

CERTAINTEED CORPORATION
LAKE CHARLES POLYMER PLANT
OUTSIDE CONTRACTORS
POLICY AND PROCEDURE

SUBJECT: SAFETY PROCEDURES FOR OUTSIDE CONTRACTORS WHILE IN PLANT		NUMBER: 283-796-002
		EFFECTIVE DATE: 08/20/90
PREPARED BY: <i>[Signature]</i>	REVIEWED BY: RAB <i>[Signature]</i>	SUPERSEDES: 11/22/89
NEXT REVIEW DT.	APPROVED BY: <i>[Signature]</i>	01 - REV. PAGE 1 OF 4

1. PERSONAL SAFETY INFORMATION

- A. Read and obey all signs.
- B. Maximum speed limit--5 mph.
- C. Wear your safety glasses and hard hat while in Plant, except in main Administration Building and Laboratory.
- D. Do not search for your destination. If unsure, stop and ask directions.
- E. Vehicles must be attended at all times while engine is running.
- F. Sleeping in vehicle while in Plant is prohibited. Exceptions for special cases require prior approval from the Plant Superintendent.
- G. Family or friends are not permitted to enter the Plant with driver of vehicle--only co-drivers are allowed.
- H. Only authorized personnel, when given clearance by the Production Superintendent or Plant Manager, may enter the Operations area.

2. SAFETY RULES FOR CONTRACTORS

The following general rules are to be adhered to by any and all Contractor/Vendor personnel when engaged in work at CertainTeed Corporation's Lake Charles, Louisiana, Polymer Plant.

A. Personnel Rules

- 1) Personnel will enter building or property as specified, and sign visitor's log as required unless prior arrangements not to do so have been authorized by the Plant Manager.
- 2) Personnel are restricted to their assigned work areas and are prohibited from wandering through the Plant. Rest rooms, break rooms, break areas and lunch areas are to be used as assigned and personnel are responsible for housekeeping after use.

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- 3) Personal protective equipment, e.g., hard hats, safety glasses, must be provided and worn as required by Plant Management and as required by federal, state, or local codes, laws, regulations, standards, etc.
- 4) Smoking will be allowed only as authorized and then only in designated areas.
- 5) Alcoholic beverages and drugs are not permitted on Plant property; no person under the influence of alcohol or drugs will be permitted on Plant property.
- 6) Fighting or horseplay will not be condoned at any time.
- 7) Firearms or weapons of any type are not permitted on Plant property.
- 8) Fire suppression equipment is to be used only in case of fire. Do not obstruct any fire suppression equipment or block any passage to it.
- 9) No electrical, mechanical, or manual valve or control is to be operated unless authorized by the area Supervisor in charge.
- 10) Roof areas are off limits except as authorized for repair and maintenance.
- 11) No cameras are permitted in Plant unless authorized by the Plant Manager.
- 12) No material or product may be removed from the Plant or property unless authorized.
- 13) No tennis shoes allowed--leather covering.

B. Traffic

- 1) Personal vehicles must be parked in assigned areas.
- 2) Traffic signs and speed limits must be obeyed when operating a vehicle on property or in the Plant.
- 3) No trailer or container is to be transported off premises unless authorized.

C. Work Conditions

- 1) All federal, state, and local codes, laws, regulations, standards, etc., are to be adhered to, as are any other rules/regulations deemed appropriate by Plant Management.
- 2) No tools or equipment will be loaned by CertainTeed for the Vendor or Contractor to perform work on the Plant site. The Vendor or Contractor must furnish all tools and equipment to perform work unless specified on the purchase order or contract.
- 3) "Ground Fault" protection required on all electrical extension cords for tools.
- 4) Safety harness will be worn when operating a manlift or working eight (8) feet above ground or higher.

D. Entry Permits

- 1) An entry permit is required before any employee enters any confined space. Confined spaces include: Silos, Drums, Exchanger Shells, Manholes, Boiler Fire Box, Steam Drum, Storage Tanks or any other enclosed area.

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- 2) Entry Permits must be obtained from Supervisor in charge of work before proceeding.
- 3) Before any work is performed at the job site, all the safety precautions listed on the permit shall be in effect and shall be maintained while the permit is in effect.

E. Welding/Cutting Permits

- 1) A fire permit shall be required before work is performed with an exposed flame, heated objects, gasoline engines or any device that will produce a spark or temperature high enough to ignite flammable vapors or liquids.
- 2) Cutting/Welding Permits will be the responsibility of the Supervisor in charge of work before proceeding.
- 3) Before any work is performed at the job site, all the safety precautions listed on the permit shall be in effect, and shall be maintained while the permit is in effect.
- 4) A Blanket Fire Permit may be issued during a turnaround for a specific piece of equipment, only after the Supervisors in charge of area have decided on the coverage to be extended. A Blanket Permit will be issued only if unit blinding has been completed and all process equipment in the area under consideration has been properly prepared for hot work.

F. Emergency Procedures

In the event of a possible chemical release or potential emergency arises, the following alarms will sound:

- 1) Fire Alarm A loud warbling sound designates a fire alarm.
- 2) Evacuation Alarm A loud steady sound designates an evacuation alarm.

NOTE: THE EVACUATION ALARM TAKES PRECEDENCE OVER THE FIRE ALARM.

- 3) When alarms sound, Do The Following.
 - a) Pull vehicle over to the side of the road.
 - b) Do not block driveways or intersections.
 - c) Shut off the engine of your vehicle.
 - d) Leave the area on foot, traveling crosswind--if possible, go directly to the main Administration Building and await further instructions.