
CONTRACTOR SAFETY HANDBOOK

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**Prepared by Environmental, Health and Safety
HRL Laboratories, LLC**

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1. PURPOSE AND SCOPE

The California Occupational Safety and Health Administration (Cal/OSHA) requires each employer to provide a workplace that is free of recognized hazards that might cause serious injuries. This handbook establishes minimum Environmental Health and Safety (EH&S) performance expectations for contractors, including construction contractors and those performing facility maintenance at the HRL facility. Each contractor is expected to perform their work in a manner that minimizes the risk of injury and property damage. All contractors must comply at a minimum with the following:

- Compliance with applicable Federal, State and Local regulations (including Cal/OSHA, EPA and local air districts) and requirements of this document.
- Use of required safety equipment and personal protective equipment (PPE).
- Practice of safe work habits.
- Practice good housekeeping on the job site.
- Prompt reporting of injuries, incidents, and unsafe conditions.

Make sure that your supervisors, employees, and sub-contractors all understand and comply with applicable information specified in this handbook. If you have questions, call your HRL contact or a member of the HRL Environmental, Health and Safety (EH&S) team.

HRL Project Managers (PM) will periodically review the work of contractors. However, HRL will not direct the day-to-day activities of contractors or “supervise” contractor employees. Any noncompliance issues will be reported to the HRL PM or contractor’s home office. If repeated violations are observed, work may be stopped, and the contractor may be asked to leave the property. If a contract company is observed in a pattern of noncompliance, contract arrangements with that company may be discontinued.

For purposes of contractor safety, the term contractor includes subcontractors.

HRL POINTS OF CONTACT

EMERGENCY	Dial Ext. 3333 from any HRL phone. Dial 1-310-317-5583 to contact the Security at 24/7 Console
Environmental Health and Safety (EH&S) Information	Dial Ext. 4747 from any HRL phone.
Security Desk	<p style="text-align: center;">Malibu: x5583</p> <p style="text-align: center;">-Lost Hills: x5507</p> <p style="text-align: center;">-Calabasas: x5525</p> <p style="text-align: center;">-Camarillo: x5522</p> <p style="text-align: center;">-Westlake: x5692</p> <p>If no HRL phone available, dial 1-310-317-5583 to contact the Security 24/7 Console.</p>

2. Roles and Responsibilities

Contractors are responsible for:

- Promoting safe practices, comply with all HRL and regulatory safety requirements/regulations.
- Holding safety meetings in accordance with their Injury and Illness Prevention Program (IIPP).
- Being properly trained and adequately certified/qualified for their specific line of work.
- Understanding and complying with the information in this handbook.
- Notifying their supervision, their HRL PM or representative of any code violations that would result from execution of the desired work or that occur inadvertently as a result of their work.
- Notifying by direct contact (radio, cell phone or telephone), immediately:
 - Supervision and HRL PM of any code violations
 - PM of incidents, environmental releases, and near-misses
 - PM of regulatory agency inspection
- Being aware of the surroundings and the impact of the work to be performed. It is the Contractor's responsibility to know and understand the systems being worked on.
- Submitting a Contractor Pre-Qualification Safety Questionnaire (CPSQ) and meeting HRL minimum criteria
- Providing the PM a Site Specific Safety Plan (SSSP) at least 2 weeks before the initiation of the work, and ensure its implementation including subcontractors
- Verify tools and equipment are adequate and safe for use
- Have ongoing involvement in the overall success of the project delivery process
- Inspect the site daily to ensure it is a hazard-free environment
- Investigate all accidents and near-misses
- Submit JHAs for hazardous work, which will be reviewed/approved by EH&S before such work begins.
- Complete and provide – Chemical Use Approval (CUA) forms to the PM for EH&S approval prior to use
- Coordinate removal of hazardous waste with the PM (ultimately EH&S)
- Coordinate removal of Construction and Demolition (C&D) waste with the PM for appropriate bins
- Notify and coordinate with PM any mandated testing and/or evaluations of the workplace by external agencies/consultants.
- Address, in writing, open HRL inspection/audit findings w/in 3 business days of receipt and provide to the HRL PM
 - Notifying HRL PM and EH&S of any regulatory agency inspection

3. GENERAL

3.1 Scope

HRL Laboratories, LLC is dedicated to providing a safe and healthy workplace for its employees and contractors. We believe that accident prevention and compliance with environmental, health, and safety programs are an integral part of our success as a diversified Research and Development Laboratory facility. This handbook will assist you in understanding HRL's commitment to safety.

All employees, contractors and temporary workers are expected to follow all applicable safety, health, and environmental regulations during their daily routines. Following the rules outlined in this handbook will help you maintain standards of quality and safety while you work at HRL. While the rules address the most common questions asked by contractors, they are not all-inclusive of safety, health, and environmental requirements you must follow while working at the HRL facility and are not intended to preclude more stringent or specific rules that you or your company may already follow.

3.2 Regulatory Requirements

HRL is committed to hiring contractors with superior EH&S performance to reduce regulatory exposure and demonstrate a commitment to adopting and promoting HRL values and goals. Successful Contractors will have submitted the HRL Contractor Prequalification Questionnaire to the HRL PM which was subsequently reviewed and approved by HRL's PM and EH&S. All contractors working on HRL property must follow all applicable Cal/OSHA General Industry and Construction Standards.

All Contractors will be held responsible for ensuring that all sub-contractors brought in to perform work through the general contractor, meet all applicable Cal/OSHA standards, are safety qualified and meet or exceed the HRL contractor requirements as specified in this handbook.

HRL reserves the right to review all contractor safety programs to verify that the Contractor meets all Cal/OSHA and other applicable safety and environmental requirements to perform the work.

3.3 Regulatory Visits

In the event a regulatory agency (excluding scheduled construction building inspection) should visit the HRL property, the following process shall occur. Example provided for a Cal/OSHA visit.

In all cases, the regulatory agent shall be directed to HRL Security for processing and site access approval.

1. HRL Security to notify HRL EH&S and HRL PM of Cal/OSHA inspector onsite. Inspector to be held in lobby until HRL EH&S arrives onsite.

NOTE: Per Cal/OSHA Policy and Procedure Manual the inspector is to give a reasonable amount of time (e.g. one hour, for employer personnel to arrive onsite). If employer personnel have not arrived within one hour, the inspector is to initiate the inspection.

2. Once HRL EH&S is onsite, they will determine the reason and scope of inspection.
 - a. If the intended inspection involves construction activity, EH&S will notify the HRL PM who will inform the General Contractor (GC) (if there is one designated for the project), or affected contractor if there is no GC, that a Cal/OSHA inspector is onsite.
 - i. The HRL PM and EH&S will remain with the inspector in the lobby pending the arrival of appropriate GC (contractor's) staff or other approval to enter the GC (contractor's) job site with the inspector.
 - ii. Should a GC (contractor's) representative not be available within a timely manner, the HRL PM (representative) and EH&S, will allow the inspection to avoid denying access. The HRL PM will provide communication/agreement with on-site GC (contractor's) team that the investigation will commence.
 - b. If the inspection is not directly related to the construction worksite (location where HRL employees are authorized to be present), HRL EH&S (and possibly Security) will escort the Cal/OSHA inspector without the GC (contractor's) presence. If HRL EH&S determines that a GC (contractor's) presence would be necessary/beneficial for the inspection, the HRL PM will contact the GC (contractor) per their identified chain of command.

Additional Notes:

- The GC (contractor's) site team may follow on investigation in case any items pertain to GC (contractor's) subcontractors.
- All pictures – will be reviewed and approved through HRL Security. The camera will be provided by HRL Security. EH&S will take their requested pictures. Upon approval of Security, the pictures will be released.
- Take the most direct, least hazardous path to the requested area.

3.4 Contractor Employee Training

Contractor employees performing work for HRL shall have the appropriate training/certification for the work tasks to be performed. Such training may include, but is not limited to Hazard Communication, Fall Protection, Confined Space, Powered Industrial Trucks (forklifts), Asbestos, California State Certification

for Electricians, and Electrical Work under California Code of regulation (CCR), Title 8, Subchapter 4. Construction Safety Orders and /or Subchapter 7, General Industry Safety Orders, (whichever is applicable to the work to be performed).

Contractors must have documented evidence of trained and properly equipped employees to perform their assigned work. This may include objective evidence of EH&S training (e.g. curriculums and sign-in sheets), an established method for new employee orientation, and Medical Surveillance as appropriate (e.g. respiratory protection).

HRL reserves the right to request training records from Contractors to verify that Contractor employees are properly trained for the work being performed.

3.5 Inspections

Contractors will be required, as requested by the PM, to submit evidence of inspections, safety meetings, training, etc. to the PM. HRL reserves the right to inspect/audit any element of the contractor's EH&S plan throughout the duration of the project or performance period.

- The PM will evaluate contractor performance using the following criteria (at a minimum):
 - The Contractor's safety performance including the number of incidents (accidents, injuries, spills, releases, etc.) and near misses.
 - Implementation of the contractor EH&S programs as defined in the prequalification and selection process. These would include adherence to their written Site Specific Safety Plans, quality of safety meetings, quality of contractor EH&S leadership, etc.
 - Adherence to EH&S requirements and EPA and Cal/OSHA requirements.

Copies of the contractor's inspections/audits will be maintained as part of the project file.

3.6 Disciplinary Action Policy

HRL will not tolerate unsafe conditions and/or non-compliance with safety and health regulations. A contractor may receive up to three warnings, depending on the severity of the safety violation. In some circumstances, a contractor will receive only one formal warning. A contractor who commits another safety violation after a formal warning may not be allowed to bid on future projects. Blatant or intentional disregard of safety requirements will result in cancellation of future work and/or immediate removal from the HRL facility.

HRL also reserves the right to deny access to specific employees. HRL will deny access or remove any contractor who ignores EH&S or PM orders to stop a certain act(s) or work activity.

Contractors may be required to provide a policy for disciplinary action in the event employees violate company or regulatory requirements to the HRL Procurement for an HRL construction project.

3.7 Site Specific Safety Plan (SSSP)

Contractors shall provide a site-specific safety plan (SSSP) to the HRL Project Manager a minimum of 2 weeks after award and at least 2 weeks before work is scheduled to begin. Copies of the SSSP shall be provided to the designated PM and EH&S for review. If there are questions or concerns associated with the SSSP, EH&S will submit concerns to the PM for discussion and resolution with the Contractor. The contractor may not initiate work until the safety issues are resolved to the satisfaction of EH&S and the PM.

The Contractor's SSSP shall at a minimum specify:

- The Company's safety policy
- Responsibility for implementation of worksite safety
- Adherence to HRL's Contractor Safety Handbook
- Safety and emergency contact information

- Accident/incident investigation process
- Training
- Applicable medical surveillance
- Address hazards as identified by HRL in the Pre-Work Hazard Assessment
 - Job specific elements based on scope of work (e.g., hazard communication, housekeeping, hand and power tools, mechanized equipment, traffic control, PPE, etc.)
- Job Hazard Assessments (JHAs) shall be developed for Highly Hazardous Work (e.g., working at Heights, Excavation, Electrical, LOTO, Hot Work, etc.) – For examples, see Appendix 2
 - All contractor employees performing highly hazardous work must review the JHA prior to performing the tasks and acknowledge with their signature that they understand and will comply with its requirements.

3.8 Conduct & Controlled Substances

The following activities and materials are prohibited on HRL property: horseplay, fighting, gambling, swearing, alcoholic beverage consumption, weapons, marijuana, illicit drugs, controlled substance, explosive materials, radios, cameras, tape recorders. If photos are deemed necessary by HRL, HRL will provide the camera. All photos will be approved by HRL’s Export and Security departments. Displaying inappropriate and offensive language or insignias on clothing or on personal items such as toolboxes is also prohibited, as well as visible inappropriate/offensive tattoos. Any contractor suspected of being under the influence of drugs or alcohol will be escorted off HRL property and not be permitted to work at HRL again. The passage of Proposition 64 – “The Adult Use of Marijuana Act” does not change the rights and obligations of public and private employers to maintain a drug and alcohol-free workplace or require an employer to permit or accommodate the use, consumption, possession, transfer, display, transportation, sale, or growth of marijuana by employees and prospective employees, or prevent employers from complying with laws to maintain a drug free workplace. Contractors may be required to provide documented substance abuse policy (mandatory pre-employment and post-accident/incident drug testing).

3.9 Authority to Proceed

Contractors must receive “authority to proceed” from the PM or designee before beginning any work which may be hazardous to HRL employees, contractors, property, products, and/or equipment. This work and the appropriate controls for such shall be specified in the SSSP. Examples of hazardous operations that require authority to proceed are:

1. Hot work (welding, brazing, torch-cutting, grinding)
2. Electrical and/or mechanical lock outs
3. Confined space entries
4. Use of hazardous materials
5. Movement of heavy equipment (including crane lifts)
6. Blasting and use of powder actuated tools
7. Excavations, breaking, or drilling of the ground surface close to underground storage tanks, heliport and/or above-ground utilities.
8. Working on surfaces or platforms with unguarded edge
9. Erecting/Dismantling Scaffolding
10. Asbestos/Lead Abatement

The PM will ascertain which hazardous operations are to be conducted and will then meet with EH&S agreement on approval. The PM or designee will then give the contractor authority to proceed.

3.10 Restricting Access to Work Areas

It is the Contractor’s responsibility to install warning signs, safety cones, caution tape, or other barricades to prevent unauthorized access to Contractor work areas. This effort shall be coordinated with the HRL PM and the Fire Life Safety Lead.

The Contractor and Contractor's employees are granted the right to question HRL employees who might be present in the work area to determine if they have a need to be there. If the HRL employee does not have a need to be there or is not wearing appropriate personal protective equipment (PPE), the Contractor may ask the person to leave the work area. Incidences of unauthorized access should be reported immediately to the HRL PM.

3.11 Facility Damage

Contractors will be held liable for the cost of any interruption of HRL work due to contractor negligence. Activities that may potentially harm HRL employees must be properly controlled, and any area where HRL employees may be exposed to such potentially hazardous activities must be secured as detailed below. Contractors will also be held liable for hardware, i.e., any HRL property or product, damage due to negligence. The HRL PM must be advised immediately of all damage that occurs.

3.12 Occupied Areas

Performing demolition and construction work within occupied areas can present a variety of hazards to nearby personnel or make it difficult or impossible for nearby personnel to accomplish necessary work.

Making provisions for these issues so that normal operations can continue safely and productively and to minimize interruptions to the construction project caused by employee complaints is critical to project success.

Activities and potential EH&S issues that may affect nearby personnel include:

PROJECT ACTIVITIES	POTENTIAL EH&S ISSUES AFFECTING NEARBY PERSONNEL
Demolish/install walls; patch and paint	Dust - disturbing ceiling tiles, drywall removal, patching, sanding, poor housekeeping Noise - power tools, nailing, fastening, cutting Vibration – power tools, impact tools, air powered tools Chemicals/odors - paints, thinners, cleaners Fire - flammable paints, thinners, power tools, grinding, combustible materials (paper, cardboard, etc.), poor housekeeping Physical injury - Nail/staple guns, moving wall sections and materials in/out of work area, poor housekeeping
Remove/install carpet	Dust - carpet and padding handling, accumulated dust in carpeting Noise / vibration - ripping, nailing, power tools, chipping out carpet tacking Chemicals/odors - adhesive for carpet and baseboard Fire - flammable/combustible adhesive Physical injury - nailing, power tools, poor housekeeping, moving materials in/out of work area
Relocate/modify HVAC	Dust - removing/reinstalling ceiling tiles (fiberglass), accumulated dust/dirt in ceiling spaces. Noise vibration - removing/installing ductwork, cutting, welding, grinding, removing/reinstalling ceiling grids. Chemicals/odors - welding, metal cleaning, glues, silicones

	<p>Fire - welding, grinding.</p> <p>Physical injury - moving materials in/out of work area, overhead work, fastening/ shooting hangers, sharp edges</p>
Relocate/install electrical services, fire/life safety system, lighting and computer cabling	<p>Dust - removing/reinstalling ceiling tiles (fiberglass), accumulated dust/dirt in ceiling spaces, moving materials in/out of the enclosure</p> <p>Noise - cutting, fastening, power tools</p> <p>Fire - proper installation/ protection of electrical services</p> <p>Physical injury - poor housekeeping</p>
De-install cubicles	<p>Noise - power tools</p> <p>Physical injury – poor housekeeping</p>
Install cabinets/sink	<p>Dust - wood dust from sawing, sanding</p> <p>Noise - sawing, nailing, power tools</p> <p>Chemicals/odors - painting, applying adhesives</p> <p>Fire - wood dust, power tools</p> <p>Physical injury - moving materials in/out of area, housekeeping, nail/staple guns</p>
Overhead work	Physical injury – parts or tools striking employees working below
Other	Waste management

The following steps are required unless approved to do otherwise is obtained from the Facilities PM and EH&S to ensure the protection/welfare of nearby occupants:

1. Post a project notice at various observation points around the work area advising of the work underway, expected duration of the project and a name and office and mobile phone numbers for the PM. These notices should be coordinated with the PM.
2. For work that involves construction/demolition/rearrangement:
 - a) Perform work off-shift whenever possible.
 - b) Prior to any demolition, inspect the area for signs of mold growth or water damage. Contact the PM if such signs are observed. These areas must be assessed and corrected before demolition is begun.
 - c) Enclose demolition/construction areas (floor to ceiling) with fire retardant plastic sheeting.
 - i) Ensure that enclosures provide adequate sealing around the work area and that the integrity of the enclosure is maintained for the duration of the project. When necessary, use a separate contractor who is trained to construct these enclosures. Acceptable Fire-Retardant Sheeting must meet NFPA 701 Test Standard and Class 1, Class A flame spread rating per UBCC – 42 and ASTM E-8.
 - ii) Provide an enclosed vestibule or Z-door arrangement with provisions for project personnel to clean their shoes before exiting the enclosure.
 - iii) Provide HEPA filtered negative air systems to control dust and provide fresh air into the enclosure during project work.
 - iv) Inspect the enclosure integrity daily.
 - d) Protect the HVAC from dusts, fumes, odors, etc. that may be produced during the project.
 - e) Wet mop, wet sweep using a dust control product, or HEPA vacuum the work areas inside of the enclosure daily.
 - f) Package and transport materials and debris taken out of the project area daily to the HRL waste area such that dust and debris does not contaminate the non-project work areas outside of the enclosure daily. Materials may be wrapped in plastic and/or bagged/package for transportation.

Any contamination that does escape the enclosure must be HEPA vacuumed before personnel re-occupy the adjacent work areas on the next normal day of work.

- g) Do not store flammable materials in the enclosure when work is not in progress.
- h) Cover desks, chairs, bookcases, etc. in the enclosure with fire retardant plastic sheeting.
- i) Have the contractor or designee inspect the work area daily to ensure that these work procedures are effective.
- j) Coordinate with PM during operations which may generate dust, fumes or chemical vapors such as the removal or installation of ceiling tiles, drywall, or flooring; the application of paint or adhesives; or hot work. If a health and safety consultant is utilized, ensure reports are sent directly from the consultant to EH&S for review as soon as possible and that the records are properly retained.
- k) There may be small construction or demolition projects in occupied areas where the dust control measures listed above are not necessary. In that case, a deviation from these practices will require the approval of the PM and EH&S.

3.13 Housekeeping

Contractors are responsible for keeping their work areas orderly and neat. If their work areas pose tripping or slipping hazards to HRL employees, proper warning signs must be posted. At the close of each workday, contractors must clean and free the work area of all trash, debris, tools, equipment, dust, extension cords, and/or similar hazards.

For extremely dusty work, sweeping must be done throughout the day. Use moistened (non-kerosene based) sweep material when sweeping up dust.

Follow these general housekeeping rules:

- Compressed air shall not be used to clean floors, clothes, or any other surface.
- Contact the HRL PM for temporary storage areas.
- Never block any aisles or exits.
- Keep aisles free of trip/slip hazards. Ensure that any spills are properly cleaned up. Contact the PM for questions and if/when a spill may be hazardous for EH&S intervention.
- **Consult with HRL PM for waste and trash disposal. Some contracts will require the contractor to provide a construction waste container.**
- Use drip pans or mats for oily equipment (e.g., pipe thread equipment).
- Areas around fuse boxes, electrical switch panels, fire extinguishers, and other emergency equipment shall be kept clear at all times.

3.14 Asbestos-Containing Material (ACM)

Contractors are *not* allowed to use asbestos-containing construction materials at HRL. There is existing ACM identified at specific locations at HRL such as pipe elbows above certain ceilings, transite panels in lab hoods, vinyl floor tile and mastic. Contractors are expected to be knowledgeable about the various types of materials that may contain asbestos and be able to recognize when suspect material is encountered. Because ACM may be encountered before, during or after construction projects, the contractor has the duty to question whether a material contains ACM and may halt work until such a determination can be made. If suspect material is encountered, work must stop immediately and the PM must be notified. The PM will then notify EH&S for confirmation and necessary actions.

Contractor work areas will be inspected by the PM for such damage prior to final acceptance of project completion. Contractors are required to inspect their work areas on an ongoing basis and report damage immediately to the PM. HRL has provided a copy of the most current HRL Asbestos Notification.

As required, only a licensed and bonded asbestos abatement contractor shall disturb or remove asbestos containing material (ACM). The PM will coordinate abatement activities. The abatement company is responsible for making the South Coast Air Quality Management District (SCAQMD) notification and obtaining other necessary permits or registrations prior to initiating work. The PM shall coordinate written

safety plan review, safety oversight, and monitoring with EH&S. Tear down shall not occur without EH&S approval. HRL will handle waste disposal; the PM must coordinate the disposal with EH&S.

3.15 *Lead*

Lead may be present in buildings where the Contractor is working. HRL has identified the presence of lead-based and lead containing paint on various substrates and components (e.g. cinderblock, metal, concrete, dry wall, stucco, and asphalt). Construction related activities involving these materials may occupationally expose your employees to lead. As such, you are required to comply with **Cal/OSHA's Lead in Construction Safety Orders (8CCR 1532.1)**, which outlines necessary precautions and safety measures for working with lead-containing materials.

It is your responsibility to ensure that your work practices meet these regulatory requirements. If you have specific questions about substrates or components you will be working on, where available, HRL will share these results through your Project Manager.

If required, only a licensed and bonded lead contractor shall perform disturbance or removal of lead. Contractors must consult with the Facilities PM and/or EH&S staff to determine if scope of work will involve the disturbance of lead. Contractors conducting lead abatement work must meet all eligibility requirements established by regulatory agencies and HRL.

Contractors shall submit a copy of their work plan to the HRL PM and EH&S prior to commencing any abatement projects. The work plan shall include, at a minimum, the scope of work, all up-to-date training, all required licenses, SDS's of chemicals used for the project, housekeeping and decontamination procedure, and all regulatory notifications and permits. HRL will handle waste disposal; the PM must coordinate the disposal with EH&S.

Contractor will obtain necessary permits or registrations from applicable environmental agencies (e.g. South Coast Air Quality Management District, etc.) **PRIOR** to beginning any work that will require such a permit. Copies of all permits/registrations will be included in the work plan and submitted to HRL Facilities PM and EH&S **in advance** of such work and are to be posted at the job site.

4. EQUIPMENT

4.1 *Policy*

Contractors shall not operate HRL - owned equipment such as forklifts, man lifts, tools, company cars, trucks, ladders, and work stands or any other HRL owned equipment.

All electrical equipment and powered hand tools used at HRL must be UL-listed if applicable. Internal combustion engines may not be used inside any HRL building.

4.2 *Hand and Portable Tools*

Because damaged tools may result in injuries, all tools brought on-site to the HRL must be in good working condition. Only use tools that are made for that specific job. All tools must be collected at the end of each shift and locked in appropriate toolboxes or bins. HRL is not responsible for lost or stolen tools. Tools requiring certification for use (i.e., powder-actuated tools) must be used in accordance with the manufacturer's certification, and their users properly certified.

When using hand tools, follow these rules:

- Tools shall be in good condition. Electrical cords shall not be frayed or damaged.
- Portable tools must be connected to the electrical supply by means of a GFCI protected 3-wire cable and 3-pin plug and socket (double insulated tools excepted). Where a 3-phase supply is to be used, 4-wire cable and 4 pin plugs and sockets with ground connections must be used.

- Only non-sparking tools shall be used in areas when an ignition source may cause a fire or explosion.
- Wear eye protection when using powered hand tools.
- Never remove any safety devices or guards from power tools.

4.3 Elevated Work Platforms and Aerial Devices

All elevated work platforms and aerial devices, including boom lifts, man lifts, and scissors lifts must be in good working condition and their inspection certificates up to date when required. Only trained and authorized personnel shall operate these vehicles on HRL property. Daily pre-use inspection documentation is required of all mobile lifts. Documentation must be maintained on-site. If fall protection is required to operate mobile lifts the contractor will provide the appropriate fall protection systems and train employees as required.

Contractors utilizing scissors lifts and man lifts will implement procedures (i.e., barricades, signs, or spotter) to protect employees working below from falling objects as required. Hard hats are required while workers are up above.

4.4 Powered Industrial Trucks (Forklifts)

Only HRL employees trained and certified in the operation of forklifts shall operate HRL owned forklifts on HRL premises.

4.5 Noisy Equipment

Equipment that will emit enough noise to disturb HRL employees shall be used in isolated areas, off-site, or off hours. Such equipment includes grinders, saws, drills, powder-actuated tools, and jackhammers. Contractors/subcontractors operating noisy equipment shall wear appropriate hearing protection. Use of powder-actuated tools (i.e. nail guns) requires posting of 8 x 10-inch warning signs. The contractor must ensure that employees using powder-actuated tools are trained and currently certified.

4.6 Cranes, Hoists, and Rigging

Any lifts over buildings, floors, roofs, into elevators, over HRL roads, over potentially populated and/or pedestrian areas, must be coordinated with your PM, Security and EH&S. All required barricades and warning signs must be used. Tag lines and proper rigging are required. Only crane operators certified by the National Commission for the Certification of Crane Operators (NCCCO) or who meet equivalent training and certification requirements for the type of crane they will be operating may operate cranes on HRL property. Contractors performing rigging shall be trained and capable of safely performing the rigging operation. All loads shall be rigged by a qualified person (rigger) or by a trainee under the direct visual supervision of a qualified person (rigger). **DO NOT** operate cranes and hoists within 15 feet of electrical power lines.

Contractors must provide a Site Lift Plan (SLP) to the PM which meets the requirements identified in the HRL Crane & Hoist Safety Plan. The SLP shall include the annual and quad-annual inspection. The Contractor will supply the SLP at a minimum of two business days prior to the lift to EH&S for review and approval. Contractor must provide information including the name and contact information of Person in Charge of the lift; equipment required for the lift; personnel required for the lift (including identification of the Crane Operator and proof of current license) and their roles for the lift; step by step instructions for the lift; communication method to be used for the lift; contingency and rescue plans.

5. HAZARDOUS MATERIALS AND WASTES

5.1 Policy

Contractors will be required to complete and submit the **Chemical Use Approval (CUA) form** for Hazardous Materials whenever hazardous materials (solvents, gases, paints etc.) are required to perform

work on HRL property. The form will need to be submitted to the HRL PM prior to beginning work for approval; submission must be within a minimum of two business days. Contractor will also need to provide all manufacturers' Safety Data Sheets (SDS) for hazardous materials listed on the form. An EH&S representative shall review the **Chemical Use Approval Form** and SDS's and inform the PM if hazardous materials are approved for use on HRL property. All hazardous materials used on HRL property must have appropriate identification and warning labels and must be stored and transported properly within the facility. Incompatible hazardous materials must be stored and/or used separately. Contractors must ensure that their employees read and understand the SDS's for the hazardous materials they are using. Contractors must provide employees with access to up-to-date SDS's on-site or through an on-line system. The Contractor shall remove unused hazardous materials from HRL property at the end of each project.

5.2 Paints, Sealant, Adhesives, and Mastics

Contractors shall only use Environmentally approved (air district/CARB) - approved paints, sealant, adhesives and mastics on HRL property. This group of materials (water and/or solvent based) should not be applied in occupied areas. Some work may need to be done during off-hours to ensure HRL employees are not exposed. Mastics containing asbestos must not be used. Contractors will need to submit the **Chemical Use Approval Form** to EH&S for approval a minimum of two days prior to beginning work.

5.3 Pesticides

HRL is a member of "Poison Free Malibu" and will follow their guidelines. However, the perimeter of HRL buildings are sprayed quarterly and scheduled with the Manager of Facilities. All insecticide applications must be licensed/certified with California Department of Pesticide Regulations.

5.4 Spent, Unused, or Surplus Hazardous Materials

All spent, unused, and surplus hazardous materials or contaminated materials (such as contaminated rags, containers, brushes, clothing, etc.) remains the property of the contractor and must be removed from HRL property. HRL does not assume responsibility or liability for the materials identified above. The contractor is responsible for the proper management (packing, collection, transportation, and applicable disposal of these hazardous materials in compliance with applicable city, state and federal regulations.) Spent, unused, or surplus chemicals and contaminated material shall not be disposed of in HRL trash dumpsters, left onsite, or dumped down the drain.

5.5 Hazardous Material Release or Spills

The contractor shall immediately call the HRL emergency phone number x3333 when chemicals, paints, resins, or other hazardous substances belonging to and under the control of the contractor are spilled on HRL property, storm drains or dumped into the septic system. In case of a spill, the PM must notify EH&S and EH&S will determine if regulatory or emergency response agencies are required to be notified to protect employee health and safeguard the environment. The contractor is responsible for all costs and regulatory liabilities associated with the released/spilled material. All actions taken to clean-up the spilled material, including disposal, decontamination and remediation must be coordinated and approved the HRL EH&S.

5.6 Hazardous Wastes

All hazardous waste generated from HRL owned equipment (i.e., waste oils, refrigerants, etc.) must be properly placed in appropriate containers. Contractors must notify the PM regarding such waste to ensure proper coordination with EH&S and proper container labeling and storage. The management of waste generated from HRL-owned equipment is the responsibility of HRL.

5.7 Construction and Demolition Waste

Construction and demolition (C&D) waste accumulation is coordinated through the project manager. Project managers will order C&D bins through the Facilities Department one week in advance. If a C&D bin is provided through the contractor's own waste hauler, such bins are to be designated to a particular project and placed per the Project Managers direction. C&D waste materials including concrete, asphalt, wood, metal, insulation, etc. may not be thrown in the HRL mixed waste bin.

5.8 Storm Drains/Sanitary Sewer/Industrial Sewer

No liquid or solid material(s) shall be discharged to the on-site storm drain and/or septic system(s).

Care must be taken to locate chemical storage and transfer areas to prevent possibility of accidental spillage of chemical products.

6. ENVIRONMENTAL REQUIREMENTS

6.1 Environmental Permits, Registrations and Notifications

In the event an environmental permit, registration or notification is required for work by a contractor on HRL property, the contractor shall provide such documentation to EH&S for review and approval, prior to submittal.

6.2 Air Emissions

Any operation or procedure that will involve the release of significant quantities of dust, vapors, fumes or mist shall be approved by EH&S prior to start of work. Examples are large applications of floor, wall or roof coatings, spray applications, cement cutting, sandblasting, etc.

Any operation that requires use of equipment which generates air contaminants or emissions such as portable engines, cleaning equipment using chemicals, etc. must be reviewed and approved by EH&S before use on-site.

All portable engines rated at 50 HP or greater brought on-site must have current CARB or local air quality district registration and a copy of the registration must be submitted to EH&S prior to use. Portable engine run-time hours must be documented on a log sheet that shows start and stop hours for the day. A copy of these logs should be available to EH&S to show total hours used, at the completion of the job.

7. COMPRESSED AIR AND GAS CYLINDERS

7.1 Compressed Air

Operators shall only use hoses and couplings with safety blast holes that are designed to handle compressed air. Couplings are not to be altered and must be inspected prior to use. Compressed air shall not be used to clean floors, or any other surfaces. Air hoses shall never be supported from conduit. Shut off valves and bleed hoses before uncoupling.

7.2 Compressed Gas Cylinders

Gas cylinders must be properly secured to a secure structure in a vertical position. Protective caps shall be on and secured when cylinders are not in use. Flammable gas may not be stored near oxidizers. Acetylene and oxygen cylinders may be located together during cutting or welding only.

8. PERSONAL PROTECTIVE EQUIPMENT

8.1 Policy

Personal protective equipment (PPE) such as hard hats, respiratory protection, hearing or eye protection must be worn if required for the job and when HRL signage requires such. Furnishing PPE is the responsibility of the contractor, not HRL. It is the contractor's responsibility to train their employees in the proper use of PPE, provide required medical surveillance, and enforce the wearing of PPE. The equipment provided must be in good condition and carry the appropriate regulatory requirements and national consensus standard approvals.

8.2 Eye and Face Protection

ANSI compliant safety glasses or goggles must be worn when cutting, drilling, spraying, mixing hazardous material, or during any type of work that has the potential to cause eye injury. Face shields may also be required in conjunction with safety glasses for tasks that present a severe impact hazard.

8.3 Hearing Protection

Hearing Protection Devices (HPDs) shall be worn when performing any work which emits loud noise at or above an 85 decibel (dBA) time weighted average (TWA) or when a contractor's employee is expected to receive a daily noise dose of greater than or equal to 50% of the Cal/OSHA PEL for noise. All HPDs shall be tested and labeled according to the EPA Regulation 40 CFR Part 211. The HPDs attenuation efficiency shall be evaluated using one of the three NIOSH methods. Any Contractor's employees whose noise exposure equals or exceeds an 8-hour time-weighted average of 85 dBA, shall be included in the Contract Company's Cal/OSHA approved hearing conservation program.

8.4 Foot Protection

Safety shoes with safety toes and impermeable soles must be worn when moving heavy objects, working in the presence of metal fragments, using heavy tools, etc. All safety shoes must meet ASTM International Standard ASTM F 2413-11 requirements.

8.5 Hand Protection

Appropriate hand protection shall be used when welding, using hazardous materials, handling sharp objects, conducting electrical and high voltage work, and/or other hazardous operations.

8.6 Head Protection

An ANSI-approved hard hat shall be worn while working in areas where overhead demolition or construction is being conducted. Hard hats or bump caps must also be worn when there is a low ceiling or the potential of workers bumping their heads.

8.7 Respiratory Protection

Respirators and dust masks must be worn when sanding, spraying, and/or applying a material which requires such equipment. All respirators must be NIOSH approved and employees must be properly certified and included in a Cal/OSHA compliant respiratory protection program.

9. ELEVATED WORK

9.1 Policy

All elevated work must be coordinated in advance with your PM. Areas below elevated work sites must be properly barricaded and appropriate signs must be posted prior to starting work. Employees must be trained on the use of such equipment and must wear appropriate PPE (e.g., hard hats for workers below). All equipment must be in good working condition.

9.2 Overhead Work

All overhead work construction, including roof top work, must be coordinated with your PM. Areas below must be barricaded, and warning signs posted. All work above ceiling tiles, in catwalks, roof tops, or in attic areas is to take place when areas below are unoccupied, or when coordinated carefully with your PM. When ceiling tiles are removed for access, they shall be replaced each day unless special permission is granted by the PM.

9.3 Fall Protection Systems

Safety harnesses with compatible shock absorbing lanyards must be worn by employees exposed to fall hazards four feet or greater. Employees working within 6 feet of an unprotected roof edge must also use a safety harness and shock absorbing lanyard. Safety harnesses must be tied off to a certified anchorage point, designed or approved by a Qualified Person considering peak dynamic loading with a safety factor of

2 or a non-certified anchorage point, able to hold at least 5,00 lbs while certified anchorages (approved by a QP such as a PE) can be made/determined with a safety factor of 2:1 chosen by a Competent Person.

Contractors utilizing fall protection systems must submit their fall protection program to the PM for EH&S review/approval. Program must include site specific rescue plan provisions in accordance with **Title 8, Section 1670**. Local Fire Department (e.g. Los Angeles or Ventura County Fire Department) can be used to provide rescue services on-site. Contractors will determine who will provide appropriate rescue services.

When it can be shown that the use of conventional fall protection (i.e., guardrails, personal fall arrest systems, or safety nets) is impractical or creates a greater hazard, a fall protection plan shall be prepared by a qualified person on behalf of the construction contractor, and developed specifically for the area on site where the construction work is to be performed. Any changes to the job specific fall protection plan shall be approved by a qualified person. The identity of the qualified person shall be documented. Implementation of the plan shall be under the supervision of an identified competent or qualified person. A copy of the fall protection plan, with all approved changes, shall be provided to and approved by EH&S prior to the commencement of any work and maintained and kept at the job site.

Engineering controls such as guardrails shall be used in lieu of fall protection systems whenever possible.

9.4 Ladders

Ladders shall be placed in a position in which all feet/shoes have a secure footing and contact the floor or ground surface evenly.

A ladder shall not be placed in front of doorways unless the door is locked or blocked open and appropriate warning signs are posted.

Standing on the top two (2) rungs of a stepladder and the top (3) rungs of an extension ladder is prohibited.

When using a ladder near electrical energy sources, the ladder shall be made of nonconductive material (i.e. fiberglass, etc.).

When not in use, store the ladder in an appropriate storage space.

9.5 Scaffolding

All scaffolding must be constructed in accordance with Title 8, Sections 1637, 1644, and 1658. Contractors must be licensed to erect and dismantle scaffolding. The regulations include the following:

1. All scaffold 7.5 ft. or higher be equipped with standard guardrails, top rail and mid rail, and toe boards on all sides and ends.
2. All four wheels of rolling scaffolds must be locked. Riding moving scaffold is prohibited.
3. Scaffold may be required to have outriggers if over 7 - 1/2 ft. high. Platforms must be planked solid. Slippery platforms are prohibited. An approved ladder, with handholds provided, must be used to gain access to a scaffold.

The use of **Suspended Scaffolds** must meet all Title 8 section 1658 requirements. Securing of suspended scaffolds must be in compliance with section 1658(j)(1).

10. ELECTRICAL WORK

10.1 Policy

Electrical work must comply with the National Electric Code (NEC), Cal/OSHA, and any other applicable codes. Electrical Contractors licensed as Class C-10 contractors are required to provide electricians on-site who are certified by the State of California, are an apprentice registered in an approved electrical apprenticeship program, or a worker who has registered as an electrician trainee.

Safe electrical work practices shall be adhered to at all times in accordance with NFPA 70E Latest Edition, Cal/OSHA Electrical Safety Orders, and OSHA CFR1910 Subpart R and S for further information. When working on a de-energized electrical circuit, a circuit breaker, or other electrical disconnect, the device must be locked out/tagged out with a personal lock. When personnel might be exposed to open boxes or live conductors, barriers must be erected. Covers must be replaced every night and/or when work is suspended for a day or more. Unused conductors must be properly identified and terminated. All circuit breaker boxes must have each circuit identified. Disconnects must identify the branch circuit of equipment that they control. A CPR trained safety observer shall stand by outside the flash protection boundary any time a worker is testing live or potentially live circuits. The operating voltage of equipment and lines shall be determined before working on or near energized parts.

10.2 Electrical Protection - Ground Fault Protection

Ground-fault protection shall be used by personnel using temporary wiring installations to supply power to equipment used during construction, remodeling, maintenance, repair, or demolition of buildings, structures, equipment, or similar activities. All 125 volt, single-phase 15, 20, and 30 ampere receptacle outlets that are not part of the permanent wiring of the building or structure, and are being used by personnel shall have ground-fault circuit interrupter protection provided.

10.3 Energized Electrical Work

An electrical work permit is required to perform modification or repair to energized electrical components or systems. Energized work shall be permitted if the HRL PM and the electrical contractor concur that de-energizing introduces additional or increased hazards or de-energizing is infeasible due to equipment design or operational limitations. Examples of increased or additional hazards include, but are not limited to, deactivation of emergency alarm systems, and shutdown of hazardous location ventilation equipment. Examples of work that may be infeasible due to equipment design or operational limitations include performing diagnostics, testing, and modification or repair on circuits that form an integral part of a continuous process that would otherwise need to be completely shut down in order to permit work on one circuit or piece of equipment. The permit must be completed and signed by a Qualified Person(s) and reviewed by an HRL EH&S Representative and approved by the HRL PM before work may begin. Justification for energized electrical work permits shall meet the regulatory requirements stated within NFPA 70E.

10.4 Temporary Wiring

A temporary wiring management plan for all voltages 240V or higher shall be developed and provided to the HRL PM. Content shall include management, control, oversight, field marking, protection, and inspection. Temporary wiring shall be: Strung at least seven feet (2.1 meters) above the floor or working surface and meet all of the electrical safety requirements and removed after it is no longer needed.

When placed on floor or ground shall be kept out of traffic areas or protected by covering or burying. If buried, the lines shall be marked.

10.5 Lock Out/Tag Out

Contractors must inform their assigned PM of their lock-out/tagout procedures and circuits to be locked/tagged out. This must be approved by HRL. Contractors must follow all applicable safety regulations, as well as HRL's internal Hazardous Energy Control equipment specific procedures. A contractor's failure to comply with all applicable regulations and internal site safety programs may result in immediate termination. Contractors must implement and maintain an effective lock-out/tag-out program to protect employees from the unexpected energization, activation, or start-up of machines (e.g., lathes, drill presses, band saws, belt drives, etc.) and/or equipment during service or maintenance. *Contractor personnel must provide/use their own lock out/tag out accessories (locks, tags, nylon ties, multi-hasps, etc.) to perform general and specific lock out/tag out procedures.* Locks should be personally identifiable to the Authorized Employee and company. An approved tag shall be attached with every contractor lock and shall include the following:

1. Reason for the lockout
2. Name of the contractor (and HRL contact) who is working on the equipment
3. Method by which that person can be reached (i.e., via cell)
4. Date and time when the tag was put in place
5. Estimated date and time the lockout/tagout (procedure) will be removed
6. Signature of the contractor

Lock out/tag out information concerning the service or maintenance of machines and/or equipment will be provided by your designated PM upon request. **At no time will contractors be allowed to utilize HRL Lockout Locks and Tags.**

11. HOT WORK

11.1 Policy

All hot work (such as cutting, welding, brazing, grinding, and soldering/sweating and/or use of open flame devices) must be coordinated in advance through HRL Security. Hot Work Permits must be completed and posted.

11.2 Hot Work (cutting, brazing, welding, etc.)

These operations are under the direct jurisdiction of HRL Fire Life Safety through Security. HRL Security issues hot work permits for the uses of any devices that generate sparks and/or open flames. A hot work permit is required prior to the start of any hot work. HRL Security issues permits. All off-hours hot work including weekends must be arranged prior to the start of any hot work. All permit requests, including requests for off-hours work, will be reviewed on a case-by-case basis. To request a hot work permit contact HRL Fire Life Safety through Security or your HRL PM.

Additionally, all contractors must possess the appropriate equipment required to complete the task, as well as possess any required safety equipment. Minimum equipment that is required: fire extinguishers, fire blankets, etc. are to be provided by contractor. All equipment must be in good working condition. Fire watch personnel must also be provided. If hot work is done in an open area where a passer-by may be present, shielding to protect from associated hazards such as arc flash must be used. The hot work permit includes a required precautions checklist which must be met and signed off by the Fire Safety Lead or Designee before the hot work is to proceed. Each permit is also signed by the worker performing the work; which commits the worker to follow the pre-arranged requirements.

Hot work permits are part of HRL's fire insurance requirements and the California Fire Code. Therefore, we can tolerate no exceptions to hot work permit requirements. Failure by the contractor to obtain a hot work permit or failure to abide by a permit requirement or condition may result in immediate job shutdown and reprimand. It may also be cause for removal from HRL property.

Some hot work may require that life safety systems (fire alarms) be taken off-line. This is done to prevent false fire alarms. HRL's Fire Life Safety lead can assist in identifying areas or situations where this may be a concern. To temporarily disconnect life safety systems, contact your PM. Hot work permits must be returned daily.

12. EXCAVATIONS AND CONFINED SPACES

12.1 Policy

All excavations five feet or more in depth which are to be entered by personnel must be protected by a system of shoring, sloping of the ground, benching, or an alternate method which meets the requirements of CAL/OSHA Construction. All excavations must be barricaded, and appropriate warning signs posted. No excavating shall be done without the knowledge and approval of the PM.
Open Trenches and Pits

Open holes created by the removal of trench plates are to be appropriately barricaded with warning cones, warning signs, or the equivalent.

Appropriate means of entry and egress must be provided at all open trenches and pits for employee safe access. Entry/Egress ladders must be positioned and secured properly in accordance with Cal/OSHA Construction Safety Orders, Excavations Section 1541. Ladders are required at 4 feet depth and accessible to workers within 25 feet of travel.

12.2 Barricades and Warnings

All excavations must have appropriate barricades and warnings to alert employees to the danger in the immediate area and physically stop them from coming too close to the opening. Doors leading into the area *must* have warning signs.

Barricades must be red or orange objects which employees will recognize.

12.3 Confined Space Entry “Permit”

All contractors whose employees may enter “Permit Required” confined spaces must submit their Confined Space Program to the PM and EH&S representative for review prior to commencing work. Entry into an electrical vault, pit, or manhole requires advance atmospheric testing, which may include oxygen, toxic, and combustible gases/vapors. Ventilation equipment, multiple workers (i.e. entrant, attendant, entry supervisor, and rescue team members), emergency retrieval equipment, and training in rescue operations are also required. Contractors are responsible for providing and using all required confined space entry safety equipment including, but not limited to air testing meters, fall protection, PPE etc. Confined space entry permits issued by the contractor must be completed prior to entering a confined space and posted at the job site. All employees must be included in the contractor’s Confined Space Entry Program in compliance with Cal/OSHA standards. A list of permit required confined spaces located at HRL and their hazard assessments is available from the PM and must be reviewed prior to entering any permit required confined space at HRL. ***HRL does not provide confined space entry permits for outside contractors.***

13. TRAFFIC AND PARKING

Vehicle traffic and parking at HRL is regulated and enforced by Security. If your job requires special parking, check with your PM. Do not park in Restricted Areas or Reserved Parking areas unless you have obtained the permission of the Security Department. Access for emergency response vehicles must be always maintained. Personnel may not be transported in the rear of trucks unless they are seated and only where permanent seats and seat belts are provided. Secure all loads to prevent accidental spills. Vehicles with a body or haulage capacity of 2- 1/2 cubic yards or more shall be equipped with a backing-up alarm. Obey all traffic signs and be alert to traffic, pedestrians, and posted speed limits. Due to the amount of vehicles and pedestrian traffic, HRL strictly enforces the traffic and parking rules.

14. EMERGENCY PROCEDURES

14.1 General

The Contractor shall ensure that all workers will comply with any instructions or directions of HRL or other designated Emergency Response personnel.

The Contractor will ensure emergency training is provided to workers which defines their roles and responsibilities in the event of an emergency.

In the event of an emergency, proceed to a safe area and dial x3333 from any HRL telephone to contact Security. When talking with Security stay on the line until told to hang up. Be prepared to provide the location and nature of the emergency. Contractors can contact Security from any cell phone by dialing (310) 317-5583.

14.2 First Aid and Medical Emergencies

The Contractor is responsible for the provision of emergency medical treatment and for transportation of injured personnel to the Contractor's designated medical facility for each of their employees. The Contractor is responsible for assuring that each of their employees knows how to contact the arranged provider of these services prior to commencing work.

The Contractor shall provide at least one first-aid kit in a weatherproof container with all necessary supplies for workers performing work on a construction project. The minimum first-aid supplies shall be determined by an employer-authorized, licensed physician or in accordance with Title 8, Section 1512, Emergency Medical Services.

14.3 Incident Reporting

Contractors are required to report all accidents involving their employees and/or subcontractors to the responsible PM immediately. A written report delineating specifics of the accident must be prepared by the contractor and submitted to the PM and EH&S Department within 48 hours of each occurrence. The contractor must report any accidents that meet the reporting requirements to Cal/OSHA. If it is determined Cal/OSHA reporting is required, inform the PM and EH&S when this has been completed and provide EH&S a copy of this report.

14.4 Emergency Evacuation

Prior to the commencement of work, the contractor will confirm with the PM the location of a designated evacuation assembly area.

Contractors shall adhere to all building evacuation alarms by evacuating to designated areas when:

- Either fire or smoke is visible
- Any audible alarms are activated
- Any visible alarms are activated
- A Public Address announcement is made

During an evacuation:

- Leave the building immediately via the nearest exit.
- Proceed to the nearest designated assembly area away from the building.
- Remain at the designated assembly area; DO NOT leave or go back into the building until instructed to do so by Security or EH&S.