

CertainTeed
SAFETY
INFORMATION
AND INSTRUCTIONS
FOR
CONTRACTORS

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CTL031540

CERTAINTEED CORPORATION

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I. INTRODUCTION

CertainTeed recognizes that there are many hazards inherent in industry; however, through reliable and reasonable safety practices, time-losing injuries can be prevented. There is no doubt that working safely has great humanitarian value and enhances employee morale. Furthermore, accident-free work will prove to be more profitable for the contractor, as it has for CertainTeed. We therefore urge you to give particular attention to your employees' welfare in the workplace.

This handbook sets forth certain guidelines and rules for your operations on CertainTeed sites. *IT OBVIOUSLY CANNOT COVER EVERY SITUATION AND IT IS NOT INTENDED TO DO SO.* Accordingly, CertainTeed urges each contractor to supplement these provisions with instructions and work practices which he knows, from his own experience, will decrease the likelihood of injury to his employees and to others.

Additional and special requirements will be issued in conjunction with this handbook and will be part of our contract.

THE PROVISIONS OF THIS HANDBOOK ARE THE PROVISIONS OF THE OCCUPATIONAL SAFETY AND HEALTH ACT OF 1970 AND ANY REGULATIONS ISSUED THEREUNDER.

In the event of OSHA violations or unsafe practices, immediate action must be taken to stop work and correct the hazardous situation. If violations continue or corrective actions are not taken, CertainTeed's option of terminating the contract will be considered.

II. DEFINITIONS

CertainTeed Contract Administrator — The CertainTeed Job Representative or Contract Coordinator.

Contractor Supervisor — An experienced supervisor whom the contractor designates to represent him at the site and carry out the contractor's supervisory, statutory and contractual obligations.

Authorized Operator — A qualified and properly trained person assigned by the Contractor Supervisor to operate a given vehicle, piece of equipment, or tool.

Qualified Person — An experienced and trained person whom the contractor designates to represent him for the inspection of tools, equipment, safety equipment and methods of use.

Warning Barricades — Barricades which alert personnel to a hazard but offer no physical protection.

Protective Barricades — Barricades which warn as well as protect personnel.

III. GENERAL INFORMATION

- A. *Site Entry*
Contractor personnel, equipment and materials must enter the plant site only through the designated Construction Gate. Pass procedures as specified by site management through the CertainTeed Contract Administrator must be followed.
- B. *Search*
Contractor's personnel, vehicles and equipment are subject to search upon entering or leaving the site premises. Personal vehicles must be parked in the area designated by the CertainTeed Contract Administrator.
- C. *Vehicles on Site Roads*
Operators of vehicles and construction equipment must observe all site traffic regulations.
- D. *Pedestrians*
Pedestrians should use walkways where provided. Shortcuts shall not be taken through operating areas.
- E. *Running*
Running is permitted only during an extreme emergency.
- F. *Cameras*
Cameras are not permitted without prior approval of the CertainTeed Contract Administrator.
- G. *Smoking*
Smoking will be permitted only in approved areas. "Strike Anywhere" matches are prohibited. Smoking materials should be disposed of in approved butt containers.

- H. *Conduct*
Horseplay, fighting, gambling, and possession or use of firearms, ammunition, alcoholic beverages, or illegal drugs are not allowed on the site.
- I. *Equipment*
All necessary tools and equipment, including personal protective equipment, provided by the contractor shall be properly maintained and appropriate for the safe accomplishment of the task. Further, all such equipment shall be used only by contractor employees who have been properly trained and are otherwise qualified to safely use the tools and equipment. CertainTeed retains the right to refuse or restrict the use of tools, equipment or chemicals on the site. No tools or equipment will be loaned by CertainTeed to the contractor. The contractor must furnish all tools and equipment to perform the work unless otherwise specified on the contract. The contractor shall not loan any tools or equipment to any CertainTeed plant personnel.
- J. *Explosives*
Explosives of any type are prohibited on the site, unless specifically approved by the CertainTeed Contract Administrator.
- K. *Permission to Start Work*
Contractor shall ensure that his employees are properly identified, have been instructed in the boundaries of their work areas, and have been instructed to avoid operating areas. No work shall be started until the CertainTeed Contract Administrator has granted permission and provided the required permits.
- L. *Safety Instructions*
Contractors shall conduct and maintain an educational program to assure the inclusion of and adherence to safety instructions as a part of employee job assignments.

M. *Orderliness*

Scrap, trash, and other wastes shall be placed in designated containers. Work areas must be cleaned up continually as the job progresses. Cords and hoses shall be routed in a manner that will present no tripping hazard. All materials, tools, and equipment must be stored in a stable position (tied, stacked, or chocked) to prevent rolling or falling. A safe accessway to all work areas and emergency exits must be maintained.

N. *Inspections*

Contractor shall check his work areas at the beginning of each shift to ensure safe conditions* and at the end of each shift to be sure that all flames or other hazards are extinguished or properly contained. All applicable federal, state, and/or local safety codes must be followed.

O. *Medical*

CertainTeed medical facilities will be made available only in emergency situations where the severity of the injury dictates immediate attention.

Contractor must provide and maintain a supply of normal first aid items.

Contractor shall report on CertainTeed's Injury Report Form all job-incurred injuries or hazardous material exposures to the CertainTeed Contract Administrator.

*Possession of a valid permit, stable shoring, safe access and egress, etc

IV. PERSONAL PROTECTION

A. *Clothing*

Shirts and trousers covering the legs and ankles shall be worn at all times. Complete arm protection will be required in some operating areas.

Some jobs may require chemical suits to be worn. Consult the CertainTeed Contract Administrator for the required type.

B. *Head and Scalp*

Approved hard hats meeting A.N.S.I. standards and in good condition are required. Metal hard hats are not permitted. "Bump" caps are not acceptable.

C. *Eyes and Ears*

1. *Types of Eye Protection*

(Refer to site requirements)

a. *Safety glasses with sideshields meeting A.N.S.I. standards* are required.

b. *Burning goggles* with no less than a No. 3 density lens with plastic cover plates on both sides are required for all gas welding and burning.

c. *Coverall goggles* or full face shields are required for power chipping, grinding, and sawing.

d. *Full face shields* are required when handling molten materials such as lead or tar.

e. *Special purpose protection* is required when handling molten materials and when sand-blasting or handling chemicals, acids, or caustics. Consult the CertainTeed Contract Administrator.

2. *Ears*

Hearing protection is required in areas where noise levels exceed 90 dBA, where exposure of 85-89 dBA exceeds 8 hrs/day or where posted.

D. *Fingers, Hands, and Wrists*

1. *Plastic or rubber-coated* gloves are required when handling solvents, acids, or chemically-treated material. Type of gloves depends upon the materials being handled. Consult the CertainTeed Contract Administrator.

2. *Di-electrically tested rubber* gloves must be worn on all power line work or wherever contact with energized circuits is possible.

3. *Leather* work gloves are required for most construction work.

E. *Feet and Toes*
Industrial quality work shoes shall be worn at all times.

F. *Respiratory (Breathing)*
Ventilators, fans, air movers, dust masks, or a combination of these should be used in dusty atmospheres. Respirators must be worn around hazardous or toxic fumes. Air-supplied masks are required when working in a hazardous fume atmosphere. *Refer to site, vendor and OSHA requirements.*

Users of dust masks, breathing air masks and respirators must be fit-tested and trained in their use.

G. *Skin*
Protection is required for all areas of the body. Protective skin grease should be used when exposed to creosote or similar irritants.

THE CONTRACTOR CAN AVOID COSTLY DELAY IN PROCEEDING WITH HIS WORK BY ASSURING THAT ONLY PROPERLY TRAINED AND QUALIFIED EMPLOYEES WITH THE REQUIRED PERSONAL PROTECTIVE EQUIPMENT REPORT TO CERTAINTeED WORK SITES.

V. TOOLS

A. *Hand Tools*
Impact tools (chisels, star drills, and caulking irons) tend to "mushroom" and create flying spalls unless dressed. Tools shall be used only for the purpose for which they are designed. Never use "cheaters" to increase capacity.

B. *Power Tools*
1. Power tools shall not be operated without proper training and instructions.
2. Portable electric equipment and tools must be grounded, unless they are the "double insulated" type. Inspect all electric cords and tools prior to use and remove from service any that are damaged.

3 Air supply to pneumatic tools must be shut off and "bled down" before disconnecting

All hoses exceeding 1/2 inch inside diameter shall have a safety device at the source of supply or branch line to reduce pressure in case of hose failure.

4. Electric cords must be unplugged and air lines must be deactivated before adjusting electric or pneumatic tools.

5. Proper guards or shields must be installed on all power tools.

6. Machines must be shut down before adjusting, servicing, or repairing, to prevent accidental starting. This may require lock and tagging or simply unplugging the power cord. (See Danger Tag and Lock Out Procedure.)

Replace all guards and remove all cranks, keys or wrenches used in the service work before starting up. Be sure replacement parts meet the tool specifications. (For example, grinder wheels must be approved for maximum RPM of the machine, wood cutting bits for wood work, blades must have proper arbor shape, etc.)

7. Machines shall be shut off and brought to a complete stop before removing waste.

8. Tools shall be inspected daily before starting up.

9. Interlocking devices must be in working order and never bypassed.

10. Energy sources for contractors power tools should be identified by CertainTeed Plant Personnel.

C. *Rigging Equipment*

1. A shackle shall be used to hold two (2) or more eyes of a choker in a hook.

2. All hooks must have a safety latch or be moused, except during steel erection or when shake-out hooks are properly used.

3. Do not rig from a structural member until it has been ascertained that the member will support the load being raised. Consult the CertainTeed Contract Administrator.

4. Use only rigging equipment designed for the intended use.
5. Hooks, shackles, chain hoists, and beam clamps shall be visually inspected before use.
6. Chain hoists must never be used to handle loads beyond their rated capacity.
7. Unsecured and unattended loads shall not be left suspended.
8. No part of the body shall be allowed below a suspended load.
9. The load chain must not be wrapped around the load.
10. Softeners should be used where possible, to obtain a "bite" on the material being rigged.
11. Fiber rope (manila and synthetics) must not be used in or near operations involving the use of corrosive substances, and shall be visually inspected before each use for excessive broken fibers, wear, and deteriorated strands.
12. Wire rope must not be used on hoisting equipment after exposure to fire or extreme heat, if burned from contact with electricity, or when visual inspection shows damaged strands, corrosion, or more than 10% of the wires broken in one lay.
13. Approved hard hats are required to be worn by all personnel working in areas where overhead rigging operations are in progress.

VI. EQUIPMENT

A. General

Equipment shall be used only for its intended purpose. No maintenance or repair work may be done on equipment, belts, drives, conveyors, or vehicles while in operation. They must be shut down, locked and tagged, or otherwise immobilized or de-energized. Make sure that stored energy sources are positively deactivated. (See Danger Tag and Lock Out Procedure.)

B. Safety Belts

1. Generally,* safety belts must be worn and tied off to independent life lines when working from elevated areas under one or more of the following conditions
 - a. The roof pitch equals or exceeds 4 in 12.
 - b. The work requires personnel to be within 4 feet of the edge of a roof without parapets.
 - c. Two-point suspensions scaffolds or stages are in use.
 - d. Scaffolds with incomplete handrails and decking are used.
 - e. Ladders are placed near the edge of a roof or floor opening.
 - f. No protection is available from falling.
2. Every employee issued a safety belt shall be instructed by a Qualified Person in the proper method of wearing, using, and securing.
3. Every safety belt and lanyard must be inspected by a Qualified Person upon issue, and by the wearer before each use.

*Roofing contractors and steel erectors should review work method with the CertainTeed Contract Administrator to assure correct understanding of exceptions

C. Ladders

1. General Information

- a. Ladders must be inspected by a Qualified Person and approved for use before being put into service. Each user must visually inspect ladders before using.
- b. Never use painted ladders.
- c. If it is necessary to place a ladder in or over a doorway, barricade the door and post warning signs.
- d. While ascending or descending a ladder, hold a straight ladder with two hands and hold a stepladder with a least one hand. Use a handline if necessary to raise or lower materials.
- e. Both feet must be kept on the ladder rungs.

- f. Always face the ladder. A safety belt is required if it is necessary to work backwards from a ladder.
- g. Only one person is allowed on a ladder, unless "two-man" stepladders are in use.
- h. Metal ladders must never be used on CertainTeed plant sites.
- i. If it is necessary to use a ladder on top of a scaffold, the ladder must be tied off and the user must wear a safety belt.

2. *Straight and Extension Ladders*

- a. Place ladder so the base is out one-fourth the vertical distance from the ground to the object against which the ladder is leaning.
- b. Ladders must be adequately tied off or held.
- c. The top of a ladder used as access to an elevated work area must extend at least three feet beyond the supporting object.
- d. After extension section has been raised to desired height, the safety dogs or latches must be engaged and the extension rope secured to a rung on the base section of the ladder before use.
- e. Extension ladder sections are not to be used separately.

3. *Stepladders*

- a. Stepladders must be set level on all four feet, with spreaders locked in place. Do not use as a straight ladder.
- b. Never stand on the top or the first step below the top of a stepladder.
- c. Stepladders must be tied off when used close to the edge of an elevated platform, roof, or floor opening, or when they exceed eight feet in height.

D. *Scaffolding*

- 1. Personnel must wear properly tied-off safety belts on scaffold platforms not equipped with standard handrails** or completed decking.

**Exception Low scaffolds encompassing an entire room. Consult the CertainTeed Contract Administrator

- 2. No one shall ride a rolling scaffold while it is being moved. No one shall rock otherwise cause a scaffold to move while on it. All tools and materials must be either removed or secured on the deck before moving.
- 3. Scaffold handrails, midrails, or brace members should not be climbed. Use ladders for access.
- 4. All scaffolds must be erected level and plumb, on a firm base.
- 5. Scaffolds that are three times or more higher than the smallest base dimension shall be secured to the building or structure at the second lift and every other lift thereafter. Running scaffolds shall be secured every 30 feet horizontally at the same height intervals.
- 6. All scaffold platforms must be equipped with standard 42-inch high rigidly secured handrails, midrails, and toeboards, and be completely decked with safety plank or manufactured scaffold decking.
- 7. Scaffolds, under which personnel are required to pass, shall be provided with 1/2 inch mesh No. 18 gauge wire screen between toeboard and midrail.
- 8. Adjusting or leveling screws shall not be used on scaffolds equipped with wheels. Adjusting screws, where permitted, shall not be extended more than 12 inches of thread.
- 9. Never exceed safe working loads on scaffolds.
- 10. Rolling scaffolds shall be used only on smooth, level surfaces, or the wheels must be contained in wooden or channel iron runners that are level and stabilized. Check overhead clearances before moving.
- 11. No alteration is permitted to any scaffold member by welding, burning, cutting, drilling, or bending.

12. Brick, tile, block, or similar material shall not be stacked higher than 24 inches on a scaffold deck.
13. Never rig from scaffold handrails or braces.
14. Generally, parts and sections of patented metal scaffolding of different manufacturers are not interchangeable.
15. Use of swinging stages, toothpicks, boatswain ("bos 'n") chairs, floats, and needle beams must be agreed to by the CertainTeed Contract Administrator and the installation shall be inspected by a Qualified Person before use. Safety belts must be secured before wearers step onto a suspended scaffold, and they must not be removed until personnel are clear of the scaffold. Belts must be tied off to independent lifelines or building structure...one lifeline per person.
16. Scaffold (or safety planks) should not be used for skids, ramps, runways, workbenches, or purposes other than scaffold decking.
17. Before moving special scaffold materials to the site, consult the CertainTeed Contract Administrator for restrictions.

E. *Barricades*

1. Barricades are required around excavations, holes or openings in floors or roofs, elevated platforms, certain types of overhead work, and wherever necessary to warn people against falling objects.
2. Barricades must be 42 inches high, neat, and level.
3. Warning barricades shall be kept five feet back from the edge of excavations, holes, platforms, and roofs unless a protective barricade is used.
4. Barricades shall be erected before a hole is cut and extended as excavation progresses.
5. Barricades shall be removed when no longer needed.
6. Numerous excavations in one area may be barricaded effectively by erecting a barricade around the general area.

7. Blinking lights must be used on road blocks after dark.
8. Barricades should be provided with an access opening or gate where practical.

F. *Hole Protection*

1. All holes or openings through floors, decking or walls less than 3 feet above floor at all elevations must have properly identified hole covers or barricades *immediately*. Material or equipment must never be stored on a hole cover.
2. Covers must be secured so they cannot slip, and extend adequately beyond the edge of the hole.
3. Covers may be fabricated from $\frac{3}{4}$ inch plywood, provided one dimension of the opening is less than 18 inches; otherwise, 2 inch lumber is required.

G. *Signs*

Fully informative and legible signs should be placed on barricade stands, posts, or other suitable stanchions before work starts, and be removed promptly upon completion.

H. *Material Hoists*

1. Hoists are to be operated only by an Authorized Operator.
2. Hoists are not to be used to transport personnel.
3. The weight of material and capacity of elevator or hoist must be known before using.
4. All signal devices shall be protected against unauthorized use, unintentional use, breakage, or interference.
5. Prevent exposure of hands and bodies at all landings and openings.
6. Hoist must comply with local codes.
7. The operator of a hoisting engine must have overhead protection of 2 inch unfinished planking, or its equivalent, supported to develop its full strength.

8. Gears, belts, sprockets, drums, sheaves, and contact points between moving parts of power-driven machines, when not guarded by location, shall be enclosed in substantial guards or protected by suitable guardrails.
9. Engines must be stopped before refueling. A fire extinguisher must be present.
10. Hoist brakes shall be capable of stopping and holding 150% of the rated hoisting capacity. In addition, a ratched and pawl shall be provided on the drum to hold the load.

I *Welding and Burning*

1. *General*

- a. A Cutting and Welding Permit is required in all areas before striking an arc or lighting a torch.
- b. All exposed combustible materials below welding and burning areas must be removed to a safe location, covered with a fire-retardant material, or protected by containing all sparks and slag in a spark catcher approved by the CertainTeed Contract Administrator. Adjacent areas must also be protected from sparks.
- c. A 2-A:10-B:C rated or larger, dry chemical fire extinguisher provided by the contractor shall be located within 30 feet of any welding, burning, or open-flame work. (Be sure personnel know how to operate the fire extinguisher.)
- d. Hoses and welding leads should not be run through doorways. If there is no alternative, the door should be braced open, and the hoses and leads protected from damage.
- e. No welding or burning is to be done on a closed vessel previously in use unless it has been decontaminated and approved by the CertainTeed Contract Administrator.
- f. Welding leads and burning hoses must be bridged over or supported a minimum of 7 feet above passageways. Do not hang from conduit, process lines, sprinkler lines, etc.

- g. The user must inspect all leads, grounds, clamps, welding machines, hoses, gauges, torches and cylinders before they are put into operation.
- h. All fittings, couplings, and connections are to be "leak-free."
- i. Ensure ventilation is adequate for the material being welded or burned.
- j. Check area ½ hour after welding to assure a safe condition exists.

2. *Welding—Electric*

- a. All work in operating areas must have a separate and adequate ground, pulled from the machine to the work location.
- b. Remove the rod from the electrode holder when laying it down. Discard the stub end in proper container.
- c. All arcs in operating areas shall be shielded.
- d. The machine should be turned off at the end of each shift, or when not in use for extended periods.
- e. An approved welding helmet with no less than a No. 10 filter with plastic cover plate on the outside along with safety glasses must be worn during welding operations.
- f. Electric welding from a metal ladder is prohibited.

3. *Burning & Welding—Gas*

- a. All burning rigs must be broken down with regulators removed and protective caps screwed down hand-tight prior to vehicular transporting.
- b. Compressed gas cylinders must be secured vertically to an adequate support while in storage transit, or use. The protective cap must be on during storage and transit.
- c. Keep oil and grease away from oxygen regulators, hose, and fittings. Do not store wrenches, dies, cutters, or other grease-covered tools in the same compartment with oxygen equipment.

- d. All hoses, gauges, and torches shall be inspected before use.
 - e. Burning goggles with no less than a No. 3 density lens with plastic cover plates on the outside are required for all gas burning and welding.
 - f. Never leave a torch in vessel, tank, or other closed container because of the potential hazard of leakage.
 - g. Never use oxygen to operate pneumatic tools, pressurize a container, blow out lines, or as a substitute for compressed air or other gases.
 - h. Cylinders and hoses shall be placed where they are not exposed to sparks and slag from burning operations.
 - i. Cylinders shall be raised to upper levels with approved rigging gear. Do not lift them with slings or by the protective cap.
 - j. Do not strike an arc on cylinders, or use them as rollers.
- J. *Compressed Air*
- 1. Use only hoses and couplings designed to handle compressed air, and inspect them before each use. Chicago or similar type couplings shall be secured together by metal fasteners where holes are provided.
 - 2. Never crimp, couple, or uncouple a pressurized hose. Shut off valve and bleed down hose. All hoses exceeding 1/2 inch inside diameter shall have a safety device at the source of supply or branch line to reduce pressure in case of hose failure.
 - 3. Compressed gases should not be used for cleaning clothing, workbenches, or machinery.
 - 4. Do not support hoses from conduit, process lines, or sprinkler lines, etc.

- K. *High Pressure Water Hoses*
High pressure water cleaning processes require special written job procedures approved by the CertainTeed Contract Administrator. Personnel performing such work shall be fully trained and qualified.
- L. *Melting Pots and Kettles*
The potential for fire and serious burns is ever present when heating tar, pitch, Vitrabond, lead, and similar materials.
 - 1. Keep equipment away from any combustible structure, building, or material; and erect a barricade around the kettle. Lead pots may be used inside a building only with the approval of the CertainTeed Contract Administrator.
 - 2. Obtain a Cutting and Welding Permit before firing vessel.
 - 3. Be sure melting chamber is vented; and inspect hoses, clamps, gauges, tools, fuel tank, and bucket handles before starting.
 - 4. Keep the area around the vessel free of tools and material to eliminate tripping hazards.
 - 5. Two 2-A:10-B:C dry chemical fire extinguishers must be within 30 feet of the vessel. One 2-A:10-B:C dry chemical fire extinguisher is adequate for lead pots.
 - 6. Maintain careful temperature control with molten material to prevent accidental ignition. Pot or kettle must be attended at all times.
 - 7. Be sure all equipment, tools, and buckets are free of moisture to prevent "spattering" of the hot liquid.
 - 8. Employees who charge and tend kettles and handle molten liquids in buckets should wear long sleeves, gloves tucked under sleeve cuffs, and a full face shield.
 - 9. Vapors are extremely irritating to the eyes. People with sensitive skin should use protective cream to prevent vapor "burns."
 - 10. Erect barricades around any area where hot molten liquids are used overhead.

M. Motor Vehicles and Power Equipment

Vehicles and mobile equipment are not allowed on the site without the prior approval of the CertainTeed Contract Administrator, and are to be driven by Authorized Operators only.

1. The driver is responsible for the safety of all passengers and the stability of materials being hauled or handled by his equipment.
2. All speed limits and other regulatory signs must be obeyed. Give pedestrians the right of way.
3. The operator must look to the rear and sound his horn before backing.
4. The motor shall be shut off before refueling. Refueling of vehicles to be performed outside if possible.
5. The operator shall shut off the motor and set the brakes before leaving the cab.
6. Personnel may not ride in the bed of a dump truck or other vehicle hauling equipment or material, except with the approval of the CertainTeed Contract Administrator, and then only after the stability of the equipment, material, or personnel have been checked.
7. A flagman shall direct a backing vehicle in congested areas.
8. Drivers must dismount from the cab and remain clear while trucks are being loaded by power equipment.
9. Dozer blades, endloader buckets, fork lift forks, or like equipment parts must be lowered to the ground before the operator may leave his rig.
10. Cranes with "live" free fall booms are not permitted on the site.
11. Riding crane hooks and/or "headache" balls by employees is prohibited.
12. No riders are allowed on vehicles such as forklifts and walkie riders, which are designed for one operator only.

VII. FIRE PROTECTION

A. General

A Cutting and Welding Permit is required before making an open flame.

B. Alarms

All personnel should know where the nearest fire alarm box is; how to turn in the alarm, evacuation, and disaster signals for each work area; the proper exit route; and the disaster assembly area. (Consult the CertainTeed Contract Administrator.)

C. Extinguishers

1. Only ABC Pressurized Dry Chemical Type (min. 5 lb.) Fire Extinguishers, contractor supplied, may be used on CertainTeed Property.
2. Fire extinguishers must be within 30 feet of each open flame operation.
3. Extinguishers must be promptly recharged or replaced after use.

D. Combustibles (Burnable Materials)

Combustible material must be kept away from steam lines, radiators, heaters, and hot process and service lines. All exposed combustible materials below welding and burning areas must be removed to a safe location, covered with a fire-retardant material, or protected by containing all sparks and slag in a spark catcher approved by the CertainTeed Contract Administrator.

VIII. RADIOACTIVE MATERIAL/LASERS

Consult the CertainTeed Contract Administrator for specific rules regarding the handling and storage of items on site.

IX. JOB REQUIREMENTS

A. *Working in Site Areas*

Prior to working in site areas where process related hazards may be present, consult the CertainTeed Contract Administrator for information with regard to the following:

1. Area safety requirements and special instructions which the Contractor Supervisor must relay to his employees.
2. Restrictions on type of work to be performed.
3. All permit requirements.
4. Location of lockout.
5. Potential changes in work environment, including unexpected liquids or vapors.
6. Special training that may be required for the work.
7. Location of emergency alarms, evacuation routes, and assembly points for the work area.
8. Type of emergency escape equipment available and how to use it.
9. Permission must be obtained from the CertainTeed Contract Administrator whenever it is necessary for personnel to go to the roof of any building.
10. Lunch and break areas are to be designated by the CertainTeed Contract Administrator.

B. *Permits*

Written, properly authorized, current permits are required BEFORE proceeding with many types of work. To prevent unnecessary delay, early consultation with the CertainTeed Contract Administrator regarding required permits is desirable. Permits will be obtained and posted daily at a designated spot at the worksite, and the instructions must be followed to the letter.

C. *Danger Tag and Lock Out*

The lock, tag, clear and try principle shall be followed to protect persons from injury due to inadvertent operation of power driven equipment, opening of pipeline valves or energizing of electrical circuits. *CertainTeed personnel will shut down, prepare, and lock out* a piece of equipment to be cleaned, repaired, inspected or physically altered by the contractor. The CertainTeed Contract Administrator will explain the Lockout procedure to the Contractor Supervisor. CertainTeed's written Lockout Procedure will be issued to the contractor. *CertainTeed locks and tags are the first on and the last off.*

D. *"Hot Work" on Electrical Circuitry and Apparatus*

Work shall not be done on or near energized electric lines or equipment unless approved for the specific job in writing by the CertainTeed Contract Administrator.

E. *Material Handling*

1. The weights to be handled must be known before proceeding.
2. Riggers must know the capacity and proper use of the handling device (crane, forklift, chain fall, come-a-long, clamp, choker, and shackle) before proceeding.
3. Tag lines must be used to control loads.
4. A Qualified Person must provide the necessary rigging instructions before work proceeds.
5. Mechanical handling equipment shall be inspected by a Qualified Person before using.
6. Never raise or swing a load over people.
7. All protruding nails and wires must be removed or bent over flush, and ragged metal edges protected before material is handled.

F. *Stability Control*

Every effort should be made to ensure that personnel, material, and equipment are safe from unexpected movement such as falling, slipping, rolling, tipping, blowing over, or any other uncontrolled motion.

G. *Access*

1. Access routes to and from work locations and emergency exits must be adequately lighted and maintained free and clear of obstructions. Consult the CertainTeed Contract Administrator for access routes for excavations, roofs, and process areas, and for special items such as "Tank Work."
2. Emergency equipment or electric disconnect switches must not be blocked; nor may temporary construction cables, hoses, or leads be attached to such equipment.
3. Material must be stacked, stored, or spotted so it can be reached readily by personnel and material handling equipment.

H. *Excavations*

1. An Excavation Permit is required before digging may begin.
2. Warning or protective barricades must be provided around excavation areas before a hole is opened or ahead of work progress.
3. Excavated material must be piled at least three feet back from the edge of the excavation.
4. All excavations must have a safe accessway.
5. Excavations must be shored or sloped per OSHA regulations before entering.
6. Check all excavation walls before entering and after a heavy rain or thaw. Check shoring daily or more often in extremely wet weather.
7. Nobody is permitted in an excavation while equipment is working next to the edge.

I. *Tank Work*

A tank or confined space may be entered only with a valid Tank Entry Permit and full compliance with the instructions on the permit.

NOTE: Tank or vessel entry requires special precautions and equipment which will vary with the individual situation. However, minimum requirements include testing for oxygen content and flammability, safety belts or harness, life lines, and stand by personnel outside wearing the same type equipment. All such entry procedures and permits will be approved by the CertainTeed Contract Administrator.

J. *Flammable Liquids*

1. Flammable liquids in quantities of less than 55 gallons shall be contained in "Safety" cans identified according to their contents.
2. Drums and tanks of 55 gallons or more must be labeled, grounded, equipped with self-venting bungs and self-closing faucets, and placed inside a barricade at least 20 feet away from smoking, welding, burning, or other heat sources.
3. Fire extinguishers shall be located within 30 feet.

K. *Trash, Waste, and Scrap Disposal*

Place all trash, waste, and scrap in proper containers. Consult the CertainTeed Contract Administrator. Scrap, waste, and debris must be disposed of as needed, but minimally at the end of each shift. Disposal of materials on the ground, in site ditches, or storm sewers is not permitted. If an accidental spill should occur, notify the CertainTeed Contract Administrator immediately.

X. HAZARDOUS MATERIALS

A. *General*

All contractors and their personnel are expected to follow accepted industry practices and all federal, state, local and site laws, rules and regulations when handling hazardous materials.

B. *Chemicals*

1. All chemicals used by the contractor *must* be approved by the CertainTeed Contract Administrator before being brought onto the CertainTeed site.

2. The contractor shall obtain the approval of the CertainTeed Contract Administrator for any potentially hazardous material to be used on the site. Material Safety Data Sheets must be furnished to CertainTeed Contract Administrator prior to those substances being brought onto CertainTeed sites.
 3. Chemical containers must comply with all appropriate federal, state and local labeling laws and must reflect their contents in clear unmistakable language. Because of the significant hazards associated with carcinogenic and teratogenic chemicals. CertainTeed may require contractors to adhere to additional safe handling procedures beyond those specified by federal, state and/or local laws, rules and regulations.
- C. Asbestos Materials
Asbestos materials will not be used on the site for new installations or repair work. The contractor shall follow all applicable governmental and site regulations for removing, handling and disposing of asbestos.
- D. Disposal
Disposal of all hazardous materials must be approved by the CertainTeed Contract Administrator.

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