



“Casting Our Legacy”

Contractor Safety Program

Introduction

Excellence in safety is the number one goal at Renaissance Manufacturing Group. Our objective is to have zero injuries occur within our facility, and take the standpoint that all injuries are preventable. Thus, having a good contractor safety process is necessary to achieve this objective.

Definitions

Contractors: For the purpose of these guidelines, the term “contractors” is defined as parties engaged by contract to perform services within our operating facility or to work on specific projects. Vendors, visitors, and other similar services are also governed by these regulations.

Occupational Injury / Illness: is an injury such as a cut, fracture, sprain, strain, etc., which results from a work incident or from an exposure involving a single incident in a work environment.

Objectives

To ensure that all parties involved in contracting work to a Third Party maintains and follows the guidelines of our accident prevention program to:

1. Eliminate contractor related incidents or accidents that affect Company personnel or property or could result in business interruption.
2. Eliminate accidents to contractor and Company employees and property.
3. Ensure that contractors are committed to safety excellence.

DEFINITION OF RESPONSIBILITIES

Project Manager

The project manager (engineering, production, maintenance, safety, quality, etc.) where the work is being performed has the final responsibility for safety. All non-Renaissance Manufacturing Group entities within the facility **MUST** go through the contractor safety program, and be approved prior to starting a job. If this step is by-passed, the Third Party may be escorted off of the job to fulfill this obligation. Furthermore, it is the responsibility of the project manager (i.e. –maintenance, engineering, production, safety, quality, etc.) to ensure that this step is met, including submitting sign-off sheets from contractors stating that they agree to work safely and follow all Renaissance Manufacturing Group safety rules and procedures. It is also the responsibility of the Project Manager to acquaint contractor’s supervisory personnel with necessary details with facility emergency plans and procedures including evacuations, loss control and also to provide contractor’s supervisors personnel with necessary details of facility safety regulations, policies and procedures, personal protective equipment use, so they, in turn, can familiarize their employees.



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Documentation and verification will happen through security prior to admittance to the facility.

Contractor

The contractor must agree to enforcement of facility safety regulations, policies and procedures, and applicable government regulations. **Failure to observe and enforce these safety regulations, policies procedures, and applicable government regulations will be cause for termination of contract.**

Any individual employed by the contractor who fails to comply with Environmental and / or Safety rules that any member of Management deems serious will be immediately and permanently discharged from the site. An internal formal review of said incident will determine the corrective measures that need to take place.

The contractor is expected to exert primary controls through their supervision to obtain desired performance. Poor safety performance can lead to potentially dropping the contractor from the bid list.

The contractor must agree to have a representative at the job site to participate in accident control. This representative can be a “Lead Man” of the crew. At a minimum, the following items must be included:

Reporting Injuries: In the event of an injury, the contractor’s field supervisor must immediately report the incident to the company’s Environmental, Health & Safety Department (EHS). In addition, the contractor is required to submit a written report within 24 hours (see attachment #1).

Housekeeping: Orderliness is a basic requirement for all jobs, and the site must be well maintained at all times. Special attention must be given to maintaining clear walkways, roadways, removal of trash, removal of slipping / tripping hazards, proper storage of materials and finally clear path to all emergency equipment (fire extinguishers, water hoses, emergency exits, etc.)

Emergency Planning: Contractors must inform their employees of what action to take in the event of fire, explosion, personal injury, a severe weather emergency, or other emergencies. The contractor shall notify the Project Manager in person or by telephone as soon as possible that all employees in the area are accounted for, or identify the specific employees that cannot be found. (See attachment #2 for Emergency Meeting locations & severe weather shelters). The procedure in the event of an evacuation is to safely and orderly secure work (tools, power, etc.) and move to the closest meeting point.



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Safety Inspections: Contractors shall use a regular system of work inspections to prevent hazardous conditions, safety rule violations and unsafe practices.

Technical Services Manager:

The Technical Services Manager has the overall safety responsibility for a major capital project from beginning to completion. The Engineering Project Manager is responsible for seeing that safety obligations of the contract are fulfilled. These responsibilities include:

1. Review or Monitor the contractor’s safety program
2. Alerting facility management of any changes in the contract that could adversely affect the safety of the company personnel and property.
3. Investigation of all contractor accidents or near misses including completion of company reports and closing corrective actions.

Pre-Job Communications

Prior to starting any work on a job, the contractor must conduct a pre-job safety conference with the Project Manager. At this time the nature of any chemical or physical hazard or special safety rules for the area will be covered. Contractors shall then instruct all their employees on all safety rules and procedures before working in the facility. For returning contractors, this conference is to be held annually. By January 31 of every concurrent year that the contractor will provide work on-site, this process will be gone through and agreed to prior to starting any job. Mid-year additions can be added during the year, predicated on that the contractor complies with this process prior to starting work.

EHS Department

The Environmental, Health & Safety Department is responsible for representing the company’s personnel and property. Specific areas of involvement and assistance are:

1. Auditing the field application of the contractor’s safety program as it relates to company requirements.
2. Pre-Approval of **ALL** chemicals that are to be used while on-site. No chemicals are to be brought on facility property without this prior approval.
3. Assisting in the review and formulation of special contractor regulations to match Renaissance Manufacturing Group and government regulations.
4. Assisting in the investigation of contractor accidents and near misses, particularly those accidents where company personnel or property have been or may have been involved.
5. Assist with monitoring job site safety and help ensure contractors and employees follow safety rules, procedures and policies.
6. Maintaining information regarding the contractor’s performance as a permanent part of each contractor’s purchasing file.



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Purchasing

Purchasing is responsible for:

1. Informing bidding contractors of expected company safety performance. To be on the bid list, a contractor must commit to follow the company safety standards.
2. Obtaining information indicating the capability of bidding contractors to provide satisfactory safety performance. The ability of a contractor to fulfill this part of the contract will be used as one of the prime factors in evaluating bidders.
3. Ensuring that provisions concerning safety are incorporated in the contract including Renaissance Manufacturing Group safety rules, personal protective equipment, emergency procedures, and special hazard control procedures defining contractors obligations in the bid or quote package.

Administration: (Group or Individual)

Communication channels between the project manager, contractor and location management are essential. The key to maintaining an effective process is the monitoring, motivation and auditing influence exerted by the coordinating group. The membership of the coordinating group and degree of delegation of functions are governed by such factors as:

1. Size of the project.
2. Type of contract administration (i.e. engineering, construction services, etc.)
3. Nature of contract services (i.e. maintenance and specialty service).
4. The need for contractor representation.

The group should be small to retain flexibility and functionality. The magnitude and type of the contract will determine contractor representation and frequency of meetings. All extended contracts may require meetings as often as once per week to assure up-to-date control of hazards.

Coordinating Functions Include:

1. Assisting the contractor if needed in the investigation and analysis of incidents or accidents.
2. Periodic monitoring of work progress for hazards and housekeeping.
3. Conducting periodic monitoring of the contractor safety program as it relates to work within the company. Areas in need of improvement must be reviewed with the contractor management.
4. Reports to project leader when unsafe practices or conditions exist for possible removable from future consideration for bidding.



APPENDIX A

Renaissance Manufacturing Group – Waukesha, LLC.

SAFETY RULES & REGULATIONS FOR CONTRACTORS

Contingency Statement:

These rules and regulations establish minimum expectations of contractor performance. Exceptions to these rules and regulations must be specifically approved in advance by Renaissance Manufacturing Group Management.

Personal Protective Equipment

Personal Protective equipment must be provided by the contractor. Renaissance Manufacturing Group will not provide any Personal Protective Equipment to contractors.

The following personal protective equipment is mandatory in all areas; other than office areas, break areas, restrooms, locker rooms, and designated smoking areas.

1. **Eye Protection:** All personnel **must** wear approved safety eye protection **at all times** while on the premises.
2. **Hearing Protection:** All personnel **must** wear approved safety hearing protection **at all times** while on the premises.
3. **Head Protection:** All personnel **must** wear an approved hard hat **at all times** while on the premises.
4. **Clothing:** All personnel working on company property shall be fully clothed at all times. It is mandatory that steel toe work boots / shoes be worn and the use of hazard eliminating clothing be encouraged.

Certain jobs / tasks will require additional personal protective equipment, it is the responsibility of the contractor to provide such equipment and ensure that it is rated appropriately for the task.

Ladders

1. When used in a roadway or main aisle or in an area where fork trucks or other vehicles are used, the area must be roped off or a person stationed by the ladder to protect the person on the ladder.
2. All straight and extension ladders must be equipped with approved safety feet.
3. To prevent a straight ladder from slipping, an attendant must hold the ladder or tie it off.
4. Only wooden or other dielectric ladders in safe condition may be used. **No all metal ladders permitted.**
5. Contractors are not to use company ladders.



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Scaffolds

Safe and adequate scaffolding must be used. Portable scaffold, when used, must be lashed or secured in place. A suitable railing must be used on scaffolding in conformity with government regulations.

Overhead Work

1. No overhead work is permissible when company employees are underneath. Roadways must be barricaded when workers are on roofs having eaves parallel to roadway.
2. All girders, beams, and overhead surfaces shall be kept free of debris, nuts, bolts, tools, and other materials.

Electrical

1. Only authorized and qualified personnel will install, troubleshoot, or repair electrical equipment.
2. All electrical work, including temporary wiring, is to be done in accordance with the National Electric code.
3. Specific PPE for arc flash / electrical hazards must be provided by the contractor, and worn accordingly.

Excavations

1. All excavations, holes, or other areas where personnel can fall must be guarded with adequate barriers.
2. Before starting any excavating in any area, the contractor must contact the company’s Engineering Department, and is responsible for contacting & complying with the Diggers Hotline for information concerning concealed electrical lines, pipes, etc.
3. Extreme caution must be taken to avoid fouling or striking underground cables or other installations.
4. All excavations shall be adequately braced and shored to comply with OSHA & ANSI Standards.

Cranes

1. Cranes and other heavy equipment must be guided into and out of the plant by a person walking in front of the vehicle at a safe distance.
2. No person shall ride on a crane ball, cable, or boom.
3. Areas within the swing radius of the rear of the rotating superstructure of the crane shall be barricaded to prevent personnel from being struck or crushed by the crane.
4. Crane booms must not be operated within 10 feet of live electrical wires.



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Vehicles

1. Contractors are not permitted to use company mobile equipment, (i.e. cranes, trucks, forklifts, etc.) except by prior Renaissance Manufacturing Group approval.
2. Automobiles and other personal vehicles are prohibited within the facility’s perimeter.
3. Maximum speed limit is 5 miles per hour. Lower limits prevail as determined by conditions. Safety in the operation of mobile equipment is of prime importance, and pedestrians always have the right of way.
4. All vehicles required in the plant must come to a complete stop when entering and leaving the plant and will be subject to inspections by the gate guard for tool and equipment clearance.
5. Refueling gasoline powered equipment must be done outside of all buildings and in one location only.
6. LPG equipment must be refueled outside. Tanks must be shut off overnight and on weekends, and avoid exposure to high temperatures. Additionally, smoking is only permitted in clearly labeled and designated smoking areas. LPG equipment is not to be parked close to excavations or basement aisles.
7. All industrial vehicles used must meet all site safety rules such as (backup alarms, lights, horns, etc.).

Hot Work Permits (see attachment #2)

1. Contractors shall contact the Security to obtain a burning or welding permit before starting any flame, cutting, welding, sandblasting, or other hot work.
2. The Contractor will provide a fire watch during all hot work operations.
3. All compressed gas cylinders must be stored in an upright position and properly secured.
4. Contractors are not to use company fire extinguishing equipment except in an emergency.
5. Where cutting, burning, or welding is done overhead, a fire watch must be stationed below.
6. Arc welding done at floor level must be shielded to protect personnel from welding arc.
7. Acetylene / Oxygen welding torches must have approved backflow prevention check valves, and must be separated by a minimum 10 gauge sheet metal between cylinders. Cylinders must be shut off after use.
8. Tarpaulins will be fire resistant, their placement and use is the responsibility of the contractor.
9. Fire hydrants and hoses are not to be used, except to fight fires.



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Storage of Flammable Liquids

Paint, paint thinner, gasoline, oil or other flammable materials will be stored only in reasonable quantities and in approved containers and all storage areas are to be easily accessible and clean at all times. Additionally, **all chemicals MUST be approved by Environmental Health & Safety Department prior to bringing them on the premises.**

Compressed Air

Compressed air is not to be used for cleaning people or clothing. While operating compressed air for cleaning machinery or work sites, proper personal protective equipment shall be worn. Others who may be in the immediate area must be brought back to a safe distance until cleaning is done.

Compressed Gas Cylinders

1. Must be moved, stored, or handled in the upright position. Transporting horizontally or by means of “barrel rolling” is strictly prohibited. No cylinder shall be moved without protective cap or attached regulator except when secured in an approved welding cart.
2. At no time will compressed gas cylinders be moved by fork truck unless contained in an approved transportation device.

Confined Spaces (see attachments #3 and #4)

No person shall enter a confined space (tank, vessel, vault, pit, sewer, or enclosed structure with restricted means of escape) until a confined space entry permit is issued and signed by the contractor. Additionally, the contractor is to provide their own trained Attendant and perform Air Monitoring throughout the entire Confined Space Entry.

General Practices

1. Intoxicants
 - a. Possession of or drinking alcoholic beverages are strictly prohibited on company premises.
 - b. Possession or use of drugs for other than medical reasons is forbidden on company premises.
2. Weapons and Ammo are not permitted on any Renaissance Manufacturing Group owned property; this includes company parking lots.
3. Contractors are not to enter any building or area not required by their work; wandering is prohibited.
4. Horseplay is not permitted.
5. Never operate or adjust any machinery or valves except as specifically authorized by the Engineering Department.



Housekeeping

1. Good housekeeping practices are to be followed and the work place kept clean and orderly. Trash shall be deposited in proper waste containers.
2. At no time shall any material or equipment be placed so as to block aisles, exits, ladders, or emergency equipment.
3. Job site cleanup is to be accomplished daily and at the completion of the job.

Smoking

Smoking is only permitted in clearly identified **“Designated Smoking Areas”**; smoking in all other areas is prohibited.

Machine Safeguarding

Machinery, tools, and equipment must not be operated without all guards and safety devices in place and functioning properly. Machine guarding is to be replaced prior to completion of any job.

Fire Protection

Fire extinguishers, hose racks, and other emergency equipment shall not be covered or blocked, and fire equipment lanes must always be kept clear.

All fires must be immediately reported to the company regardless of duration or extent. In case of a fire, call x1600 and give location of the fire. If possible, remain in the area to direct emergency crews.

Reporting Injuries (see attachment #1)

1. The company’s safety department shall be notified immediately in the event of a death, occupational disease or any injury to a contractor. **ALL** accidents must be investigated, identifying both root cause(s) and corrective action(s) to prevent reoccurrence.
2. The contractor shall see that all injured personnel receive proper first aid attention immediately. Provisions for medical care shall be agreed to by the company prior to commencement of the project.

Temporary Buildings

Temporary buildings and material storage areas shall only be allowed upon written approval of the Company project leader and are not to be set up under power lines or pipe-ways.



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Hazardous Materials

1. All hazardous and flammable materials must be approved by the EHS department prior to bringing them onto the property. Contractors are to notify (via Project Manager) EHS when the products are on facility grounds when work is being conducted.
2. It is the contractor’s responsibility to maintain MSDS on site at all times for all chemicals used.
3. Contractors are responsible for removing all hazardous materials from the property. Under **NO** circumstances shall oils, coolants, flammable liquids, acids, etc. be disposed of in storm or sanitary sewers.
4. The EHS Department is to be notified immediately of any spills. (extension 1600)

Lock-Out / Tag-Out

1. Contractors and their employees must abide by the provisions of the OSHA Lock-Out / Tag-Out standard 29 CFR 1910.147.
2. All energy sources must be locked out prior to commencing work. Procedures for removing lockout devices, inspections, employee communication, and removal of the lockout devices must be implemented.
3. Multiple Lock-Out / Tag-Out is required if more than one person is working on the equipment.
4. Contractors must review the appropriate LOTO procedures with their respective Project Managers.

Tools & Equipment

1. Contractors must provide **all** tools and equipment (including forklifts and powered man-lifts) required to perform the work. **Our plant will not loan tools or equipment to contractors.** All equipment must meet OSHA requirements.
2. The use of a forklift for personnel lifting without an approved man-lift workbasket is prohibited. Company policy requires that fall protection **MUST** be worn when using **ANY** lifting equipment.
 - a. Fall protection must be provided by the contractor.
3. All extension cords and electrical tools shall have three prong grounded plug. The insulation and outer covering must be intact without repairs before placing the unit into service.
4. Ground fault circuit interrupter (GFI) devices or double insulated tools are required in damp or wet work environments. Special low voltage and explosion proof lighting and tools are required when working in all hazardous areas.



Environmental Management

Contractors shall be aware that Renaissance Manufacturing Group is dedicated to ISO 14001. We also are cognizant and empower our employees to improve / reduce our environmental footprint on a constant basis, by complying with all environmental regulations, and conduct our business within the parameters established in our operating permits. At any time there is a question about practices that could affect the Environmental Management System, please consult your project manager. There is a brief page of typical environmental management responsibilities (Appendix B) within this package. Like many of the safety rules found within this program, it is not all encompassing and contractors should always consult their project manager prior to conducting any activities that could adversely affect the environment.



APPENDIX B

Renaissance Manufacturing Group – Waukesha, LLC.

Contractor Environmental Management Responsibilities

1. All work activities shall be in accordance with all appropriate environmental regulations.
2. Remove all trash from the work area daily.
3. Any demolition non-special waste must not be deposited on company property. This waste shall be loaded directly into trucks or containers and sent to a landfill. (Special waste would include material such as asbestos and contaminated soil.) If there is a special waste to be disposed, contact the EHS department for instructions.
4. Scrap steel shall be placed into luggers for off-site recycling. If scrap steel is to be generated, contact the EHS department.
5. The contractor shall furnish liquid tight containers on all sludge management activities.
6. It shall be the responsibility of the contractor to remove all drums from company property regardless if the drums are or are not empty. An exemption to this requirement is drummed material that contains an EPA hazardous waste that was generated on site. If this condition occurs contact the EHS department for instructions.
7. Only contractors that are approved by the ESH department can perform asbestos and lead abatement work.
8. No substance shall be allowed to exit uncontrolled from Renaissance Manufacturing Group' property through any media whether it be air, water, or soil. Some examples would include releases to storm drains and catch basins.
9. Any liquid container larger than five (5) gallons must have secondary containment.
10. Drivers of concrete delivery trucks are prohibited from dumping unused concrete anywhere on company premises.
11. Notify Plant Security at Ext. 1600 immediately of any spill, regardless of quantity.

The Environmental Management Guide is available to all contractors upon request. If there are questions, contact the EHS department.



APPENDIX C

Renaissance Manufacturing Group – Waukesha, LLC.

Attachment Forms