizing, inspection and maintenance.

4.3.3.4 Respirator user's medical clearance.

4.3.4 **Reflective Vest is required as follows:**

4.3.4.1 Performing work in or near parking lot or plant roadways or in potential high traffic areas inside the plant.

4.3.5 **Eye Protection**

- 4.3.5.1 Safety glasses with side shields are required in all areas of the plant, and at all work sites. Additional eye protection may also be required depending upon the job (i.e., working with caustic chemicals, welding, etc.).
- 4.3.5.2 Face shields must be worn in addition to safety glasses when grinding, chipping, jack hammering, working with hazardous liquids or when conducting other tasks that involve such face and/or eye hazards.
- 4.3.5.3 Protective eye and face devices shall comply with the ANSI “USA Eye and Face Protection”, Z87.1
- 4.3.5.4 Standard prescription glasses with side shields are not acceptable as safety glasses. All components of protective eyewear (frames, lenses and side shields) must comply with ANSI Z87.1 “USA Eye and Face Protection” standards.

4.3.6 **Hand Protection**

- 4.3.6.1 Gloves, appropriate for the hazard present, are required to be worn at all times in the work area unless specified otherwise by the Plant Manager or Engineering Manager. Glove selection should consider hazards such as harmful substances, cuts, abrasions, punctures, biological hazards, chemical burns, thermal burns, or harmful temperature extremes.
- 4.3.6.2 In cases where contractor employees will have contact with food or food process equipment (GMP areas) – rubber or nitrile gloves shall be worn over the top of work gloves unless specified otherwise by the Plant Engineering Manager.

4.3.7 **Head Protection**

- 4.3.7.1 Hard hats (ANSI Z89.1 or equivalent) are required to be worn at all times (e.g. construction, environmental operations, operations or maintenance environment), regardless of the workers activities. This includes personnel using welding hoods or faceshields. Hardhat with welding hoods attached must be worn backwards while the welder is welding. When the welding hood is removed from the hardhat the hardhat must be turned forward. Hardhats must be worn forward by all other employees. Stickers may not be affixed to hard hats in order to allow a throughout inspection of the shell. Employee name shall be visible on the front of company issued hard hats.

4.4 FALL PROTECTION

Fall protection shall meet the scope, applications and definitions outlined in OSHA Construction Standard 1926, sub part m. As may from time to time be amended, more information regarding this standard may be found at www.osha.gov.

4.4.1 ***Fall protection shall be utilized in the following situations:***

- 4.4.1.1 Anytime employees are working from an unprotected elevation of four feet or more, fall protection must be used. Working as stated above means while traveling, stationary, or at anytime exposed to a fall from a surface not protected by approved handrails, guardrails or some other approved fall elimination device.

- 4.4.1.2 When working in mechanical lifts, including scissor lifts, boom trucks, suspended or supported personnel baskets, articulating lifts, and other similar devices must use fall protection equipment at all times including moving the lift. Such devices shall not be used as elevators to simply transport workers to different work locations.
- 4.4.1.3 Working within 12' of the edge of roofs, excavations, holes, pits, or shafts four feet or more in depth.
- 4.4.1.4 All fall protection equipment shall have a monthly visual inspection by a competent person and shall be marked with electrical tape or equivalent means to signify that the inspection for the appropriate period was completed. (Appendix O) This makes it easy to identify tools or equipment that is not current in the inspection cycle.
- 4.4.1.5 All fall protection equipment must be inspected prior to each use by the individual using the equipment.
- 4.4.1.6 Fall protection equipment is required whenever working from a ladder four feet or more above a lower level. Contractors in transition on a ladder do not have to tie off except for special circumstances.
- 4.4.1.7 Contractors transitioning out of a lift must be tied off outside the lift to a proper anchor point (this includes any time the contractor is above the deck of the lift including the mid rail).
- 4.4.1.8 100% fall protection is required. No gaps will be allowed and double lanyards will be needed when transitioning out of lifts, transitioning between various tie-offs, etc.
- 4.4.1.9 Contractors shall use appropriate anchor points with an OSHA approved loading at a minimum.
- 4.4.1.10 Contractors shall use fall protection equipment that will not allow a fall greater than their ascending height. Self retracting lifelines (retractables) are highly encouraged.

4.4.2 Floor Openings, Wall Openings, and Stairways

- 4.4.2.1 Employees must be continuously protected from injury due to falls through floor openings, and stairways.
- 4.4.2.2 When unprotected sides or edges and stairways are created, specific design and protective mechanisms must be put into place to protect employees from these fall hazards.

4.5 EQUIPMENT LOCKOUT POLICY

It is the responsibility of all Contractor personnel to understand and comply with the ConAgra lockout/tag out policy. Failure to do so will result in immediate removal from ConAgra property. Injuries to personnel or damage to equipment resulting from non-compliance will result in legal action.

This policy applies to all existing equipment. New equipment in the course of installation shall come under this policy once power has been connected to the equipment.

4.5.1 General Rules

4.5.1.1 All equipment shall be locked out if personnel are endangered due to the unexpected energization, start-up or release of stored energy by the equipment.

CAUTION: Identification tags are not considered lockout devices. They are for identification of the person affixing the padlock only.

4.5.1.2 **DO NOT REMOVE** any Lock or Identification Tag from any equipment and/or process, except in accordance with the rules under the section of this policy “Release From Lockout”.

4.5.1.3 **DO NOT ATTEMPT** to operate any switch, valve, or other energy isolating devices bearing locks and tags.

4.5.1.4 Lockout warning tags shall read “Danger – Locked Out Do Not Operate” and are required for all lockout application. The “Danger” tag shall be signed by the person applying the lockout device (these tags should be the same tags, which the facility uses).

4.5.1.5 Contractor’s identification tag information shall include; company name, employee name and telephone number.

4.5.2 Procedure for Locking out Equipment

4.5.2.1 Contact the Plant Engineering Manager or designee associated with the work to determine and locate the ConAgra person responsible for this equipment or process.

4.5.2.2 Before locking out a piece of equipment, the following people must be present: the designated ConAgra person; the Contractor supervisor of the job; and Contractor person performing the work.

- A ConAgra representative will be responsible for de-energizing the equipment assuring that all conditions in the facility lockout policy are met.
- The Contractor person performing the work will install an approved lock and ID tag approved by the Plant Engineering Manager or designee. This application will be performed under the supervision of the Contractor supervisor.
- If facility personnel are likely to be in danger in the event that the equipment is energized, a multiple lock device is required with both Contractor and facility locks installed.

4.5.2.3 Individual Lockout Method

The individual lockout method is normally used when the number of persons and locks that will be required on energy isolation devices is small.

When using the individual lockout method, each person involved in the service or repair of the machine, equipment, or process shall:

- Place a lock on each appropriate energy isolation device.
- Place a completed tag on each lock.

- Remove his/her lockout devices and tags after verification that all of his/her:
 - Work is completed,
 - Tools and materials are cleared, and
 - Blocks or temporary energy isolation devices have been removed.

4.5.2.4 Group Lockout Method

The group lockout method is normally used when a larger number of persons or locks will be required to assure isolation of energy sources.

When using the group lockout method, the following procedure shall be used.

- The supervisor of the authorized employees shall place a single lockout device on each energy isolation device.
- The supervisor of the authorized employees places a single completed tag on each lockout device.
- The supervisor places the keys for the single lockout device in the group lockbox or equivalent device.
- Each authorized employee and the supervisor shall affix a lock and tag to the group lockout device, group lockbox, or equivalent device before he/she begins work, and shall remove those devices only when he/she completes work on the machine, equipment, or process being serviced or maintained.
- The supervisor shall ensure that all work of personnel under their supervision is completed, and that their personnel will no longer be affected by the lockout prior to removal of lockout devices and tags.
- The supervisor shall remove his/her lockout devices and tags after verification that all:
 - Work is completed,
 - Tools and materials are cleared, and
 - Blocks or temporary energy isolation devices have been removed.

4.5.3 Procedures for Releasing Locked-Out Equipment

4.5.3.1 Before energy is restored to the equipment, a visual inspection of the work area shall be made by the Contractor supervisor and personnel performing the work to ensure that all non-essential items have been removed, that all components are operationally intact, and that all personnel are in the clear.

4.5.3.2 Only the individual who applied the device shall remove each lock and tag device from each energy-isolating device.

4.6 WELDING, CUTTING, GRINDING & HOT WORK PERMIT

Any welding, cutting or grinding on ConAgra property shall meet or exceed OSHA Construction Standard Subpart J (1926.350 – 353). As may from time to time be amended, more information regarding this standard may be found at www.osha.gov.

4.6.1 All hot work performed (any operation that produces flame, heat or sparks such as grinding, welding, cutting, etc.) shall be approved by the ConAgra Engineering Manager

(or his ConAgra-designee) prior to work beginning. CO₂ fire extinguishers may be required. Contact the Project Manager for specific job requirements.

- 4.6.2 Welders must ground to the building steel. In no case may equipment steel be used as a source of ground for welding.
- 4.6.3 Hot Work Permits (Appendix M) are only valid for the shift on which they were issued but under no circumstance shall exceed 24 hours.
- 4.6.4 A trained fire watch shall be designated with no other assigned duties, and shall stand by and observe the area for any potential hazard while welding, cutting or grinding is being performed.
- 4.6.5 The fire watch is to remain during lunch and breaks and is to remain 1 hour after the end of the hot work. The Contractor shall recheck the area every 30 minutes for an additional 3 hours after completion of the work (4 hours total).
- 4.6.6 Personnel will be prevented from entering areas with overhead hot work by barriers, barricade tape or by use of a spotter.
- 4.6.7 Welding curtains or shields must be used for eye protection to prevent accidental flash to other contract personnel or to ConAgra personnel that may be working in the area.
- 4.6.8 Hot work permits to be approved and signed off by the Plant Engineering Manager or designee (ConAgra personnel only).

4.7 CONFINED SPACES

All Contractors, performing work in confined spaces, must have a Confined Space Program, which complies with the OSHA 1910.146 standard. As may from time to time be amended, more information regarding this standard may be found at www.osha.gov.

Before entering any confined space, it is mandatory that the Contractor follow these procedures.

- 4.7.1 Plant Engineering Manager or designee is made aware of the time, the conditions and the reasons for this entry prior to the entry.
- 4.7.2 Both the ConAgra Confined Space Program and the Contractor's Confined Space Program will be reviewed in detail with the Plant Engineering Manager or designee and the Project Manager.
- 4.7.3 **The contractor must supply a confined space permit.** Lock and Tag shall be applied prior to any entry.
- 4.7.4 All precautions requested by the policy, shall be implemented prior to entry.
- 4.7.5 Proper equipment as required by ConAgra policy is used on entry. The Contractor is responsible for providing their safety equipment, which must meet with the approval of the Plant Engineering Manger or designee.
- 4.7.6 The Contractor must be prepared to provide the Plant Engineering Manager or designee with the following information:
 - 4.7.6.1 Training records for entrants, attendants, rescue team and entry supervision.

4.7.6.2 Calibration information pertaining to the meter used to verify the atmospheric conditions of the space to be entered.

4.7.7 The confined space attendant shall have no other assigned duties.

4.7.8 All Contractors shall notify the Plant Engineering Manager or designee prior to entry into a confined space and also when the entry is complete.

4.7.9 The facility shall conduct initial parallel monitoring of the space to ensure correct conditions exist.

4.7.10 The Contractor shall provide a trained and certified rescue team in all cases of entrance into Permit Required Confined Spaces. The Contractor may utilize the rescue team of the facility provided this is agreed upon with the facility prior to entry. The Contractor may not rely on Fire Department as a sole rescue source.

4.8 OVERHEAD WORK

Any overhead work on ConAgra property shall meet or exceed OSHA Construction Standard Subpart M (1926.500 – 503). As may from time to time be amended, more information regarding this standard may be found at www.osha.gov.

Proper precautions must be taken to protect personnel in the area where ladders, scaffolds or work platforms are used for overhead work. Physical barriers, trestles, warning lights, observers, or flagmen must be used to limit access to the area below the work site.

4.9 CONAGRA PROJECT MANAGEMENT

4.9.1 Project Management will notify the Contractor of any potentially hazardous areas, which the contract personnel may be exposed. (Identify at local level). Example: propane storage areas or Ammonia storage areas near Contractor work areas.

4.9.2 Project Management will convey needed amendments to the Storm Water Pollution Prevention Plan if determined in 4.30.3.

4.10 ELECTRICAL WORK

Any electrical work on ConAgra property shall meet or exceed OSHA Construction Standard Subpart K (1926.400 – 449) and NFPA 70E. As may from time to time be amended, more information regarding this OSHA standard may be found at www.osha.gov.

4.10.1 All electrical work, installation and wire capacities shall be in accordance with the pertinent provisions of NPFA 70 (latest revision) and area classification.

4.10.2 The construction and installation of permanent and temporary electrical power transmission and distribution lines shall comply with OSHA Standards 1926.

4.10.3 Working on or near live electrical parts will require that the Contractor follow the provisions of the OSHA General Industry Standard 1910.333 and NPFA 70E.

4.10.3.1 Justification for Energized Electrical Work. Live parts to which an employee might be exposed shall be put into an electrically safe work condition before an

employee works on or near them, unless the employer can demonstrate that deenergizing introduces additional or increased hazards or is infeasible due to equipment design or operational limitations in accordance with NFPA 70E.

4.10.3.2 If live parts are not placed in an electrically safe work condition, work to be performed shall be considered energized electrical work and shall be authorized by the Plant Engineering Manager and performed by **written energized electrical work permit only**. (See Appendix N)

- Work performed on or near live parts by qualified persons related to tasks such as testing, troubleshooting, voltage measuring, etc., shall be permitted to be performed without an energized electrical work permit, provided appropriate safe work practices and personal protective equipment in accordance with NFPA 70E are provided and used.

4.10.3.3 All energized or potentially electrical work will be performed by a Qualified Person in accordance with NFPA 70E.

4.10.3.4 All areas in which testing/working on live circuit/conductors are being performed shall be barricaded and warning signs erected in accordance with NFPA 70E. An attendant must be posted by the Contractor during the test.

4.10.4 Precautions shall be taken to assure that any open wiring conductors are inaccessible to unqualified personnel.

4.10.5 All extension or drop cords must have a grounding conductor, grounding plug and grounding receptacle. Any extension or drop cord or combination of cords longer than 100 feet must be #13 Cooper wire or larger.

4.10.6 All work to be performed in an energized substation or electrical building will require the Plant Engineering Manager to issue an additional permit.

4.10.7 All electrical tie-ins to already energized circuits and equipment shall be closely coordinated with the Plant Engineering Manager. No circuits shall be energized without the approval of the Plant Engineering Manager.

4.10.8 No electrical tools will be used with a 3 to 2 wire adapter or with the grounding plug removed. All tools requiring grounding shall be grounded.

4.10.9 All electrical equipment not protected by an assured grounding program shall have a monthly visual inspection by a competent person and shall be marked with electrical tape or equivalent means to signify that the inspection for the appropriate period was completed. This makes it easy to identify tools or equipment that is not current in the inspection cycle.

4.10.10 Electrical tools shall be either protected by ground fault circuit interrupters or by assured equipment grounding conductor program. If the Contractor uses assured equipment grounding conductor program, it shall contain the following items.

4.10.10.1 Scope of program includes all cord sets, receptacles not part of the building or structure and all cord and plug connected equipment.

4.10.10.2 A written program that describes the basic elements.

4.10.10.3 Designation of one or more competent persons to implement the program.

- 4.10.10.4 All cord sets (attachment caps, plug and receptacle), and cord and plug connected equipment shall be inspected before each day's use for external defects and possible internal damage. Any equipment found damaged or defective shall not be used until repaired.
- 4.10.10.5 All equipment-grounding conductors shall be tested for continuity and shall be electrical continuous. The requirements for this testing shall meet the requirements of OSHA Construction Standard 1926.404 (b) (ii) (E).
- 4.10.10.6 The test results shall be recorded. This record shall identify each receptacle, cord set and cord and plug connected equipment that passed the test and the last date it was tested. These records shall be available to the Project Manager or his/her designated representative.
- 4.10.10.7 Color Code Schedule for Assured Grounding Inspections. Equipment requiring an assured grounding inspection shall be marked with electrical tape or equivalent means to signify that the inspection for the appropriate period was completed. This makes it easy to identify tools or equipment that are not current in the inspection cycle. (See Appendix O)

4.11 EXCAVATION AND TRENCHES

Any and all excavations and trenches on ConAgra property shall meet or exceed OSHA Construction Standard Subpart P (1926.650-653). As may from time to time be amended, more information regarding this standard may be found at www.osha.gov.

The Contractor shall contact the Construction Administrator or Plant Engineering Manager prior to any excavation work to determine the existence of any underground utilities on the job site. Excavations and trenches must have OSHA approved sidewall slope, step or protection with adequate barricades and warning lights to provide sufficient warning day and night.

4.12 UNATTENDED WORK AREAS

In no case will the Contractor leave any job in an unsafe condition where the possibility of injury or equipment damage exists. Contractors are reminded that the facility works on a 24-hour basis with a high degree of automation. What may appear to be an unused, non-operating piece of equipment may be in use or may function under totally unexpected circumstances. Any job left unattended, regardless of the amount of time, must be in a safe condition.

4.13 SIGNS, SIGNALS AND BARRICADES

The Contractor is responsible to ensure compliance with OSHA Construction Standard 1926.200. As may from time to time be amended, more information regarding this standard may be found at www.osha.gov.

- 4.13.1 A barricade must be constructed of properly posted fence, non-adhesive yellow or red tape or yellow chain. Yellow tape is acceptable when notifying of an area of caution. Red tape is required when no entry is allowed depending on the work required..
- 4.13.2 The "STOP" tag will be of a distinguishable size and color so as to be easily recognized. An actual gate or door may be used instead of tape / chain / rope. In areas requiring frequent movement of employees, materials or equipment, physical barricades may be replaced with yellow or red caution tape. This tape is recognized barricade and must be respected as such.

4.13.3 All red barricades must have at least one “STOP” tag (see example tag in Appendix AB). For a large barricade, it may be desirable to post a “STOP” tag in the middle of each side of the barricade.

4.13.3.1 The “STOP” tag will be filled out as follows:

- **Reason:** Indicate the reason for erecting the barricade.
- **Department:** Indicate the work group responsible for the barricade.
- **Name:** Indicate the name of the individual responsible for the barricade.
- **Special Instructions:** Indicate any special instructions.
- **Removed:** Indicate the date and time removed, including a signature block.

4.13.4 Any pertinent safety instructions such as, requiring hard hats, safety glasses, hearing protection, and prohibiting smoking will be noted in the “Special Instructions” Area of the “STOP” tag.

4.13.5 All barricades will TOTALLY enclose the area to be restricted, and will be:

4.13.5.1 A minimum of three (3) feet from exposed electrical and/or mechanically energized equipment.

4.13.5.2 A minimum of ten (10) feet from any floor opening, man-hole or pit.

4.13.5.3 A minimum of ten (10) feet from overhead work being done from scaffolds or ladders.

4.13.5.4 A minimum of ten (10) feet from open excavations greater than five (5) feet in depth, otherwise a minimum distance equivalent to the depth of the excavation.

4.13.6 In rooms where minimum barricade distances cannot be obtained, the entire room must be barricaded or other elements used (walls, doors, etc.) to ensure intent of the policy is met.

4.13.7 **ENTRY INTO A BARRICADED AREA**

Persons may enter a barricaded area if they have been assigned by their supervision to work within the barricade and have proper protective equipment.

Persons not assigned to work within a barricade may enter by obtaining permission from the individual responsible for the barricade or any of the assigned workers inside the barricade provided the individual wishing to enter the barricaded area has the proper protective equipment for use inside the barricaded area.

All entries and exits will be through barricade entry/ exit points. Crossing a barricade at any other point is strictly prohibited.

4.13.8 **BARRICADE REMOVAL**

Barricades must be promptly removed when their need no longer exists.

Only the individual responsible for the barricade or the individual’s supervisor may authorize removal of the barricade.

Barricade tape shall be removed and properly disposed of once work in the area is complete.

4.13.9 STOP TAGS

When the job is complete, the STOP tags will be removed and forwarded to the safety office for filing.

4.13.9.1 The Contractor shall be responsible for attaching DANGER tags to a piece of equipment (or part of a structure) to warn of potential or immediate hazards.

4.13.9.2 The Contractor's employees shall obey all signs, signals and barricades that are posted to warn of potential or existing hazards.

4.13.9.3 The selection and use of signs and tags shall be in conformance with ANSI D6.235.1 and D6.235.2.

4.13.9.4 When flagmen are used, they must wear red or orange safety vest and flags must be red and at least an 8" square.

4.14 WORKING PLATFORMS

4.14.1 Contractor shall certify that employees have been trained in operating and inspecting a working platform (such as JLG's & Scissor Lifts and other powered industrial lifts) by preparing a certification record which includes the identity of the person trained, the signature of the employer or the person who conducted the training and the date that training was completed. The certification record shall be maintained in a file for the duration of the employee's employment. The Contractor shall keep the certification record readily available for review.

4.14.2 Operators are required to complete an inspection of the equipment prior to use (per manufacturer's guidelines) and document the inspection on an equipment inspection tag at the beginning of the work shift. See Appendix AB for a sample tag. If the equipment does not pass inspection, it must immediately be taken out of service by writing "DO NOT USE – OUT OF SERVICE" on the tag and reported to the contractor's supervisor to ensure that it is removed from site or repaired before it can be used again.

4.15 SCAFFOLDING

All scaffolding must be erected and used in accordance with the OSHA Construction Standard 1926.451. As may from time to time be amended, more information regarding this standard may be found at www.osha.gov.

4.15.1 Scaffolds and scaffold components shall be inspected for visible defects by a Competent Person prior to initial use, before each work shift, and after any occurrence, which could affect a scaffold's structural integrity.

4.15.2 All scaffolds shall be designed by a Qualified Person or manufacturer and shall be erected, loaded, and used in accordance with that design or manufacturer's specifications.

4.15.3 Scaffolds shall be erected, altered, moved, or dismantled by trained scaffold erectors and under the supervision of Competent Persons.

4.15.4 Employees are required to perform work on scaffold platforms shall be trained in the recognition and control measures for the hazards associated with the type(s) of scaffold being used.

4.16 LADDERS

The use and erection of ladders shall comply with OSHA Construction Standard 1926.450. As may from time to time be amended, more information regarding this standard may be found at www.osha.gov.

4.16.1 Only ladders with fiberglass side rails shall be used in the facility. Ladders shall be inspected and tagged appropriately on a monthly basis by a competent person (Appendix O). Ladders must not be defective or damaged in any way. Defective ladders shall be removed immediately from the facility site.

Personnel working on or from ladders with their feet four feet or more above the ladder support surface shall be prevented or protected from falling by means of a personal fall arrest system.

4.16.2 Personnel working from a ladder on a roof or platform (within twelve feet of the edge) shall use fall protection at all times.

4.17 COMPRESSED GAS CYLINDERS

The handling, use and storage of compressed gas cylinders on ConAgra property shall meet or exceed OSHA Construction Standard 1926.350. As may from time to time be amended, more information regarding this standard may be found at www.osha.gov.

4.17.1 Acetylene shall not be used at more than fifteen-psi gauge pressure.

4.17.2 Compressed gases shall not be stored overnight in the ConAgra facility, without prior approval of the Plant Engineering Manager or designee. Burning carts with oxygen and acetylene tanks may be kept in designated areas with the permission of the Plant Engineering Manager or designee. Hoses must be neatly rolled up on the cart and regulator valves removed and capped while stored.

4.17.3 No cutting is allowed without a hot work permit issued by the Plant Engineering Manager or designee. **This permit must be filled out completely and signed by the contracted employee.**

4.17.4 Stored oxygen and fuel cylinders—full or empty—shall be separated by a minimum distance of 20 feet or by a 5' high non-combustible firewall with a rating of at least ½ hour fire rating.

4.17.5 Cylinders must be stored in a vertical (upright and valve end up) position and secured at all times.

4.17.6 All cylinders shall be transported with an approved cart and should never be rolled.

4.18 COMBUSTIBLE GAS INSTALLATION PROCEDURES

4.18.1 Every time a combustible gas line is broken, you must use the permit in Appendix P.

4.18.2 ConAgra's Natural Gas Supply Piping Inspection and Testing Procedures document must be followed for all work in this area.

4.18.3 A Line Break Plan must also be created per ConAgra's Combustion Safety Guideline.

4.19 POWERED INDUSTRIAL TRUCKS

Lift trucks and powered vehicles must comply with OSHA Standards (1910.178). As may from time to time be amended, more information regarding this standard may be found at www.osha.gov.

4.19.1 Contractor shall ensure that each powered industrial truck operator is competent to operate a powered industrial truck safely.

4.19.2 No gasoline or diesel powered engines are permitted in the facility without prior approval from Plant Engineering Manager or designee. In the event gasoline or propane equipment is utilized, Contractor will provide monitoring of CO levels and ensure procedures and training are in place in the event of excursion.

4.19.3 Equipment operators must clean up all hydraulic fluid or oil spills. Leaky trucks or equipment are not permitted in the facility.

4.19.4 Contractor shall certify that employees have been trained by preparing a certification record, which includes the identity of the person trained, the signature of the employer or the person who conducted the training and the date that training was completed. The certification record shall be maintained in a file at the ConAgra site for the duration of the employee's employment. Contractor shall keep the certification record readily available for review.

4.19.5 Forks are not to be more than four (4) inches above the floor when traveling. Loads shall be tilted slightly back to stabilize the load. Loads shall not exceed the capacity of the forklift.

4.19.6 Propane vehicles and lift trucks should have the gas cylinder turned off when not in use, all empty and full spare cylinders should be properly stored outside as required by ConAgra.

4.19.7 Operators are required to complete an inspection of the equipment prior to use (per manufacturer's guidelines) and document the inspection on an equipment inspection tag at the beginning of the work shift. See Appendix AB for a sample tag. If the equipment does not pass inspection, it must immediately be taken out of service by writing "DO NOT USE – OUT OF SERVICE" on the tag and reported to the contractor's supervisor to ensure that it is removed from site or repaired before it can be used again.

4.20 HAND AND POWER TOOLS

The use and inspection of hand and power tools on ConAgra property shall meet or exceed the requirements of OSHA Construction Standard Subpart I (1926.300–305). As may from time to time be amended, more information regarding this standard may be found at www.osha.gov.

4.20.1 Tool and materials shall not be left on stepladders, scaffolds, roofs, or places where they may be dislodged and fall.

4.20.2 All hand-held powered tools shall be equipped with a constant pressure switch that will shut off the power when the pressure is released. If there is a lock-on button on a tool, it may not be used on ConAgra property.

- 4.20.3 Personnel using electrical tools and equipment shall visually check each tool prior to use for external damage or defect. Personnel must:
- Examine tools and extension cords carefully for worn insulation, exposed strands of wire, and/or missing ground plugs before using.
 - Assure that tools and cords are current within their monthly inspection period.
 - Tools or cords that are found to be defective shall be returned to the tool room or Supervisor, tagged out of service, and properly repaired or replaced.
 - Electrical tools and cords must always be stored in their proper place and not left where they create a hazard or can become damaged.
- 4.20.4 Compressed air must not be used for the cleaning of clothing or any part of the worker's body.
- 4.20.5 Compressed air shall not be used for cleaning purposes except where reduced to less than 30 p.s.i. and then only with effective chip guarding and personal protective equipment.
- 4.20.6 Gasoline, diesel or other fuel-powered tools/generators are not to be used inside of any building or near air intake unless specific approval in each instance is obtained from the Plant Engineering Manager or designee. In the event gasoline or propane equipment is utilized, contractor will provide monitoring of CO levels and ensure procedures and training are in place in the event of excursion.
- 4.20.7 Chainfalls and Come-A-Longs shall be inspected prior to each use by the operator or a designated person and on a monthly basis by a qualified person. Quarterly inspections must be documented per manufacturers' requirements. Contractor shall keep the inspection records readily available for review. Chainfalls and Come-A-Longs shall be marked with electrical tape or equivalent means to signify that the inspection for the appropriate period was completed using the color code chart provided in the appendix. This makes it easy to identify tools or equipment that are not current in the inspection cycle.
- 4.20.8 Load chains for chainfalls and come-a-longs cannot be tied back to themselves or otherwise used as a sling or choker. Do not apply the load to the tip of the hook or to the hook latch.

4.21 POWDER ACTUATED FASTENING TOOLS

Contractor is responsible to insure compliance with OSHA Standards when using explosive/powder actuated fastening tools. There are General Industry (1920.243(d) and Construction Standards (1926.302(e) for explosive/powder actuated fastening tools. As may from time to time be amended, more information regarding this standard may be found at www.osha.gov.

- 4.21.1 Eye protection must be used along with any other required personal protective equipment.
- 4.21.2 Work areas shall be cleared (behind or below surface being impacted and general area) during use.

4.22 HAZARD COMMUNICATIONS PROGRAM

4.22.1 Contractor is required to have a written Hazard Communication Program and comply with the requirements of that program. A copy of the program shall be forwarded to the Project Manager prior to mobilization and a copy is required to be in the possession of the Contractor on the site. The Contractor, prior to commencement of work, must establish documentation of employee Hazard Communication training.

4.22.2 Contractors must supply ConAgra with a copy of Material Safety Data Sheets, before materials are brought on ConAgra property. Materials are subject to facility approval. The facility maintains MSDS information for its own materials. A copy of any MSDS may be obtained from a ConAgra representative.

4.23 ASBESTOS OPERATION

Asbestos has been determined to be a highly toxic substance, and occupational exposures to airborne asbestos fibers have been shown to cause serious bodily harm. The use of asbestos-containing materials in the construction of new ConAgra facilities or the renovation of existing ones is strictly prohibited. **The handling of asbestos materials already in place within ConAgra buildings is subject to the provisions of OSHA Standard 1926.1101. As may from time to time be amended, more information regarding this standard may be found at www.osha.gov.**

4.23.1 Contractor must be certified and licensed before conducting any activities involving asbestos. Contractor should also provide certificate of insurance for conducting asbestos work to the Plant Engineering Manager or designee (both workers compensation and liability).

4.23.2 Signs warning of the asbestos hazard shall be posted around the work area at all approaches to the area.

4.23.3 Except for small-scale, short-duration operations such as pipe repair, valve replacement, or general building maintenance, Contractor shall establish negative pressure enclosures before commencing asbestos operations.

4.24 LEAD

4.24.1 All employees shall be protected against exposure to lead hazards in the workplace. Contractors are required to have Lead Awareness training and must be apprised to the general hazards associated with lead in their work environments and the protective measures in place.

4.25 LINE BREAK PROCEDURE

4.25.1 Before breaking any flange on any line pipe, vessel or tank, Contractor Supervisor must contact the appropriate Plant Engineering Manager and check that precautions have been taken to isolate the work and ensure that it is free of any hazardous substance. Once the last substance contained has been identified, Contractor Supervisor will ensure that all personal protective equipment required for that substance be used until the flange breaking is completed.

4.26 BLOOD BORNE PATHOGEN

4.26.1 Recognized precautions will be observed to prevent contact with blood borne pathogens or other potentially infectious materials. All blood will be considered infectious regardless of the perceived status of the source individual. Engineering and work practice controls will be used first to eliminate or minimize employee exposure. Where occupational exposure remains after implementation of these controls, PPE must also be used. Proper clean up and disposal of contaminated materials is required.

4.27 EMERGENCIES

4.27.1 In the event of a facility emergency, Contractor personnel shall evacuate the area affected by the emergency and will not interfere with first aid attendants. In the event of a facility wide emergency evacuation, all Contractor personnel shall evacuate the facility and their trailers and temporary enclosures, and proceed immediately to the defined safe area for a head count. ConAgra emergency personnel will give a “return to your work area” announcement when it is appropriate to return to your normal work area.

4.27.2 Contractor personnel are responsible for their own emergency medical treatment.

4.27.3 Any accident on ConAgra property must be reported immediately per the notification matrix (Appendix H) and a complete, written incident investigation report submitted within 24 hours.

4.28 INCIDENT INVESTIGATION REQUIREMENTS

4.28.1 In order to eliminate incidents, both injury and non-injury, it is important to perform thorough, in-depth investigations when accidents occur. An incident investigation is not an exercise to assign blame; rather it is a fact-finding effort to eliminate occurrence of similar accidents in the future. A formal incident investigation must be conducted whenever an incident occurs, including non-injury, first-aid type incidents, environmental releases or spills, etc.

4.28.1.1 In the event of a workplace incident, injury or illness, the most important immediate actions are to provide the best assistance possible to those who may need it and to ensure the safety of others that may be affected or acting as emergency responders.

4.28.1.2 Securing of the incident scene is important to ensure a good incident investigation. No movement of material or equipment shall be made until a review of the incident is completed (securing of equipment or material that could result in further injury may be done).

4.28.1.3 Obtaining signed statements from witnesses of their complete factual observations is also required. Names and permanent addresses of witnesses shall also be secured for further reference.

4.28.1.4 All incident investigations must be documented using the Incident Investigation report. All required reports should be completed within 24 hours and copied to the ConAgra Project Manager. (See Appendix Q)

4.28.1.5 A review of the incident facts, causes, and actions to prevent recurrence should be documented and communicated to all employees throughout the project via E, H & S meeting.

4.29 SAFETY IMPROVEMENT PROCESSES

4.29.1 Safe Plan of Action (SPA)

4.29.1.1 The Safe Plan of Action is a task driven control document to ensure that every task receives proper planning and is reviewed by the crew to ensure safe practices are included and followed.. .

4.29.1.2 The SPA is developed each day for each task by the crew assigned to perform the work with guidance from their Supervisor (Foreman). The Supervisor identifies the work area, task to be performed and then leads the crew in developing a Safe Plan of Action. Creating the SPA requires the Supervisor to solicit crew participation in identifying hazards and hazard control measures such as PPE, training requirement, permits, procedures, etc. Each member of the team signs the SPA to indicate their participation, their understanding of the plan and agreement to follow the plan.

4.29.1.3 The SPA shall be posted in the area where the work is being completed.

4.29.1.4 Turn all completed SPA's into the Construction Administrator after completion of the task that day.

4.29.2 Behavior Observation System (BOS)

4.29.2.1 Every behavior is key to the elimination of Safety & Quality incidents. Each facility must implement the ConAgra Foods, Safety & Quality Behavior Observation System (BOS) to identify safety related acts and conditions during the process of the project.

- The Safety Observation Report (SOR) is a proactive tool designed to identify and document E, H & S-related acts and conditions in the work environment by employees, supervision and E, H & S personnel. All Contractor employees are required to participate in the SOR process by generating written SORs and turning them in to the Project Manager at least weekly.
- Identification of any unsafe conditions, hazards or behaviors should immediately be addressed by the individual. Utilize the SOR as a follow-up tool to record type of issue, location, conditions, etc. If a situation can not be adequately resolved to ensure everyone's safety, employee should notify their supervisor and/or construction administrator immediately.
- The SOR allows any site worker to record observed proper or improper E, H & S practices and identifies the cause of any deficiencies so that corrective action can be taken.
- Recognition of hazards and unsafe behavior should be the focus for the SOR program so that the project team can identify areas or trends that need extra attention and training. Positive (or commendable) SOR's can be used less frequently to record exemplary safety behavior.

4.30 CRANE LIFT PLANS

4.30.1 All crane lifts require a pre-lift checklist (see Appendix U) and a written lift plan. Lift calculations shall be written on the Load and Capacity Calculation Sheet (see Appendix V) or, if required, the Critical Lift Permit (see Appendix W) and shall be approved by the Plant Engineering Manager or designee in charge of the lift prior to the lift.

- 4.30.2 A pre-lift meeting must be held immediately prior to the lift that includes all personnel involved in the lift. Lift planning will include the methods to be used for hooking to and unhooking the load to the crane.
 - 4.30.2.1 A trained signal person shall be assigned to direct the crane movements for the lift.
 - 4.30.2.2 The total lifted weight and maximum lift radius must be established and communicated to the operator prior to lifting to verify capacity.
- 4.30.3 A critical lift occurs when any one of the following conditions exists:
 - 4.30.3.1 All lifts over 50 tons.
 - 4.30.3.2 When the load exceeds 85% of the crane's capacity, as shown on applicable crane manufacturer's load capacity charts for the configuration to be used. No lifts shall be made greater than 95% percent of the crane manufacturer's load capacity.
 - 4.30.3.3 Lifts involving more than one crane lifting a common load, except for off-loading trucks for materials storage, where the capacity does not exceed 50% for either crane. Two-crane-lifts with overhead cranes are not critical lifts unless one crane exceeds 50% of its capacity.
 - 4.30.3.4 Lifts involving non-rigid (flexible) objects such as tank shells.
 - 4.30.3.5 Lifts over active work areas, office buildings, public roadways or public transportation systems, e.g., light rail system, expressways, etc.
 - 4.30.3.6 Lifts made where the load or crane boom passes over or adjacent to active process facilities, pipelines, or power lines.
 - 4.30.3.7 Lifts in confined or tight work areas.
- 4.30.4 Lifts of critical equipment that fall into one or both of the following categories: Value of equipment exceeds \$2 million US dollars or equipment fabrication lead time is in excess of 3 months shall be reviewed by project team to determine the necessity of a critical lift plan.
- 4.30.5 All Critical Lift Permits must include: Location, Client, Date of Lift, Time and Brief Description. The Critical Lift Permit must be collaboratively developed by the Construction Administrator and the Contractor Lift Supervisor and will be reviewed by Alliance Lift Experts (this process can take up to two weeks to complete – **advance planning is required**). The Contractor Project Manager shall obtain technical assistance from off site, when needed, and obtain the required documentation and approvals:
 - 4.30.5.1 Contractor Project Manager;
 - 4.30.5.2 ConAgra Engineering Manager;
 - 4.30.5.3 Contractor Rigging Supervisor involved in creating the lift plan;
 - 4.30.5.4 Crane operators, who will be performing the lift;
 - 4.30.5.5 A Qualified Person designated by the project team;

4.30.5.6 Any engineering personnel involved in designing equipment for the lift.

4.31 ENVIRONMENTAL COMPLIANCE

4.31.1 **Waste Disposal** – Project waste materials including hazardous or otherwise regulated waste must be accumulated, stored and disposed of properly by the Contractor and agents of the Contractor. The storage and disposal of waste materials must be pre-approved by the Project Manager representative and/or Site Environmental Coordinator. **Under no circumstances will project waste be disposed of on-site in ConAgra waste containers.**

4.31.2 **Spill Prevention and Control** – Project equipment and materials on ConAgra property must be used and stored so as to minimize the risk of spills and releases. The Project Manager/Construction Administrator must pre-approve the use and storage of materials on ConAgra property. Spill/Leak incidents must be **immediately** reported to the Project Manager/Construction Administrator, the Site Environmental Coordinator and Site Security representatives.

4.31.3 **Storm Water Pollution Prevention Plan (SWPPP)** – The Contractor and agents of the Contractor must certify understanding and compliance with the Site Storm Water Pollution Prevention Plan to the Project Manager.

4.32 MISCELLANEOUS

4.32.1 Facility Layout

4.32.1.1 Obtain a specific facility layout from the Project Manager and review emergency egress.

APPENDICES



**APPENDIX A
COMPLIANCE AGREEMENT**

I have read, understand, and will comply with the standards set forth in this document, version 06/01/11, Rev. 2 while on ConAgra property.

Signature _____

Organization _____

Date _____

Supervisor Signature _____

Date _____

This signed page is to be given to your supervisor before performing any work on ConAgra property. It is the supervisor's responsibility to forward this signed page to the Project Manager where it will be kept on file.

This document, with signature, must be updated if the individual Contractor is absent from the ConAgra Facility for more than six months.

Failure to comply with the policies stated in this manual can result in immediate dismissal from the ConAgra site.

APPENDIX C CONTRACTOR SAFETY PLAN

Contractor Name:

Job / Work Site:

Emergency Contact(s):

Telephone#:

Contractor Safety Coordinator:

Contractor Local Occupational Clinic:

Safety and Health Training

- 1. Emergency Medical Treatment:** *(Indicate how minor injuries will be treated the name and location of facility for treating serious injuries.)*
- 2. New Employee Orientation:** *(describe subjects covered, means of presentation, frequency, and responsibility or attach written program)*
- 3. OSHA Required Training:** *(describe subjects covered, means of presentation and responsibility or attach written program)*
- 4. Job / Task Specific Training:** *(describe subjects covered, means of presentation and responsibility or attach written program)*
- 5. Covered Chemical Process Training:** *(describe subjects covered, means of presentation and responsibility or attach written program)*
- 6. Employee Certifications:** *(Indicate any certification required for specific tasks, ex. Asbestos removal, or attach)*
- 7. Safety Meetings:** *(Indicate frequency of meetings and responsibility)*

Inspection Programs

- 1. Safety Inspections:** *(Indicate frequency of work site inspections and responsibility for correcting deficiencies)*
- 2. Materials Handling / Heavy Equipment:** *(Indicate frequency of work site inspections and responsibility for correcting deficiencies)*
- 3. Tools and Equipment:** *(Indicate frequency of work site inspections and responsibility for correcting deficiencies)*

Site Safety Requirements

- 1. Zero Energy State (ZES) / Lockout Requirements:** *(Describe the ZES /Lockout program including procedures for using locks, multiple lockout, verification of energy control and use of energy control procedures, or attach program)*
 - 2. Required Work Permits:** *(Indicate the permits required and responsibility for securing permits.)*
 - 3. Chemicals:** *(Indicate the type and approximate amounts of chemicals to be brought on site and the location for MSDSs. Note - you must complete a Contractor Chemical Review Form for each chemical)*
 - 4. Personal Protective Equipment (PPE) Requirements:** *(Indicate any specific PPE in addition to minimum facility requirements.)*
 - 5. Fire Protection Requirements:** *(Specify requirements for storage and handling of flammable / combustible liquids, smoking regulations, etc.)*
 - 6. Specific Environmental Issues:** *(Specify procedures for handling/solid wastes, types of solid/hazardous wastes generated, and removal of residual chemicals from mill-site.)*
 - 7. Safety and Health Programs Documentation:** *(Indicate the location of the documentation concerning safety and health programs)*
 - 8. OSHA/NRC/EPA Reception Procedures:** *(Indicate your procedure for receiving a regulatory compliance officer and for notifying mill management).*
 - 9. Site Rules and Procedures:** *(Indicate any specific SAFETY requirements not listed above, how they will be communicated and who is responsible, including disciplinary procedures for non-compliance.)*
- Subcontractors Working on Site:** *(List all subcontractors that will be working on site, contact persons and telephone numbers.)*

**APPENDIX D
 CONTRACTOR SAFETY DATA FORM**

1. COMPANY NAME _____

2. SAFETY PERFORMANCE HISTORY

Interstate or Intrastate Workers Compensation Experience Modification Rate (EMR), (as shown on Workers Compensation Insurance Policy) for three most recent years.

<u>Year</u>	<u>EMR</u>	<u>*WH/CL</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

* If self insured, provide employee Work Hours per Claim. (WH/CL)

THE FOLLOWING DATA FOR LAST THREE (3) YEARS FROM CONTRACTOR'S OSHA 200 LOG.

<u>Year</u>	_____	_____	_____
A. Number of employee hours worked	_____	_____	_____
B. Number of fatalities (Column 1 & 8) If numbers are shown (attach explanation)	_____	_____	_____
C. Number of <u>restricted and lost workday cases</u> (Column 2 & 9)	_____	_____	_____
D. Number of <u>cases</u> involving lost workdays (Column 3 & 10 of OSHA log)	_____	_____	_____
E. Number of <u>cases</u> defined as recordable but without lost workdays (Column 6 & 13)	_____	_____	_____
F. Total number of cases for C, D, and E (not workdays)	_____	_____	_____
G. "OSHA Incidence Rate" Formula: <u>Total Recordable Injuries x 200,000</u> Total number of work-hours	_____	_____	_____
H. Number of citations by OSHA in past three years (provide details of each)	_____	_____	_____

- | | <u>Yes</u> | <u>No</u> |
|--|-------------------------------------|--------------------------|
| 3. Do you have a written hazard communication program? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Do you have a written safety program? | <input type="checkbox"/> | <input type="checkbox"/> |
| Do you have a written company drug program? | <input type="checkbox"/> | <input type="checkbox"/> |
| Do you have a written respiratory protection program? | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Do you have one or more full time: | | |
| A. Physicians | <input type="checkbox"/> | <input type="checkbox"/> |
| B. Safety Professionals | <input type="checkbox"/> | <input type="checkbox"/> |
| C. Industrial Hygienists | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Do you have a new employee orientation program? | <input type="checkbox"/> | <input type="checkbox"/> |
| Does it include instructions on the following? | | |
| A. Company Safety Policy | <input type="checkbox"/> | <input type="checkbox"/> |
| B. Company Safety Rules | <input type="checkbox"/> | <input type="checkbox"/> |
| C. Safety Meeting Attendance | <input type="checkbox"/> | <input type="checkbox"/> |
| D. Company Safety Record | <input type="checkbox"/> | <input type="checkbox"/> |
| E. Hazard Recognition | <input type="checkbox"/> | <input type="checkbox"/> |
| F. Hazard Reporting | <input type="checkbox"/> | <input type="checkbox"/> |
| G. Injury Reporting | <input type="checkbox"/> | <input type="checkbox"/> |
| H. Personnel Protective Equipment | <input type="checkbox"/> | <input type="checkbox"/> |

	Yes	No
I. Respiratory Protection	<input type="checkbox"/>	<input type="checkbox"/>
J. Fire Protection	<input type="checkbox"/>	<input type="checkbox"/>
K. Housekeeping	<input type="checkbox"/>	<input type="checkbox"/>
L. Toxic Substances	<input type="checkbox"/>	<input type="checkbox"/>
M. Electrical Safety	<input type="checkbox"/>	<input type="checkbox"/>
N. Safety Belts and Lifelines	<input type="checkbox"/>	<input type="checkbox"/>
O. First Aid	<input type="checkbox"/>	<input type="checkbox"/>
P. Driving Safety	<input type="checkbox"/>	<input type="checkbox"/>
Q. Lockout/Tagout	<input type="checkbox"/>	<input type="checkbox"/>
R. Ladder/Stairway Safety	<input type="checkbox"/>	<input type="checkbox"/>
S. Hearing Conservation	<input type="checkbox"/>	<input type="checkbox"/>
T. Trenching and Excavation	<input type="checkbox"/>	<input type="checkbox"/>
6. Do you have a training program for newly hired or promoted first line supervisors? Does it include instruction on the following?	<input type="checkbox"/>	<input type="checkbox"/>
A. Hazard Recognition	<input type="checkbox"/>	<input type="checkbox"/>
B. Safe Work Practices	<input type="checkbox"/>	<input type="checkbox"/>
C. Safety Supervision	<input type="checkbox"/>	<input type="checkbox"/>
D. New Employee Orientation	<input type="checkbox"/>	<input type="checkbox"/>
E. Tailgate/Toolbox Safety Meetings	<input type="checkbox"/>	<input type="checkbox"/>
F. First Aid Procedures	<input type="checkbox"/>	<input type="checkbox"/>
G. Emergency Procedures	<input type="checkbox"/>	<input type="checkbox"/>
H. Incident Reporting	<input type="checkbox"/>	<input type="checkbox"/>
I. Accident Investigation	<input type="checkbox"/>	<input type="checkbox"/>
7. How often do you hold periodic Safety Meetings for your foremen/supervisors?		
A. Weekly _____		C. Bi-Weekly _____
B. Monthly _____		D. Less Often, As Needed _____
8. Do you conduct Field Safety Inspection of Work in progress? Yes <input type="checkbox"/> No <input type="checkbox"/>		
A. If yes, who conducts the inspection? _____		
B. How often? _____		
9. Are Accident Reports circulated to your management? Yes <input type="checkbox"/> No <input type="checkbox"/>		
10. Is safety a (documented) weighted factor in evaluating in the performance of:		
A. Foreman Yes <input type="checkbox"/> No <input type="checkbox"/>		
B. Supervisor Yes <input type="checkbox"/> No <input type="checkbox"/>		
C. Management Yes <input type="checkbox"/> No <input type="checkbox"/>		
11. Does your firm hold "Toolbox" Safety Meetings? Yes <input type="checkbox"/> No <input type="checkbox"/>		
How often:		
A. Weekly _____		
B. Bi-Weekly _____		
C. Monthly _____		
D. Less Often, as Needed _____		
12. Who is the most senior staff safety professional at your company?		
Name: _____ Title: _____ Phone: _____		
13. Who should we contact to discuss the details of the information contained in this document?		
Name: _____ Title: _____ Phone: _____		

**APPENDIX E
SAFETY PLANNING GUIDE**

POLICY	APPLICABLE	NON APPLICABLE	SCHEDULED DATE WHEN APPLIES/COMMENTS
Lockout/Tagout			
Electrical Safety Related Work Practices			
Ladder			
<input type="checkbox"/> A Frame/Platform			
<input type="checkbox"/> Extension			
Personal Protective Equipment			
Assured Grounding/GFCI			
Temporary Lighting			
Hazard Communication			
Blood Bourne Pathogens			
Hand Tools			
Emergency Preparedness			
Fire Protection			
Confined Space			
Hot Work (welding, cutting, brazing, grinding)			
Compressed Gasses			
Scaffold			
Fall Protection			
Floor Openings			
Excavation/Trench/Shoring			
Overhead Work			
Electric Power Generation (portable)			
Forklift/Powered Industrial Equipment			
Crane/Hoist/Rigging			
Power Activated Tools			
Asbestos			
Portable Heaters			
Project Manager:			
Plant Engineering Manager:			
Construction Administrator:			



**APPENDIX F
MONTHLY CONTRACTOR ACCIDENT STATISTICS REPORT**

FOR: _____ (MONTH) PROJECT NAME: _____

CONTRACTOR NAME: _____

Work hours for the month: _____ Work hours Year-to-date: _____

Number of injuries & illnesses that received treatment by a physician: _____

Total number of OSHA Recordable injuries & illnesses: _____

Number of Restricted duty cases: _____ Number of Lost time (days away) cases: _____


Please list all injuries and illnesses that have occurred to employees of your company on the above project this month. Include accident cause, injury/illness suffered and current disposition of injured/ill employee (i.e., returned to work, still off work, awaiting surgery, etc.):

Person completing report: (print) _____ Title: _____

Date: _____ Signature: _____

Please submit this report to the Project Manager on the above project by the fifth (5th) of each month, for the preceding month's work activities.

**APPENDIX G
 SAFETY OBSERVATION REPORT**



Safety Observation Checklist

Date: _____ Time: _____ Observer: _____
 Crew: _____ Task: _____

Category	At Safe	Risk	Category	At Safe	Risk
1.0 PPE Correct	<input type="checkbox"/>	<input type="checkbox"/>	5.0 Fall Protection	<input type="checkbox"/>	<input type="checkbox"/>
1.1 Head protection	<input type="checkbox"/>	<input type="checkbox"/>	5.1 Trip hazard	<input type="checkbox"/>	<input type="checkbox"/>
1.2 Eye/Face protection	<input type="checkbox"/>	<input type="checkbox"/>	5.2 Fall arrest equip. use	<input type="checkbox"/>	<input type="checkbox"/>
1.3 Hand/Foot protection	<input type="checkbox"/>	<input type="checkbox"/>	5.3 Correct ladder use	<input type="checkbox"/>	<input type="checkbox"/>
1.4 Hearing protection	<input type="checkbox"/>	<input type="checkbox"/>	6.0 Tool Use	<input type="checkbox"/>	<input type="checkbox"/>
1.5 Clothing	<input type="checkbox"/>	<input type="checkbox"/>	6.1 Correct tool	<input type="checkbox"/>	<input type="checkbox"/>
1.6 Respirator	<input type="checkbox"/>	<input type="checkbox"/>	6.2 Used correctly	<input type="checkbox"/>	<input type="checkbox"/>
2.0 Manual Lifting	<input type="checkbox"/>	<input type="checkbox"/>	6.3 Material secured	<input type="checkbox"/>	<input type="checkbox"/>
2.1 Correct body position	<input type="checkbox"/>	<input type="checkbox"/>	6.4 Guards in place	<input type="checkbox"/>	<input type="checkbox"/>
2.2 Help for heavy items	<input type="checkbox"/>	<input type="checkbox"/>	6.5 GFCI used	<input type="checkbox"/>	<input type="checkbox"/>
2.3 Hand placement	<input type="checkbox"/>	<input type="checkbox"/>	7.0 Equipment/Vehicle Use	<input type="checkbox"/>	<input type="checkbox"/>
2.4 Weight known	<input type="checkbox"/>	<input type="checkbox"/>	7.1 Seat belt use	<input type="checkbox"/>	<input type="checkbox"/>
2.5 Use of equipment	<input type="checkbox"/>	<input type="checkbox"/>	7.2 Inspection	<input type="checkbox"/>	<input type="checkbox"/>
3.0 Line of Fire	<input type="checkbox"/>	<input type="checkbox"/>	7.3 Equip. used properly	<input type="checkbox"/>	<input type="checkbox"/>
3.1 Hand/Body position	<input type="checkbox"/>	<input type="checkbox"/>	7.4 Backing	<input type="checkbox"/>	<input type="checkbox"/>
3.2 Overhead hazards	<input type="checkbox"/>	<input type="checkbox"/>	8.0 Adjacent Work	<input type="checkbox"/>	<input type="checkbox"/>
3.3 Rotating equipment	<input type="checkbox"/>	<input type="checkbox"/>	8.1 Equipment startup	<input type="checkbox"/>	<input type="checkbox"/>
3.4 Eyes on work or path	<input type="checkbox"/>	<input type="checkbox"/>	8.2 Vehicle traffic	<input type="checkbox"/>	<input type="checkbox"/>
3.5 Pinch/Sharp edges identified & protected	<input type="checkbox"/>	<input type="checkbox"/>	8.3 Work scope known	<input type="checkbox"/>	<input type="checkbox"/>
4.0 Housekeeping	<input type="checkbox"/>	<input type="checkbox"/>	8.4 Excavations	<input type="checkbox"/>	<input type="checkbox"/>
4.1 Trash/Debris	<input type="checkbox"/>	<input type="checkbox"/>	8.5 Crane/Hoist use	<input type="checkbox"/>	<input type="checkbox"/>
4.2 Cord/lead control	<input type="checkbox"/>	<input type="checkbox"/>	9.0 Procedures	<input type="checkbox"/>	<input type="checkbox"/>
4.3 Protruding items	<input type="checkbox"/>	<input type="checkbox"/>	9.1 Lockout/blinding	<input type="checkbox"/>	<input type="checkbox"/>
4.4 Correct barricades	<input type="checkbox"/>	<input type="checkbox"/>	9.2 Confined space	<input type="checkbox"/>	<input type="checkbox"/>
			9.3 Other procedure	<input type="checkbox"/>	<input type="checkbox"/>
			10.0 Other	<input type="checkbox"/>	<input type="checkbox"/>

Item # What is positive or at risk? / Corrective action or commendation?



**APPENDIX I
 SAFE PLAN OF ACTION (SPA)**

Project No. _____

Contractor _____

Job/Task _____

Work Area _____

Date _____

Steps of Task	Hazard/Reaction to Change	Safe Plan	Resources

Team Members' Signatures

The signature of the supervisor confirms the completion of the hazard assessment and Safe Plan of Action by the crew.

Supervisors Signature: _____ Date _____

Instructions: 1. Write name of job or task in space provided. 2. Conduct walk-through survey of work area. 3. Write the steps of the task in a safe sequence. 4. List all possible hazards involved in each step and reaction to change. 5. In the Safe Plan column, state actions that will be taken to prevent the hazards or injury from reaction to change. 6. In Resources column, list equipment, tools, etc. needed to do the job. 8. Ask each team member, who helped develop and will use this SPA, to sign in spaces provided. 9. Review the SPA at the end of the task for improvements. Work shall stop when conditions change, the job changes, or a deficiency in the plan is discovered, and the current SPA will be modified or a new SPA created.

Review checklist while completing front page of SPA. Check all that apply.

A new SPA is required if the job scope or work conditions change.

Required Permits	Hazards	Safe Plan
<input type="checkbox"/> Confined Space	<input type="checkbox"/> Overhead Utilities	<input type="checkbox"/> Power de-energization required <input type="checkbox"/> Insulation blankets required <input type="checkbox"/> Wire watcher required
<input type="checkbox"/> Critical Lift		<input type="checkbox"/> Required clearance distance = _____ Ft. <input type="checkbox"/> Safe work zone marked
<input type="checkbox"/> Hot Work	<input type="checkbox"/> Crane or other Lifting Equipment	<input type="checkbox"/> Signalman assigned <input type="checkbox"/> Tag lines in use <input type="checkbox"/> Area around crane barricaded
<input type="checkbox"/> Lock Out/Tag Out		<input type="checkbox"/> Lifting equipment inspected <input type="checkbox"/> Personnel protected from overhead load
<input type="checkbox"/> Soil Disturbance (Over 12")	<input type="checkbox"/> Underground Utilities	<input type="checkbox"/> Reviewed as-builts <input type="checkbox"/> Subsurface surveys <input type="checkbox"/> Received dig permit
<input type="checkbox"/> Utility Clearance		<input type="checkbox"/> Required clearance distance = _____ Ft. <input type="checkbox"/> Safe work zone Marked
Required PPE	<input type="checkbox"/> Electrical	<input type="checkbox"/> Lock Out/Tag Out/Try Out <input type="checkbox"/> Permit required? <input type="checkbox"/> Confirm that equipment is de-energized
<input type="checkbox"/> Hard Hat, Class C	<input type="checkbox"/> Excavations	<input type="checkbox"/> Reviewed electrical safety procedures <input type="checkbox"/> Individual Lockout <input type="checkbox"/> Group Lockout
<input type="checkbox"/> Hard Hat, Class E (Elect. Protect)		<input type="checkbox"/> Permits <input type="checkbox"/> Inspected prior to entering <input type="checkbox"/> Proper sloping/shoring
<input type="checkbox"/> Ear Plugs/Ear Muffs	<input type="checkbox"/> Fire Hazard	<input type="checkbox"/> Barricades provided <input type="checkbox"/> Access/egress provided <input type="checkbox"/> Protection from accumulated water
Eye Protection:	<input type="checkbox"/> Vehicular Traffic or Heavy Equipment	<input type="checkbox"/> Hot Work Permit <input type="checkbox"/> Fire Extinguishers <input type="checkbox"/> Fire watch
<input type="checkbox"/> Safety Glasses		<input type="checkbox"/> Adjacent area protected <input type="checkbox"/> Unnecessary flammable material removed
<input type="checkbox"/> Face Shield	<input type="checkbox"/> Noise >85 dB	<input type="checkbox"/> Traffic Barricades <input type="checkbox"/> Cones <input type="checkbox"/> Signs <input type="checkbox"/> Flagmen <input type="checkbox"/> Lane closure
<input type="checkbox"/> Chemical Goggles	<input type="checkbox"/> Hand & Power Tools:	<input type="checkbox"/> Communication with equipment operator
<input type="checkbox"/> Welding Hood		Hearing protection is required: <input type="checkbox"/> Ear plugs <input type="checkbox"/> Ear Muffs <input type="checkbox"/> Both
Hand Protection:	<input type="checkbox"/> Hand Hazards	<input type="checkbox"/> Inspect general cond. <input type="checkbox"/> GFCI in use <input type="checkbox"/> Identified PPE required for each tool
<input type="checkbox"/> Cut Resistant Gloves		<input type="checkbox"/> Reviewed safety requirements in operators manual(s) <input type="checkbox"/> Guarding OK
<input type="checkbox"/> Welders Gloves	<input type="checkbox"/> Manual Lifting	List sharp tools, material, equipment: _____
<input type="checkbox"/> Nitrile Gloves		<input type="checkbox"/> PPE gloves, etc. <input type="checkbox"/> Protected sharp edges as necessary
<input type="checkbox"/> Surgical Gloves	<input type="checkbox"/> Ladders	<input type="checkbox"/> Reviewed proper lifting tech. <input type="checkbox"/> Identified material requiring lifting equipment
<input type="checkbox"/> Rubber Gloves		<input type="checkbox"/> Hand protection required <input type="checkbox"/> Back support belts
<input type="checkbox"/> Elect. Insulated Gloves	<input type="checkbox"/> Scaffolds	<input type="checkbox"/> Inspect general cond. before use <input type="checkbox"/> Ladder inspected within last quarter
<input type="checkbox"/> Arm Sleeves		<input type="checkbox"/> Ladder tied off or held <input type="checkbox"/> Proper angle and placement <input type="checkbox"/> Reviewed ladder safety
Foot Protection:	<input type="checkbox"/> Slips, Trips Falls	<input type="checkbox"/> Inspect general condition before use <input type="checkbox"/> Tags in place <input type="checkbox"/> Properly secured
<input type="checkbox"/> Sturdy Work Boots		<input type="checkbox"/> Toe boards used <input type="checkbox"/> Footings adequate <input type="checkbox"/> Materials properly stored on scaffold
<input type="checkbox"/> Safety Toe Boots	<input type="checkbox"/> Pinch Points	<input type="checkbox"/> Inspect for trip hazards <input type="checkbox"/> Hazards marked <input type="checkbox"/> Tools & material properly stored
<input type="checkbox"/> Rubber Boots		<input type="checkbox"/> Extension cords properly secured <input type="checkbox"/> Work zone free of debris
<input type="checkbox"/> Rubber Boot Covers	<input type="checkbox"/> Working w/ Chemicals	List potential pinch points: _____
<input type="checkbox"/> Dielectric Footwear		<input type="checkbox"/> Working near operating equipment <input type="checkbox"/> Hand/Body positioning
Respiratory Protection:	<input type="checkbox"/> Asbestos or Lead Paint Potential	<input type="checkbox"/> List specific chemicals involved and list hazards and precaution on front side.
<input type="checkbox"/> Dust Mask		<input type="checkbox"/> Reviewed MSDS <input type="checkbox"/> Exposure Monitoring required <input type="checkbox"/> Have proper containers and labels.
<input type="checkbox"/> Air Purifying Respirator	<input type="checkbox"/> Heat Stress Potential	<input type="checkbox"/> Identified proper PPE (respirators, clothing, gloves, etc.)
<input type="checkbox"/> Supplied Air Respirator		<input type="checkbox"/> Areas to be worked may contain asbestos or lead paint <input type="checkbox"/> Asbestos controls incorporated
<input type="checkbox"/> SCBA	<input type="checkbox"/> Cold Stress Potential	<input type="checkbox"/> Lead based point controls in place <input type="checkbox"/> Exposure monitoring conducted.
<input type="checkbox"/> Emergency Escape Respirator		<input type="checkbox"/> Heat stress monitoring (>85o) <input type="checkbox"/> Liquids available <input type="checkbox"/> Cool down periods
Special Clothing:	<input type="checkbox"/> Environmental	<input type="checkbox"/> Sun Screen <input type="checkbox"/> Reviewed Heat Stress symptoms
<input type="checkbox"/> Tyvek ®		<input type="checkbox"/> Proper clothing (i.e.. gloves, coat, coveralls) <input type="checkbox"/> Wind chill <32o
<input type="checkbox"/> Poly Coated Tyvek ®	<input type="checkbox"/> Natural or Site Hazards	<input type="checkbox"/> Reviewed Cold Stress symptoms <input type="checkbox"/> Warm up periods
<input type="checkbox"/> Fire Resistant Coveralls		<input type="checkbox"/> Air emissions <input type="checkbox"/> Water discharge <input type="checkbox"/> Hazardous wastes <input type="checkbox"/> Other wastes
<input type="checkbox"/> Rain Suit	<input type="checkbox"/> Adjacent Work/Processes	<input type="checkbox"/> Pollution prevention <input type="checkbox"/> Waste minimization
<input type="checkbox"/> Safety Vest		<input type="checkbox"/> Weather <input type="checkbox"/> Terrain <input type="checkbox"/> Adjacent operations or processes <input type="checkbox"/> Biological hazards
Fall Protection:	<input type="checkbox"/> Barricades/covers	<input type="checkbox"/> Animals/reptiles/insects hazards
<input type="checkbox"/> Harness		<input type="checkbox"/> Notified them of our presence <input type="checkbox"/> Other workers adjacent, above, or below.
<input type="checkbox"/> Double Lanyard Required	Additional Information:	<input type="checkbox"/> Coordinated with adjacent supervisor/customer/operator <input type="checkbox"/> Need barriers between.
<input type="checkbox"/> Anchorage Point Available		<input type="checkbox"/> Caution barricade tape required <input type="checkbox"/> Danger barricade tape required <input type="checkbox"/> Rigid railing required
<input type="checkbox"/> Additional Anchorage Connector Needed e.g. Cross Arm Strap, etc.		<input type="checkbox"/> Covers over opening <input type="checkbox"/> Warning signs required
<input type="checkbox"/> Retractable Device Needed		
<input type="checkbox"/> Horizontal Life Line System Req'd.		
<input type="checkbox"/> Fall Clearance Distance Adequate		
<input type="checkbox"/> Fall Rescue/Retrieval Plan Set Up		

**APPENDIX J
WRITTEN NOTICE OF TEMPORARY JOB SUSPENSION**

Your company, _____
While working on the _____ project has been notified of E, H & S performance deficiencies in accordance with ConAgra’s Subcontractor E, H & S Adherence Policy.
Despite these written notifications requesting that immediate corrective action be taken to improve your E, H & S performance, improvement has not occurred.
Therefore, in accordance with Action Level Two of the Contractor E, H & S Adherence Policy, we are hereby notifying you that after securing your equipment, all job activities on the project named above are to cease.
Activities on this project may be resumed only after your company meets requirements set forth in the Contractor E, H & S Adherence Policy.

Issued By:

Name Printed:	Title:
Signature:	Date:

**APPENDIX K
NOTICE OF E, H & S NON-COMPLIANCE**

To:

Your company has been found to be in non-compliance with one or more Federal, State, or Contractor **E, H & S** requirement(s), as specified below. This **E, H & S** non-compliance must be corrected immediately for your company to meet the requirements of your subcontract.

Item No.	Description of Non-compliance	Applicable <i>E, H & S</i> Requirement

Issued By (Manager Issuing Notice):

Name Printed:	Title:
Signature:	Date:

Received By (Subcontractor Representative Receiving Notice):

Name Printed:	Title:
Signature:	Date:

**APPENDIX L
 WARNING LETTER FOR E, H & S NON-COMPLIANCE**

Project Name:

Project Number:

Your firm, _____,

has been found to be in violation of your contract by non-compliance with applicable Federal, State, or Contractor E, H & S requirements.

On _____ (date), in accordance with the Contractor E, H & S Adherence Policy, your representative, _____, was given a Notice of E, H & S Non-Compliance (copy attached). This notice specifies areas where your company does not comply with Federal, State, or Contractor E, H & S requirements, and requests that these items be corrected immediately.

If they are not corrected, more stringent measures will be taken in accordance with the ConAgra Contractor, E, H & S Adherence Policy.

Your prompt attention to this matter will be appreciated.

Issued By (Manager Issuing Warning Letter):

Name Printed:	Title:
Signature:	Date:

Received By (Subcontractor Representative Receiving Warning Letter):

Name Printed:	Title:
Signature:	Date:

APPENDIX M HOT WORK PERMIT

Date:		REQUIRED PRECAUTIONS CHECKLIST		YES	N/A
Location: (Area, Dept.,Line):		GENERAL: Available sprinklers, hose streams and extinguishers are in service, operable.		<input type="checkbox"/>	<input type="checkbox"/>
Description of Work:		Hot work equipment in good repair.		<input type="checkbox"/>	<input type="checkbox"/>
		Gas Cylinders secured		<input type="checkbox"/>	<input type="checkbox"/>
		Warning signs posted.		<input type="checkbox"/>	<input type="checkbox"/>
		All conveyors shut down to prevent transmission of sparks		<input type="checkbox"/>	<input type="checkbox"/>
Person Performing Hot Work: <i>(Must be signed by person assigned and be legible.)</i>		REQUIREMENTS WITHIN 35 FT. OF WORK: Flammable liquids, dust, lint and oil deposits removed.		<input type="checkbox"/>	<input type="checkbox"/>
		Explosive atmosphere in area eliminated.		<input type="checkbox"/>	<input type="checkbox"/>
		Floors swept clean.		<input type="checkbox"/>	<input type="checkbox"/>
		Combustible floors wet down or protected with fire resistant cover.		<input type="checkbox"/>	<input type="checkbox"/>
Fire Watch Person: <i>(Must be signed by person assigned and be legible.)</i>		Combustibles removed or protected with fire resistant cover.		<input type="checkbox"/>	<input type="checkbox"/>
1.		All wall and floor openings (within 35 feet) covered.		<input type="checkbox"/>	<input type="checkbox"/>
2.		REQUIREMENTS FOR ELEVATED WORK: Fire resistant tarpaulins suspended between work and combustibles.		<input type="checkbox"/>	<input type="checkbox"/>
3.		Fall protection required above 6 feet.		<input type="checkbox"/>	<input type="checkbox"/>
Contractor Performing Work:		Safety/Plant Managers need to approve prior to any hot work done on roofs.*		<input type="checkbox"/>	<input type="checkbox"/>
Why is Hot Work the only advisable method?		WORK ON WALLS OR CEILING: Construction is non-combustible and without combustible insulation. If not possible, additional safeguards implemented.		<input type="checkbox"/>	<input type="checkbox"/>
		Combustibles moved away from opposite side of wall or ceiling where work is to be performed.		<input type="checkbox"/>	<input type="checkbox"/>
		No danger of conduction of heat into another area exists		<input type="checkbox"/>	<input type="checkbox"/>
I verify the above location has been examined and the precautions checked on the Required Precautions Checklist have been or will be taken prior to the start of hot work.		WORK ON ENCLOSED EQUIPMENT: Enclosed equipment cleaned of all combustibles.		<input type="checkbox"/>	<input type="checkbox"/>
		Containers purged of all flammable liquids/vapors (verified by gas detection equipment).		<input type="checkbox"/>	<input type="checkbox"/>
		Pipelines disconnected/blanked.		<input type="checkbox"/>	<input type="checkbox"/>
		Space ventilated		<input type="checkbox"/>	<input type="checkbox"/>
		Confined Space Entry Permit required.		<input type="checkbox"/>	<input type="checkbox"/>
Signature: _____ (Supervisor/Hot Work Designee - Requesting Permit)		Opening of ammonia refrigeration system practices followed.			
I have reviewed this permit and approve of the work to be completed as outlined above.		OTHER: Lockout/Tagout Required.		<input type="checkbox"/>	<input type="checkbox"/>
		Area Protected with smoke or heat detection.		<input type="checkbox"/>	<input type="checkbox"/>
		Ample ventilation to remove smoke/vapor from work area		<input type="checkbox"/>	<input type="checkbox"/>
Signature: _____ (Hot Work Approver – Authorizing Hot Work)		Work performed by a contractor		<input type="checkbox"/>	<input type="checkbox"/>
PERMIT PERIOD		FIRE WATCH/HOT WORK AREA MONITORING: Fire watch will be provided during and 1 hour after work including breaks.		<input type="checkbox"/>	<input type="checkbox"/>
BEGINS:	TIME: a.m. <input type="checkbox"/> p.m. <input type="checkbox"/>	Fire watch is supplied with suitable extinguishers or hose.		<input type="checkbox"/>	<input type="checkbox"/>
EXPIRES:	TIME: a.m. <input type="checkbox"/> p.m. <input type="checkbox"/>	Fire watch is trained in use of fire extinguishers.		<input type="checkbox"/>	<input type="checkbox"/>
WORK COMPLETED:	TIME: a.m. <input type="checkbox"/> p.m. <input type="checkbox"/>	Fire watch is trained in site Emergency Procedures including sounding alarms.		<input type="checkbox"/>	<input type="checkbox"/>
		Fire watch is required for adjoining areas above and below wall or floor opening or ducts where hot work is performed.		<input type="checkbox"/>	<input type="checkbox"/>
		Recheck of the area is required every 30 minutes for 3 hours after completion of the <u>1 hour fire watch</u> .		<input type="checkbox"/>	<input type="checkbox"/>
Special Notes/Comments:		Time Fire Watch Completed: a.m. <input type="checkbox"/> p.m. <input type="checkbox"/>			
		List below the time Fire Watch Checks completed for next 3 hours .			
		Time	Initials	Time	Initials

Note: Any Hot Works on the Roof requires that the Hot Designee and Approver physically check the area, and then call the Safety or Plant Manager – prior to work beginning.

**APPENDIX N
ENERGIZED ELECTRICAL WORK PERMIT**

PART I: TO BE COMPLETED BY THE REQUESTER

Job/Work Order Number: _____

(1) Description of circuit/equipment/job location: _____

(2) Description of work to be done: _____

(3) Justification of why the circuit/equipment cannot be de-energized or the work deferred until the next scheduled outage: _____

Requester/Title: _____ Date: _____

**PART II: TO BE COMPLETED BY THE ELECTRICALLY QUALIFIED PERSONS
DOING THE WORK**

Enter details for each step and place check in each box when completed.

Detailed job description procedure to be used in performing the above detailed work:

Description of the safe work practices to be employed: _____

Results of the shock hazard analysis: _____

Determination of shock protection boundaries: _____

Results of the flash hazard analysis: _____



Determination of the flash protection boundary: _____

Necessary personal protective equipment to safely perform the assigned task: _____

Means employed to restrict the access of unqualified persons from the work area: _____

Evidence of completion of a job briefing (SPA), including discussion of any job-related hazards: _____

Standby person provided, who has required training, PPE, and emergency communication equipment and capabilities: _____

Do you agree that the work described above can be done safely? Yes No (If *no*, return form to requester.)

Qualified Electrician: _____ Date: _____

Qualified Electrician: _____ Date: _____

PART III: APPROVAL(S) TO PERFORM THE WORK WHILE ELECTRICALLY ENERGIZED:

Facility/Equipment Owner: _____ Maint./Engr. Manager: _____

E, H & S Manager: _____ Electrical Superintendent: _____

Project Manager: _____ Date: _____

Once the work is complete, forward this form to site E, H & S for review and retention.

**APPENDIX O
 COLOR CODE SCHEDULE FOR TOOL INSPECTIONS**

Tools or equipment such as rigging equipment, fall protection equipment, and electrical equipment requiring a monthly inspection shall use the following color code for marking the tool or equipment to signify that it has been inspected.

Monthly Inspections	Monthly Color
January	White
February	White & Yellow
March	White & Blue
April	Green
May	Green & Yellow
June	Green & Blue
July	Red
August	Red & Yellow
September	Red & Blue
October	Orange
November	Orange & Yellow
December	Orange & Blue

**APPENDIX P
 LINE BREAK / PRESSURE TEST PERMIT
 FOR COMBUSTIBLE GASES**

Date _____ **Start Time** _____
 (Valid for 12 Hours)

Location of Line Break – Include tag #(s) _____

Location of Purge Point – Include tag #(s)
 (to outside of building) _____

Location of Nitrogen Supply Point _____

Isolated Main-LOTO _____ **Initials** _____

Purged Out Natural Gas with Nitrogen
 Vent Start Time _____ Purge Start Time _____ Purge Complete Time _____

	Time	Combustible Level Reading	
First Reading	_____	_____	_____
Three Minutes After Level Achieved	_____	_____	_____

Visual Examination of Repair / Installation _____

Purged Air Out with Nitrogen _____

Pressure Tested with Nitrogen _____ psi Start
 (50 – 100)

_____ psi Finish _____

_____ Pressure Test Start (Time) _____ Pressure Test Complete (Time) _____

Bubble Tested for Leaks
 (all joints, cracks, corrosion, etc.) _____

	Time	Combustible Level Reading	
Purged Nitrogen Out with Natural Gas	_____	_____	_____
First Reading	_____	_____	_____
Three Minutes After Level Achieved	_____	_____	_____

 (Printed Name)
 Authorized ConAgra Representative

 Signature

 Time Complete



**APPENDIX Q
ACCIDENT/INCIDENT INVESTIGATION REPORT**

Date of Accident/Incident: _____ Time of Incident: _____ Contractor Name: _____

Date of Investigation: _____ Project Number: _____ Client: _____

Location of Accident/Incident: _____

Did injury result? Yes/No _____, If yes, provide Employee Name(s): _____

Skill: _____ Yrs. in this Skill: _____ Yrs. with Company: _____

Describe Type of Injury: _____

Was property damaged? Yes/No _____ Describe damage/owner: _____

Is damaged property secured/maintained? Yes/No _____, Person Maintaining _____

Names of Witnesses/Coworkers: _____

Weather / Wind Conditions: _____

List/Describe all personal protective equipment (PPE) in use by person exposed or injured: _____

If Chemicals Involved:

Name(s) of Chemical(s) Encountered: _____

Form of Chemicals (Solid, Liquid, Gas, Vapor, Dust, Mist Fume): _____

Describe Radiological Materials (if any): _____

Volume or Quantity Released: _____

Description of Accident/Incident: _____



Contributing Factors: _____

What **corrective actions** are being taken to prevent recurrence? Also list the person responsible for implementing and the target completion date for each item.

Was an SPA/JSA developed for the task being performed? Yes/No ____, If yes, attach a copy.

Was a permit issued? Yes/No _____, If yes, attach a copy of the permit in effect at time of the incident.

Indirect cause: Lack of: Training ____, Resources ____, Belief ____ (*explain)

Basic cause: Failure to: Plan ____, Direct ____, Organize ____, Control ____ (*explain)

INVESTIGATION TEAM MEMBERS:

Injured / Involved: _____
Name Signature

Supervisor: _____
Name Signature

Construction Administrator: _____
Name Signature

Project Manager: _____
Name Signature

Other _____
Title Signature

Other _____
Title Signature

Client Representative(s) Contacted: _____

Agency Representative(s) Contacted: _____

**APPENDIX R
 ACCIDENT ANALYSIS**

Accidents result from a Direct Cause, Indirect Cause, and a Basic or Root Cause. These causes occur in the sequence shown below. Review the accident sequence. Check all factors that apply.

DIRECT CAUSE

Unsafe Act

- Improper use of tool/equipment
- Defective tool/equipment
- Failure to use proper PPE
- Improper body position
- Improper lifting/placing
- Removing guard
- Defeating safety device
- Servicing live equipment
- Horseplay
- Shortcut/Hurrying
- Other:

Unsafe Condition

- Flammable Atmosphere
- Oxygen rich/deficient
- Toxic Atmosphere
- Inadequate Illumination
- Poor housekeeping
- Congested work area
- Worn/defective tool
- Worn/defective equipment
- Ineffective guard or barricade
- Missing/lack of guarding
- Other:

INDIRECT CAUSE — Lack Of

Training

- No training
- Poor training
- Refresher needed
- Not understood
- Other:

Resources

- Time
- Tools
- Equipment
- Material
- Manpower
- Other:

Belief

- Poor morale
- Peer pressure
- Awareness
- Other:

BASIC CAUSE — Organizational Failure To

Plan

- SPA/JSA not done supervisor
- SPA/JSA inadequate
- PPE checklist not done
- PPE checklist inadequate
- Improper permit issued
- Other:

Organize

- Resources not present (tools, personnel, etc.)
- Resources not proper (tools, personnel, etc.)
- Unsafe operating condition
- Other:

Direct

- TSA not done by supervisor
- Instructions not communicated
- Instructions not understood
- Improper instructions given
- Other:

Control

- Task not conducted as planned
- Job progress not monitored
- Other:

**APPENDIX U
CRANE LIFT PLAN PRE-LIFT CHECKLIST**

	<i>Yes</i>	<i>No</i>
1. Crane Operator meets all qualification requirements?	<input type="checkbox"/>	<input type="checkbox"/>
2. Lift calculations and rigging plan completed?	<input type="checkbox"/>	<input type="checkbox"/>
3. Are all required approvals/permits signed?	<input type="checkbox"/>	<input type="checkbox"/>
4. Crane inspections up to date (Annual/Monthly/Daily)?	<input type="checkbox"/>	<input type="checkbox"/>
5. Weather conditions and wind speed acceptable?	<input type="checkbox"/>	<input type="checkbox"/>
6. Has the stability of the ground been assured?	<input type="checkbox"/>	<input type="checkbox"/>
7. Matting and/or outrigger pads inspected and approved?	<input type="checkbox"/>	<input type="checkbox"/>
8. Electrical equipment and power lines at required distance?	<input type="checkbox"/>	<input type="checkbox"/>
9. Rigging Inspected for defects?	<input type="checkbox"/>	<input type="checkbox"/>
10. Engineered lifting lugs fabricated and installed correctly?	<input type="checkbox"/>	<input type="checkbox"/>
11. Connecting/disconnecting means been developed?	<input type="checkbox"/>	<input type="checkbox"/>
12. Have the safety precautions been reviewed?	<input type="checkbox"/>	<input type="checkbox"/>
13. Is survey equipment required?	<input type="checkbox"/>	<input type="checkbox"/>
14. The total lifted weight is below 95% of capacity?	<input type="checkbox"/>	<input type="checkbox"/>
15. Signal person(s) assigned?	<input type="checkbox"/>	<input type="checkbox"/>
16. Safe Plan of Action (SPA) Completed?	<input type="checkbox"/>	<input type="checkbox"/>
17. Pre-Lift Meeting/Task Safety Awareness Meeting (TSA) held?	<input type="checkbox"/>	<input type="checkbox"/>
18. Hoist area & load path cleared of non-essential personnel?	<input type="checkbox"/>	<input type="checkbox"/>
19. Crane set up per the lift plan (radius, configuration, etc)?	<input type="checkbox"/>	<input type="checkbox"/>
20. Rigging equipment and tag line(s) installed per plan?	<input type="checkbox"/>	<input type="checkbox"/>
Person Completing Check List: _____		
Signature:	Date:	

**APPENDIX V
 CRANE LIFT PLAN LOAD AND CAPACITY CALCULATIONS**

Lift Description: _____

A. Weight of Load (Equipment) – Live Load

1. Load/Equipment Condition	New ()	Used ()	
2. Weight of Load/Equipment Empty	_____		Lbs.
3. Weight of Attachments	_____		Lbs.
a. Platforms and Ladders	_____		Lbs.
b. Piping and Accessories	_____		Lbs.
c. Liquids Inside	_____		Lbs.
d. Dirt and Debris	_____		Lbs.
e. Internal Trays or Liners	_____		Lbs.
f. Other	_____		Lbs.
4. Total Weight of Load/Equipment (Sum A2 through A3f)	_____		Lbs.

B. Total Lifted Weight (Weight of Load/Equipment + Rigging+ Crane Deductions)

1. Percent of Load/Equip. Weight*	_____ %	7. Wt. Jib Erected	_____ Lb
2. Amount of Equipment Weight	_____ Lb	7a. Wt. Of Jib Stowed	_____ Lb
3. Weight of Headache Ball	_____ Lb	8. Wt. Of Jib Headache Ball	_____ Lb
4. Weight of Main Block	_____ Lb	9. Wt. Of Cable (Load Fall)	_____ Lb
5. Weight of Spreader Bar	_____ Lb	10. Auxiliary Boom Head	_____ Lb
6. Weight of Slings and Shackles	_____ Lb	11. Other:	_____ Lb

*Use 100% plus some percentage (example +10%) to multiply times number in A 4. to allow for contingency to compute B2

TOTAL LIFTED WEIGHT
 (Sum B2 thru B11) _____ Lbs.

Source of Load Weight (A2): _____

(Name Plate, Drawings, Calculated, Weighed, etc.)

Weights and Calculations

By: _____ Date: _____

Weights and Calculations

Verified By: _____ Date: _____

(See page 2)

CRANE LIFT PLAN LOAD AND CAPACITY CALCULATIONS (CONTINUED)

C. Capacities of the Crane

Make & Model of Crane _____

1. Counter Weight Size: _____ Type of Boom: _____

2. Lifting Arrangement

a. Max. Radius During Lift _____ Ft.

b. Length of Boom _____ Ft.

c. Angle of Boom at Pick _____ Deg.

d. Angle of Boom at Set _____ Deg.

Rated Capacity Under Most Severe Conditions

1. Over Rear _____ Lbs.

2. Over Front _____ Lbs.

3. Over Side _____ Lbs.

e. Rated Capacity for Lift Radius, Crane Configuration, and Orientation (over front, side or....) _____ Lbs.

3. Jib

a. Is the Jib to be used Yes _____ No _____

b. Length of Jib _____ Ft.

c. Jib Angle _____ Deg.

d. Rated Jib Capacity for Lift Radius, Crane Configuration, and Orientation (over front, side, or....) _____ Lbs.

4. Load Line/Fall Cable

a. Is Main Block to be used? Yes _____ No _____

b. Number of Parts of Cable _____

c. Size of Cable _____ Ø inches

d. Maximum Capacity for Lift Radius, Crane Configuration, and Orientation (over front, side, or) _____ Lbs.

D. Percent of Crane's Capacity

$$\frac{\text{Total Lifted Weight} \times 100}{\text{Rated Capacity}} = \text{_____} \%$$

E. Size of Slings

1. Sling Selection

a. Type of Arrangement _____ (Spreader, Vertical Slings, etc.)

b. Number of Slings to Hook _____ Ø Capacity _____ Lbs.

c. Sling Size _____ Ø

d. Sling Length _____ Ft.

e. Sling Capacity (At angle used) _____ Lbs.

f. Number of Slings to Load _____ #

g. Total Rigging capacity (e x f) _____ Lbs.

Comments:

Sketch of rigging arrangement available Yes _____ No _____ See Page ()

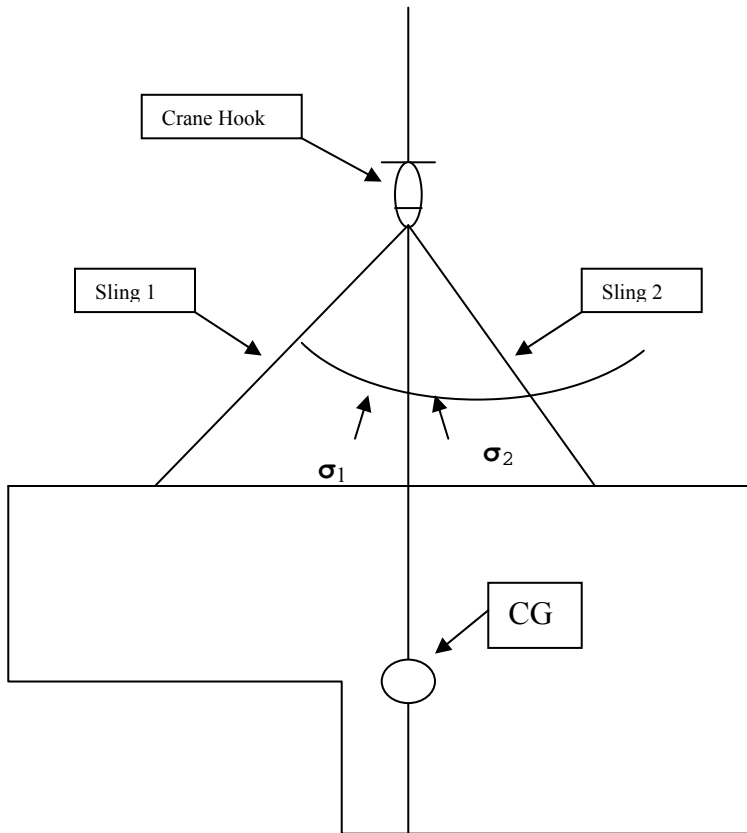
**APPENDIX W
 CRITICAL LIFT PERMIT**

A. Lift Identification	
Job Number:	Location:
Lift Supervisor Name:	
Date of Lift:	Time:
Lift Description:	
B. Approvals (Signatures Required)	
Contractor Project Manager / Construction Administrator:	Date:
ConAgra Engineering Manager:	Date:
Contractor Lift Supervisor:	Date:
Contractor Rigging supervisor:	Date:
Qualified Person:	Date:
Operator(s):	Date:
Engineering:	Date:
If Engineering Designs Are Used	
Other:	Date:
C. Attachments (Insert Page Numbers)	
_____	1. Operator Certifications
_____	2. Capacity Certificates and Inspection Reports for all Lifting Equipment
_____	3. Inspection Reports for all Rigging Equipment
_____	4. Insurance Certificates
_____	5. Applicable capacity charts and chart notes for lifting equipment
_____	6. Load and Capacity Calculations
_____	7. Rigging Diagram(s)
_____	8. Lift Geometry and Free Body Diagram(s)
_____	9. Other
_____	10. Other

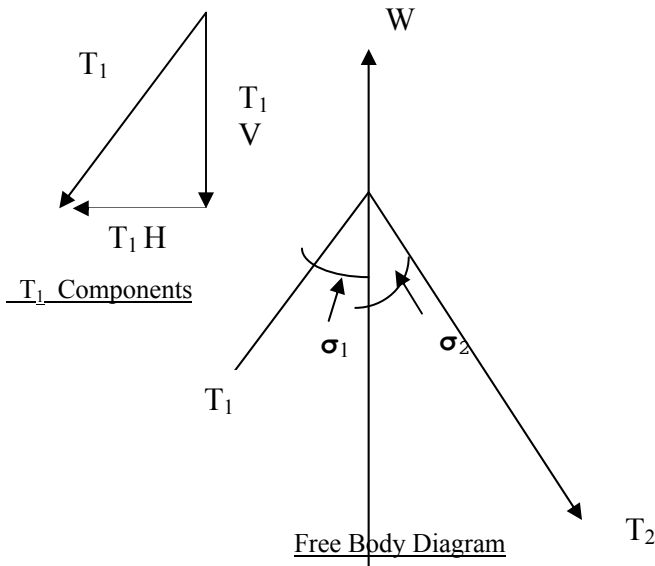
APPENDIX X CRITICAL LIFT LOAD AND CAPACITY CALCULATIONS (Page 1 of 4)			
Lift Description:			
A. Weight of Load (Equipment) – Live Load			
1. Load/Equipment Condition	New	()	Used ()
2. Weight of Load/Equipment Empty			Lbs.
3. Weight of Attachments			Lbs.
a. Platforms and Ladders			Lbs.
b. Piping and Accessories			Lbs.
c. Liquids Inside			Lbs.
d. Dirt and Debris			Lbs.
e. Internal Trays or Liners			Lbs.
f. Other			Lbs.
			Lbs.
4. Total Amount of Load/Equipment Weight (A2 through A3f)			<u> </u> Lbs.
B. Total Lifted Weight (load and/or equipment + rigging + main crane deductions)			
1. Load and/or equipment weight plus contingency*		%	7. Wt. Jib Erected Lb
2. Amount of Equipment Weight		Lb	7a. Wt. Of Jib Stowed Lb
3. Weight of Headache Ball		Lb	8. Wt. Of Jib Headache Ball Lb
4. Weight of Main Block		Lb	9. Wt. Of Cable (Load Fall) Lb
5. Weight of Spreader Bar		Lb	10. Auxiliary Boom Head Lb
6. Weight of Slings and Shackles		Lb	11. Other: Lb
*Use 100% plus some percentage (example +10%) to multiply times number in A 4 to allow for contingency to compute B2.			
TOTAL LIFTED WEIGHT (Sum B2 thru B11)			<u> </u> Lbs.
Source of Load Weight (A2): (Name Plate, Drawings, Calculated, Weighed, etc.)			
Weights and Calculations By:		Date:	
Weights and Calculations Verified By:		Date:	
(See page 2)			

Load and Capacity Calculations (Page 3 of 4)			
F. Total Lifted Weight to be lifted by Tailing Crane			
1. Percent of Total Equipment/Material Weight**		% (**Generally 50+% based on CG and movement during up righting)	
2. Amount of Equipment Weight (A4 x F1)		Lbs.	
3. Weight of Headache Ball		Lbs.	
4. Weight of Block		Lbs.	
5. Weight of Lifting Bar		Lbs.	
6. Weight of Slings and Shackles		Lbs.	
7. Weight of Jib Erected		Lbs.	
8. Weight of Jib Headache Ball		Lbs.	
9. Weight of Cable Load (Load Fall)		Lbs.	
10. Auxiliary Boom Head		Lbs.	
11. Other			
12. Total Weight of Load/Equipment lifted by tailing crane (F2 through F11)		Lbs.	
Source of Load Weight: (Name Plate, Drawings, Calculated, Weighed)			
Weights Verified By (Name Print and Sign):			
G. Capacities for Tailing Crane Based on Configuration			
1. Make & Model of Crane			
2. Counter Weight Size:		Type of Boom:	
3. Lifting Arrangement			
a. Max. Radius During Lift		Ft.	
b. Length of Boom		Ft.	
c. Angle of Boom at Pick		Deg.	
d. Angle of Boom at Set		Deg.	
Rated Capacity Under Most Severe Conditions			
1. Over Rear		Lbs.	
2. Over Front		Lbs.	
3. Over Side		Lbs.	
f. Rated Capacity for Lift Radius, Crane Configuration, and Orientation (over front, side or...)		Lbs.	
4. Jib			
a. Is the Jib to be used	YES	NO	
b. Length of Jib		Ft.	
c. Jib Angle		Ft.	
d. Rated Jib Capacity for Lift Radius, Crane Configuration, and Orientation (over, front, side, or...)		Lbs.	
5. Cable			
a. Number of Parts			
b. Size of Cable		Inch.	
c. Maximum Capacity		Lbs.	

APPENDIX Y
EXAMPLE OF A LIFT GEOMETRY DIAGRAM AND A FREE BODY DIAGRAM



Lift Geometry Diagram



Free Body Diagram

CG= center of gravity of load
W = weight of load, lb.
 σ_1 = angle from verticle of sling 1, in degrees
 σ_2 = angle from verticle of sling 2, in degrees
 T_1 = tension in sling 1, lb., kg., tons, etc.
 T_2 = tension in sling 2, lb., kg., tons, etc.

Problem: Find T_1 and T_2 when σ_1 , σ_2 , CG, and W are known.

Solution: For equilibrium to exist, the summation of forces in both the vertical and horizontal directions must be zero.

Therefore:

- a) Vertical direction:
 $\text{Cos } \sigma_1 (T_1) + \text{Cos } \sigma_2 (T_2) = W$
- b) Horizontal direction:
 $\text{Sin } \sigma_1 (T_1) = \text{Sin } \sigma_2 (T_2)$

Let

W = 100,000 lb.
 $\sigma_1 = 40^\circ$ $\text{Sin } 40^\circ = 0.643$
 $\sigma_2 = 20^\circ$ $\text{Cos } 40^\circ = 0.766$
 $\text{Sin } 20^\circ = 0.342$
 $\text{Cos } 20^\circ = 0.940$

Then

- a) $0.766 (T_1) + 0.940 (T_2) = 100,000$
- b) $0.643 (T_1) = 0.342 (T_2)$

Solving equation b:

$T_2 = (0.643/0.342)T_1 = 1.880 (T_1)$

Solving equation a for T_1 :

$0.766 (T_1) + 0.940 (1.880)(T_1) = 100,000$

$2.533 (T_1) = 100,000$

$T_1 = 39,474 \text{ lb.}$

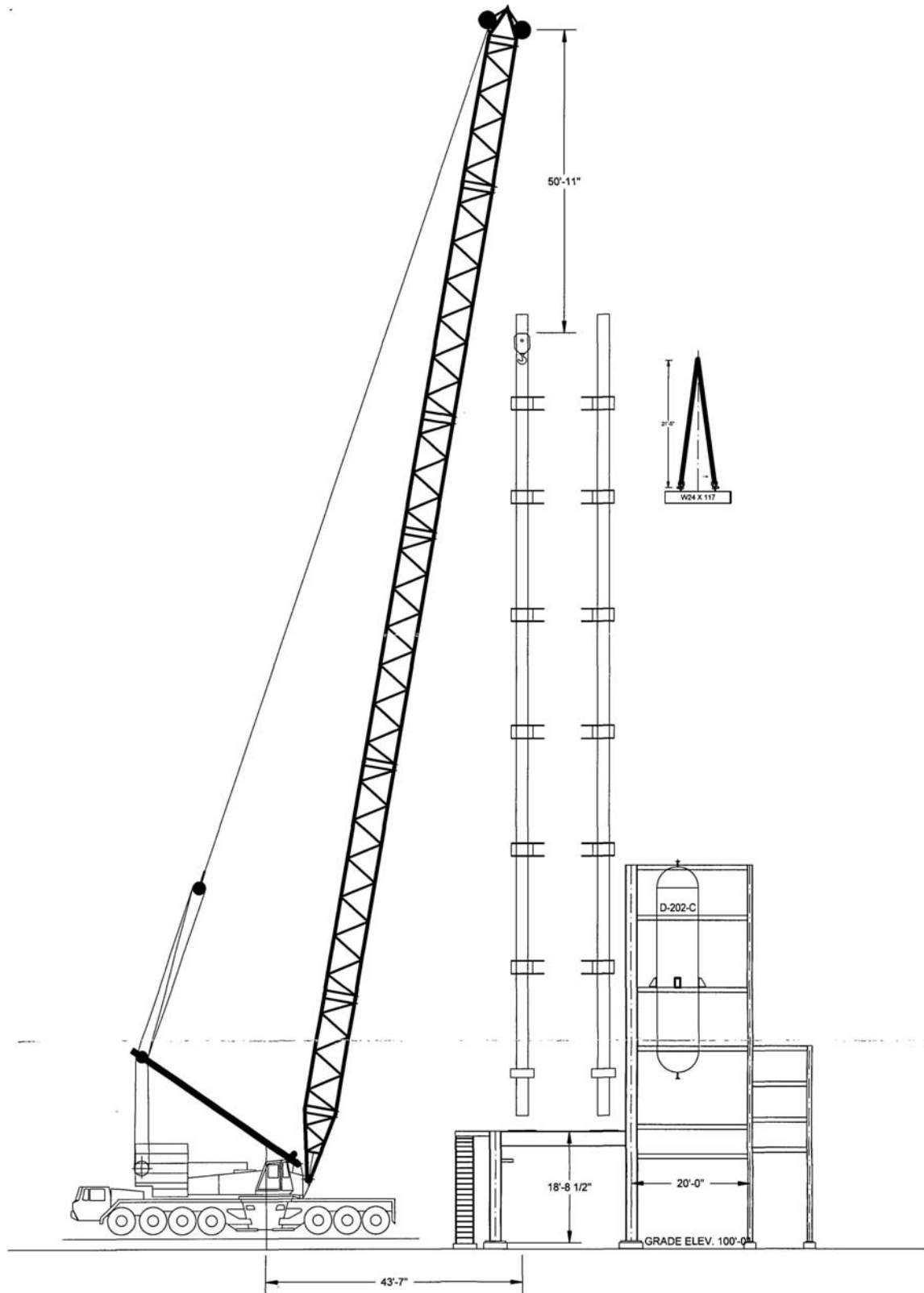
and from equation b:

$T_2 = 1.880 (T_1) = 1.880 \times 39,474$

$T_2 = 74,211 \text{ lb.}$

As can be seen sling 2 carries 1.9 times the load of sling 1
(74,211/39,474 = 1.9)

APPENDIX Z
EXAMPLE OF CRANE SET-UP AND RIGGING DIAGRAMS



APPENDIX AA PRE-LIFT CHECKLIST		Yes	No
1. Crane operator meets all qualification requirements?	<input type="checkbox"/>	<input type="checkbox"/>	
2. Lift calculations and rigging plan completed?	<input type="checkbox"/>	<input type="checkbox"/>	
3. Are lift equipment swing & travel requirements & clearances known?	<input type="checkbox"/>	<input type="checkbox"/>	
4. Are all required approvals/permits signed?	<input type="checkbox"/>	<input type="checkbox"/>	
5. Crane inspections up to date (Annual/Monthly/Daily)?	<input type="checkbox"/>	<input type="checkbox"/>	
6. Weather conditions and wind speed acceptable?	<input type="checkbox"/>	<input type="checkbox"/>	
7. Has the stability of the ground been assured by soil bearing analysis?	<input type="checkbox"/>	<input type="checkbox"/>	
8. Location and size of underground facilities are known?	<input type="checkbox"/>	<input type="checkbox"/>	
9. Matting and/or outrigger pads inspected and approved?	<input type="checkbox"/>	<input type="checkbox"/>	
10. Electrical equipment and power lines at required distance?	<input type="checkbox"/>	<input type="checkbox"/>	
11. Rigging Inspected for defects?	<input type="checkbox"/>	<input type="checkbox"/>	
12. Engineered lifting lugs fabricated and installed correctly?	<input type="checkbox"/>	<input type="checkbox"/>	
13. Connecting/disconnecting means been developed?	<input type="checkbox"/>	<input type="checkbox"/>	
14. Have the safety precautions been reviewed?	<input type="checkbox"/>	<input type="checkbox"/>	
15. Is survey equipment required?	<input type="checkbox"/>	<input type="checkbox"/>	
16. The total lifted weight is below 95% of capacity?	<input type="checkbox"/>	<input type="checkbox"/>	
17. Signal person(s) assigned?	<input type="checkbox"/>	<input type="checkbox"/>	
18. Safe Plan of Action (SPA) Completed?	<input type="checkbox"/>	<input type="checkbox"/>	
19. Pre-Lift Meeting/Task Safety Awareness Meeting (TSA) held?	<input type="checkbox"/>	<input type="checkbox"/>	
20. Hoist area & load path cleared of non-essential personnel?	<input type="checkbox"/>	<input type="checkbox"/>	
21. Crane set up per the lift plan (radius, configuration, etc)?	<input type="checkbox"/>	<input type="checkbox"/>	
22. Rigging equipment and tag line(s) installed per plan?	<input type="checkbox"/>	<input type="checkbox"/>	
Completed By Signature:	Name Printed:	Date:	

