



CONTRACTOR SAFETY RULES

CONTRACTOR SAFETY RULES AND REGULATIONS

This manual sets forth Quinn Group, Inc. policy with regards to contractor safety.

Each Quinn facility consists of one or several diverse operations under one roof. Heavy equipment, machinery, power generators and engines are often being operated and repaired in several areas. Hazardous flammable and combustible materials are often handled and stored within the facility. Parts operations are receiving and stocking inventories. Transportation vehicles are in and out of each Quinn facility. Each operation has unique issues, requirements and specifications which impact upon the activities of contractor personnel.

The intent of this booklet is to provide sufficient information to allow you, the contractor, to conduct your business here as safely as possible. Any questions or comments pertaining either to the information in this booklet or safety in general, should be directed to Quinn Group, Inc. project coordinator or any of the management personnel on site.

At the back of this booklet is a tear-out page which requires your signature. This document states that you have read and fully understand the guidelines set forth in this booklet.

The information in this booklet is derived from some general OSHA and NFPA regulations and specific Quinn Group, Inc. rules. Since the OSHA and NFPA regulations are general in nature, you must have a good knowledge of all specific regulations which pertain to your line of work. These specifics will not be addressed in this booklet.

SAFETY, HEALTH AND SECURITY RULES AND REGULATIONS

1. All contract employees performing work for Quinn Group, Inc. must adhere in detail to the safety, Health and Security rules. The contractor will remove and replace any contract employee who fails to comply with these rules. All interpretations will be made by the designated representative for Quinn Group, Inc.
2. Quinn Group, Inc. General Terms and Conditions (copy supplied by Quinn representative) shall apply to all contractor work.

3. General

- A. The contractor and his employees shall comply with all federal, state and local safety regulations.
- B. The use of or the possession of alcohol beverages or non-prescription drugs is not permitted on Quinn premises.
- C. All unusual incidents should be reported immediately to the Quinn representative, (accidents, damage to property, etc.).
- D. A contact phone number will be left with the Quinn representative while the contractor has workers or material on Quinn premises. Likewise, a Quinn representative phone number will be supplied to the contractor representative.
- E. Before starting any excavations, the contractor must consult with the Quinn representative for all known underground utilities or other pipe lines and tanks.
- F. All hazardous openings or excavations must be barricaded at all times unless the work requires their temporary removal. The area will be lighted one hour before sunset till one hour after sunrise.
- G. Contractor must notify the department manager/supervisor prior to perform any work in the machine/engine shop or in the parts warehouse. Department manager/supervisor will work with the contractor to determine what electrical equipment should be shut down (lockout/tagout) prior to work being started. Contractor must notify the department manager/supervisor when work is completed.
- H. While overhead work is being performed, signs must be posted in a conspicuous manner "Danger – Work Overhead". If sparks from cutting, etc. or other materials are falling, the area below must be roped off completely.

- I. Work shall not be performed under or immediately adjacent to loads being hoisted and all loose items of equipment or material shall be secured from falling.
- J. No riders are permitted on moving equipment, rigging or loads.
- K. Lines must be clearly marked where they cross the travel space of paths, walkways or roadways.
- L. Fire doors must not be blocked or fastened open. Wires, cables or hoses, etc. shall not pass through a doorway and prevent the fire door from closing completely.
- M. Acetylene, oxygen, nitrogen and other compressed gas cylinders must be securely fastened in an upright position. SDS must be available at any time.
- N. Jumping from docks, trucks or other platforms is prohibited.
- O. Do not use packages, drums or other items in place of ladders.
- P. Do not run.
- Q. The contractor shall report any malfunction or potential safety hazard to the Quinn representative.
- R. The contractor is responsible for noting the clearance under pipe racks, conduit racks, doors, ramps and other such overhead obstructions and reconciling any possible interference with equipment.
- S. The contractor shall observe the facility speed limits when moving any type of vehicle.
- T. Contractor personnel shall not connect to, adjust or otherwise tamper with Quinn equipment.
- U. The possession of any type of weapon on Quinn property is prohibited.

4. Contractor's Access to Quinn Premises

- A. SPECIAL ARRANGEMENT must be made with the Quinn representative for access beyond the normal workday, on weekends or holidays.
- B. The contractor's employees will be permitted access only to those areas necessary for the performance of contractual work. Under no circumstances are the contractor's employee allowed to tour or roam around the facility or to enter areas not necessary for the performance of their work.

- C. No personal vehicles are allowed inside the gate in area of the facility unless cleared by the Quinn representative. All closed type vans, car trunks, tool boxes and other contractor vehicles and equipment are subject to inspection by a duly authorized Quinn representative while on Company premises.
- D. The Quinn representative will inform the contractor where employees must park their personal vehicles while working at this facility.

5. Housekeeping

- A. Housekeeping is the contractor's responsibility.
- B. The job area must be as clean and orderly as possible while the work is being performed.
- C. Flammable and combustible wastes must be removed from the premises at the end of each working day if the Quinn representative so requires. Sewers, ditches, trenches and waterways are not to be used for disposal of waste. Dumpsters and other normal trash receptacles may be used only with the permission of the Quinn representative.
- D. Should the contractor fail to remove trash, etc., such removal will be done by Quinn at the contractor's expense.
- E. At the end of the work, the job area must be left in an acceptable condition. The Quinn representative will make a final inspection to determine the adequacy of the final cleanup.

6. Contractor Employee Conduct

- A. The contractor is responsible for the conduct of his employees and shall enforce good order and conduct at all times.
- B. Horseplay is not permitted.

7. Smoking and the use of Flames, Welding, Cutting, Burning, Grinding Equipment and other Spark Producing Equipment

- A. SMOKING is prohibited throughout the facility. Only those areas specifically marked or otherwise indicated as SMOKING AREA may be used. The Quinn representative will inform the contractor as to where these areas are located.
- B. A Hot Work permit will be issued for each specific job requiring the use of open flames or spark producing equipment. It is the responsibility of the contractor to inform the Quinn representative of the need for a Hot Work permit. The permit is good for the time period

established by the Quinn representative. If further work is required after this time period, an additional permit must be issued. The permit must be conspicuously displayed at the job location. The permit is not permission to smoke.

8. Personal Protective Equipment (PPE)

- A. The contractor will be informed of Quinn PPE requirements for Quinn employees in all normal work areas. The contractor shall incorporate similar requirements in its Safety and Health Program.
- B. It is the responsibility of the contractor to enforce the use of required PPE (safety glasses, harnesses, steel toe work shoes, etc.) by its employees.
- C. The contractor will supply PPE to its employees unless instructed otherwise, in writing, by Quinn Group, Inc.
- D. The Quinn representative will inform the contractor of any hazardous chemicals that workers may be exposed to while performing work at Quinn. Suggested or required PPE will be identified at that time. Safety Data Sheets will be provided upon request.
- E. SAFETY GLASSES: It is the responsibility of the contractor to enforce the use of safety glasses at all times especially at the repair shop. Contractor will supply his employees with their PPE.
- F. All contractor personnel must wear shirts with sleeves that cover the shoulders and pants that cover the entire leg to the ankle.

9. Accidents and Injuries

- A. The treatment of injuries sustained by the contractor's employees shall be the responsibility of the contractor.
- B. Contractor must provide first aid supplies for their employees. Contractors must be familiar with procedures for obtaining medical assistance.
- C. All OSHA recordable injuries sustained on Quinn premises must be reported, in writing, to the Quinn representative for post-accident investigation.

10. In Case of Fire

- A. The Quinn representative will inform the contractor of the proper procedures for employees to follow if a fire alarm is heard or what procedures they should initiate to alert others if they observe a fire.
- B. If the contractor or one of his employees sees a fire, a fire extinguisher should be used. DO NOT REPLACE extinguishers on the HOOKS. They must be reported as empty to the Quinn representative.
- C. Fire fighting tools, extinguishers, hydrants, etc., must not be used for anything except fighting a fire.
- D. IF IT BECOMES NECESSARY TO TURN OFF A SPRINKLER SYSTEM OR US A HYDRANT OR OTHER FIRE FIGHTING EQUIPMENT FOR ANYTHING EXCEPT FIGHTING A FIRE, THE QUINN REPRESENTATIVE MUST BE INFORMED **BEFORE** THIS OCCURS.
- E. Any work requiring the disconnection of an active fire protection system must be planned and scheduled so as to limit the actual downtime to the absolute minimum.

11. Contractor's Tools and Equipment

- A. All equipment must be in first class condition.
- B. All electrical or spark producing equipment or internal combustion engines must be approved for use in any area. Use of tools not properly rated is strictly prohibited.
- C. Scaffold planks, ladders, ropes, ground wires, etc., shall be inspected by the contractor and replaced if they prove to be defective.
- D. Regardless of the type of fuel used, all fuel-driven machines must be shut down for refueling.
- E. Safety guards or other devices shall not be removed from tools or equipment except for repairs and must be replaced upon completion of repair.
- F. The use of photographic equipment within the Quinn facilities must be approved by the Quinn representative.

12. Right to Know Law

- A. The Quinn facility has a working Hazard Communication Program (GHS) which keeps employees informed of the hazards of the chemicals with which they work. If you wish to review a copy of the written Hazard Communication Program or the Safety Data Sheet for any material, ask your Quinn representative.
- B. If the material is a finished product, hazard information can be found on the product warning label.
- C. At no time should you ever work with a material which you do not understand or are not aware of the hazards. If you have any questions about the materials with which you are working, ask your Quinn representative.

CONTRACTOR SAFETY AGREEMENT

I hereby agree to abide by the requirements set forth in this Contractor Safety Rules.

Any questions concerning safe practices should be directed to the Quinn representative.

Signed: _____

Date: _____

Company: _____