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I. SCOPE

All team members and contract services (subcontractors working for contractors fall under the same guidelines as a contractor)

II. PURPOSE

To comply with all local, state, and federal guidelines involving health, safety, and environmental issues.

III. RESPONSIBILITY

Management


To ensure contracts for bids contain appropriate information concerning the Contractor Safety program including all requirements

- provide access to MSDS material upon request of contractors
- monitor all contractor activity
- ensure the area in which the contractor team members are working are maintained safe and free of hazards,
- provide contractors with specific safety program requirements

Contractors

- Conduct daily safety inspections of all assigned areas
- Identify and correct hazards
- Provide contractor team members with requires personal protective equipment
- Ensure Contractor Team members have the proper training for assigned tasks to perform in a safe and competent manner.
- Coordinate with KENNEDY TANK & MANUFACTURING, LLC. Environmental, Health, and Safety Department for safety related issues to provide a solid form of communication prior to beginning work.
- Maintain required insurance coverage, licenses, registrations, and/or stamps to complete the required work.
- Establish and maintain an effective Environmental, Health, and Safety Program

Environmental, Health and Safety System

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- Prior to starting work, clear roles and responsibilities shall be established.
- Establish and maintain an effective Housekeeping Program

IV. DEFINITIONS

Contractor - is defined as anyone that is not a KENNEDY TANK & MANUFACTURING, LLC. team member or its associated companies who comes onto KENNEDY TANK & MANUFACTURING, LLC.'s property to perform any type of work or service. Examples of Contractor Employers are:

Construction Companies
Utility Service or Repair Companies
Janitorial Services
Pest Control Services
Food Service and Vending Groups
Transportation & Shipping Services
Raw Product Suppliers


VI. PROCEDURE STEPS

Pre-Work Review:

Prior to allowing a contracting KENNEDY TANK & MANUFACTURING, LLC. to commence work in KENNEDY TANK & MANUFACTURING, LLC., the following requirements must be met:

- Obtain and evaluate information regarding the contract employer's safety performance and programs (See Contractor Safety Audit Form).
- Inform contract employers of the known potential fire, explosion, or toxic release hazards related to the contractor's work and the process (See Hot Work Section)
- Explain to contract employers the applicable provisions of the emergency action plan.

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- Provide contractors with copies of local safety programs, safety and emergency procedures and a copy of the Environmental, Health, and Safety Manual.
- Complete all the requirements of the KENNEDY TANK & MANUFACTURING, LLC. Contractors Liability Agreement.
- Inform the contractor that a periodic performance evaluation will be conducted to ensure the contractor and contract team members are fulfilling their obligations
- Inform the Contractor that a contract team member injury and illness log related to the contractor's work in process areas must be maintained on site for the duration of the contract work.
- The contractor employer must provide information (in writing) relating to any unique hazards presented by the contractor team members' work or any hazards found by the contractor team members.
- Contractors must also attend a safety training course at KENNEDY TANK & MANUFACTURING, LLC. and retain documentation as to their attendance.
- Contractors must be made aware of KENNEDY TANK & MANUFACTURING, LLC. commitment to the environmental protection, safety, and regulatory compliance are a number one priority.
- Contractors need to be made aware that while working at KENNEDY TANK & MANUFACTURING, LLC. that full commitment to confidentiality of the processes, equipment, and general information.
- Contractors also must obtain written permission from KENNEDY TANK & MANUFACTURING, LLC.'s management prior to listing KENNEDY TANK & MANUFACTURING, LLC. as a reference or customer. KENNEDY TANK & MANUFACTURING, LLC. reserves this right.

Prior to the start of any work the Contractor must provide the following documentation:

- Their safety program information and other documentation required by the KENNEDY TANK & MANUFACTURING, LLC. contractors Liability and Safety Agreement. KENNEDY TANK & MANUFACTURING, LLC. must also be listed on the contractor's insurance and liability statement

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with an insurance certificate being provided to the environmental, health, and safety department.

- Certification that they have informed their team members of potential fire, explosion, or toxic release hazards may exist at or near their work area at this facility and that they have explained the KENNEDY TANK & MANUFACTURING, LLC. facility Emergency Action Plan to their team members.
- Training documentation concerning training provided to their team members to insure they understand the safe work necessary to safely perform tasks. A copy of all respective Training Certificates and/or certifications will be provided.
- Certification that they have explained the KENNEDY TANK & MANUFACTURING, LLC. Hot Works Permit Program and other permits KENNEDY TANK & MANUFACTURING, LLC. uses that will be needed during their time on KENNEDY TANK & MANUFACTURING, LLC. property.
- Agreement to advise KENNEDY TANK & MANUFACTURING, LLC. of any unique hazards presented by their work any found during their work.
- Certification that materials, parts, and equipment to be installed in KENNEDY TANK & MANUFACTURING, LLC. meet or exceed industry and engineering standards for the application used.
- A current Drug Screen Card must also be provided prior to the start of any work. Contractor team members must also retain this card on their person during their whole time while working on KENNEDY TANK & MANUFACTURING, LLC. or its Leases.
- The following information shall be submitted
 - Pre-Job Safety Meeting information and attendance list
 - Hazard and Risk Assessment
 - Emergency Action Plan Prior to Work

The Environmental, Health, and Safety Department is responsible for issuing information and documents to the contractor and collection and review of contractor information and certifications

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Certificates of Insurance

Contractors must provide the company a Certificate of Insurance. The Certificate must list KENNEDY TANK & MANUFACTURING, LLC., its Divisions and Subsidiaries as a Certificate Holder with notification of cancellation or non-renewal. No work will be permitted without this certificate.

Minimum Insurance Requirements

Contractors and Vendors are required to meet minimum Insurance Requirements according to the following schedule:

Coverage Minimum Per Occurrence Limits

- Automobile Liability \$ 500,000
- General Liability \$ 1,000,000
- Products Liability \$ 1,000,000
- Completed Operations Liability \$ 1,000,000
- Workmen's Compensation \$ 500,000


Hazardous Chemical/Substance Notification

Contractor must follow the OSHA Hazard Communication Standard requirements including use safe handling and storage of chemicals. Contractors are required to inform KENNEDY TANK & MANUFACTURING, LLC. of all hazardous substances which may be brought on to KENNEDY TANK & MANUFACTURING, LLC.'s property, including providing the most current Material Safety Data Sheet for each substance. All spills and leaks of hazardous chemicals must be immediately reported to the Environmental, Health, and Safety Department.

EMERGENCY EVACUATION

Evacuation from your work area may be necessary in the event of a fire, chemical spill, explosion, natural disaster, or some other emergency. During a fire evacuation, DO NOT PANIC. Turn off your equipment or secure your tools stay calm, and walk, DO NOT RUN, to your designated meeting place.

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The designated meeting place is the back parking lot of the facility, at the flag pole.

- Contractor shall not re-enter the facility until the all clear has been given.
- To take shelter from severe weather, go to the front office area and take cover in one of the offices marked shelter.

Personal Protective Equipment

The Contractor's team members are required to wear earplugs and ANSI approved safety glasses with sideshields. Safety glasses must be worn in the Kennedy Tank & Manufacturing, LLC.Facility at all times. Dark-tinted lenses are not allowed except for work outside.

Safety shoes are needed as appropriate; leather shoes encompassing the entire foot are required in the Kennedy Tank & Manufacturing, LLC.Facility.

Other safety equipment such as respirators, gloves or Tyvek suits may be required depending on where work is to be performed. Please note: Tyvek suits, contaminated coveralls and other potentially contaminated PPE are not permitted in the cafeteria


Compressed Air

Compressed air shall not be used for cleaning purposes except where reduced to less than 30 psi and then only with proper PPE.

Compressed air shall at no time be used to remove dust, debris, or other foreign material from an employee or his/her clothing.

Signs, Signals, and Barricades

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No shall be erected without prior approval from Kennedy Tank & Manufacturing, LLC..

Signs shall be ANSI specs for accident prevention signs, tags, and marking of specific physical hazards.

Contractors shall comply with all OSHA required barricades or guardrails, around excavations, openings in floors or roof areas, edges of platforms or roof and overhead work. Entracnce or openings shall be left where practical.

Cranes, Derricks, Hoists, Elevators, and Conveyors

Contractors shall provide a copy of the current annual inspection to Kennedy Tank & Manufacturing, LLC. before placing any crane, derrick, hoist, elevator, personnel lift, pr conveyor into service.

Once a crane is allowed onsite, assembled, and before being used, a contractor representative, Kennedy Tank & Manufacturing, LLC. EHS, Maint, and Engineering representatives shall jointly inspect the device.

Daily pre-use inspections shall be conducted.


Contractors shall adhere to all OSHA, ANSI, manufacturers guidelines for operation and use.

Welding & Hot-Work Permit Program

All hot work and welding operations must be conducted under the control of a Hot Work Permit that has been pre-approved by KENNEDY TANK & MANUFACTURING, LLC..

A permit must be obtained from the facility’s maintenance dept. for any welding/burning/cutting operations. The permit will detail the necessary precaution to be taken on back of the permit. Before work begins the

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permit shall be signed by a trained Kennedy Tank & Manufacturing, LLC. supervisor/designee.

All combustibles within a 35-foot radius of the welding operation must either be removed from the area or protected with approved guards/shields. Any dust, trash, paper or wood clippings must be swept clean in a 35-foot radius of the site of the work.

**** Appropriate fire extinguisher equipment must be available and a fire watch is required. After Hot Work activities have ceased at a particular location, the fire watch must continue at that location for 30 minutes prior to release.**

Confined Space Entry


Contractor team members are not authorized to enter any confined spaces on all KENNEDY TANK & MANUFACTURING, LLC. property unless specifically required by the service or construction contract. Proper training and permitting is first required.

- A. Contractors must have their own procedures for entering and working in confined spaces as required by OSHA 1910.146.
- B. (Kennedy Tank & Manufacturing, LLC.-Indianapolis Facility) will provide contractors with a listing of all identified OSHA defined confined spaces and information about the potential hazards and severity of each space, if applicable.
- C. Contractors are required to utilize their own equipment, procedures, and permit system while entering and working in confined spaces.

Work at Elevated Locations

Required fall protection equipment shall be used by all contractor team members when working at elevated locations. This policy includes scissor lifts as well. KENNEDY TANK & MANUFACTURING, LLC. believes in

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being tied off 100% of the time. (See KENNEDY TANK & MANUFACTURING, LLC. Fall Protection Policy).

Contractors shall supply their own equipment and PPE for work from elevated locations. The only exception to this rule is the use of Kennedy Tank & Manufacturing, LLC.'s aerial lift.

A hardhat, fullbody harness, and lanyard are required at all times while in a aerial lift and/or scissor lift device.

Lockout/Tagout (LO/TO)

Contractors must notify the Maintenance Supervisor or Maintenance leader on equipment, which must be LOTO prior to performing work. Also, prior to LOTO Health/Safety Coordinator shall have copies of all contractor lockout/tagout training records and program to ensure the safety of all contractor and Kennedy Tank & Manufacturing, LLC. employees in the facility.

Contractors must have their own lockout/tagout program for controlling energy while performing servicing or maintenance on equipment with the potential for exposure to hazardous energy to meet all aspects of OSHA 29 CFR 1910.147. If not, the Kennedy Tank Indianapolis program must be followed.


Kennedy Tank, Indianapolis will lockout/tagout the appropriate energy sources with the contractor's involvement.

Contractors must supply their employees with proper singular identifiable locks and tags.

Affected employee must be trained in the contractor's lockout/tagout policy, including a description or sample of the locks/tags that will be used.

Enforcement of the use of LOTO on equipment in all applicable situations will occur. Not following these rules and procedures is subject to immediate

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termination of work and could result in being asked to leave the Kennedy Tank premises.

Dust Control Policy

The contractor shall develop and implement a dust control program to guarantee That the following conditions are eliminated at the facility.

The contractor shall at a minimum guarantee Kennedy Tank & Manufacturing, LLC. as close to a dust free condition bith inside and outside the facility.

Housekeeping

Contractors shall maintain good housekeeping in all work areas, at all times.

During construction, contractors shall keep debris cleared from work areas, emergency equipment, passageways, and stairs. Debris need to be disposed of on regular intervals.

Electrical Safety

GFCI

The contractor shall use ground fault circuit interrupters on all 120 volt, single phase 15 and 20 ampere outlets, devices, and tools used on site.

Contractors shall test GFCI's monthly to ensure proper operation.


Temporary Wiring

No open conductors, single conductors, triplex, quadraplex, etc. shall be permitted without prior written approval of Kennedy Tank & Manufacturing, LLC.

Temporary lighting shall be protected from accidental contact or breakage. Metal-case sockets shall be grounded.

Portable electrical lighting used in wet and/or other conductive areas shall be

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operated at 12 volts or less.

Extension cord sets used shall be of the three wire type and shall be designated for hard or extra hard usage. Examples of these types of cords include types: S, ST, SO, SJO, SJT, and SJTO.

Excavation, Digging, and Drilling (Permit, Utilities)

The facility's manufacturing and project engineers are responsible to confirm that no utilities are present in the area and at the depth where the digging and/or drilling will take place.

If utilities are located in the area, the project engineer is responsible for communicating the exact location of the utilities (along with any drawing showing the location) to the contractor.

The contractor must not dig outside the exact area specified by the project engineer without the approval of the project engineer.

EXCAVATION (Permit)


All trench excavations of 4 feet or greater depth must have a means of egress from the excavation of less than 25-feet of lateral travel.

All trench excavations of 5 feet or greater depth must be either shored with sheeting, bracing or other approved means, or sloped back to a stable grade.

No personnel are permitted to work in a trench excavation while mobile equipment is operating near the edge of the trench.

Contact the Engineering Manager before proceeding with the day's activities.

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Hand and Power Tools

All hand and power tools shall be in good condition and properly guarded.

Vehicle Use Policy

All contractors shall ensure that all vehicles in use on KENNEDY TANK & MANUFACTURING, LLC. property shall be in good working order and not in violation of federal and/or state vehicle statues. This also implies to vehicles that fall under Department of Transportation standards. All contractors shall ensure that all vehicle and equipment operators shall have the proper and valid license to operate such vehicle or equipment. A vehicle may not be left unattended while running. The driver of that vehicle shall be within 25 feet of the vehicle and within view of the vehicle at all times. Contractors are required to park in permitted area only. Contract vehicles may not be parked in front of the building unless for delivery purposes and work related functions.

Other Policies and Procedures


All contractor team members shall adhere to all other KENNEDY TANK & MANUFACTURING, LLC. Policies, including but not limited to: access to company facilities, company equipment, use of controlled substances, firearm & explosive restrictions, harassment of other persons, traffic and parking regulations.

Access Control

KENNEDY TANK & MANUFACTURING, LLC. maintains security around the facility and process area to insure that no unauthorized contractors or contractor team members have entrance or presence in or to the process area, and that a safe exit is provided and maintained.

Toolbox Talks

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The contractor shall complete a daily toolbox talk with each work crew working onsite. These shall be documented and turned in each day of the project.

Contractor shall also attend daily toolbox talks, job meetings, and/or safety orientations, etc. provided by Kennedy Tank.

Site Audits and Safety Planning

Contractor shall be included in any site audits of the jobsite. Also, they shall participate in any job safety analysis programs as well.

The contractor shall conduct routine inspections of their work area and communicate that back to the Kennedy Tank EHS Department. They shall also be subject to audits from Kennedy Tank EHS Department to verify compliance with Kennedy Tank Environmental and Safety Policies.


Safety Representative

The contractor shall designate an onsite safety representative. He or she shall have a minimum of an OSHA 10 HR Course. Also, the company shall advise of a company wide safety representative.

Contractor Safety Disciplinary Process

KENNEDY TANK & MANUFACTURING, LLC. will immediately notify each Contractor of any violation of KENNEDY TANK & MANUFACTURING, LLC.'s Environmental, Health, and Safety Policies or Procedures. Each Contractor is also responsible of notifying KENNEDY TANK & MANUFACTURING, LLC. of any violation of KENNEDY TANK & MANUFACTURING, LLC. Environmental, Health, and Safety Policies. Contractors will adequately take corrective or disciplinary action whenever necessary to discourage repetition of site violations. Contractors will notify KENNEDY TANK & MANUFACTURING, LLC. of all actions taken.

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Contractor Safety Violation Process

Violations will be separated into two classes: MINOR and MAJOR.

Minor Violations include but are not limited to the following:

- Failure to wear safety glasses, hard hat, or other required PPE
- Failure to report and incident
- Failure to follow specified rules
- Placing unauthorized materials on company communication boards

KENNEDY TANK & MANUFACTURING, LLC. has a three-strike approach for Environmental, Health, and Safety Policy Violations

First Offense – Contractor team member may finish their respective shift, but prior to the beginning of their shift, they must attend a safety orientation course sponsor by KENNEDY TANK & MANUFACTURING, LLC..


Second Offense – If committed within a 12-month period, the team member will be barred from KENNEDY TANK & MANUFACTURING, LLC. property for a period of 30 days. If no violations are noted for a 12-month period, the first violation will be dismissed.

Third Offense – If this is committed within a 12-month period of the first offense, the team member will be permanently dismissed from KENNEDY TANK & MANUFACTURING, LLC. property.

Major Violations include but are not limited to the following:

- Possession of a firearm on KENNEDY TANK & MANUFACTURING, LLC. property
- Sexual Harassment
- Criminal Violations – Theft, Illegal substance possession, etc.
- Disorderly Conduct
- Serious Disregard to the Health and Safety of one’s self, a KENNEDY TANK & MANUFACTURING, LLC. Team Member, visitor, and/or another Contractor

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- Failure to Identify oneself to a KENNEDY TANK & MANUFACTURING, LLC. team member
- Possession, Use, and/or Distribution of Alcohol

Major Violations will result in the permanent dismissal of the contractor team member from KENNEDY TANK & MANUFACTURING, LLC. property. If a major violation is observed or through a through investigation that it is determined that one has been committed, the contractor team member will be immediately escorted off of KENNEDY TANK & MANUFACTURING, LLC. property.

Conflict Resolution

Problems regarding Site Safety Regulations, Permits, or Policies will be first addressed with the Environmental, Health, and Safety Department. If a suitable resolution cannot be had, a joint meeting will be held with the project manager, Contractor Supervisor, and Environmental, Health, and Safety Department to resolve the issue. The plant manager will have the ultimate decision in this situation if no other means of resolution can be met.

Project Board


A job project board will be visible at all times while working at KENNEDY TANK & MANUFACTURING, LLC.. This board will consist of nothing less than the following information:

- OSHA 300 Log
- Site Safety Plan
- Emergency Contact List
- MSDS Binder Containing Materials used onsite
- Permits (Hot Work, Critical Lift, etc.)

First Aid Supplies

It is the responsibility of the contractor to maintain first aid supplies as required by OSHA. KENNEDY TANK & MANUFACTURING, LLC. shall have no liability for the use or administration of supplies from Contractor

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first aid kits. All contractors are required to maintain a fully stocked first aid kit while working at KENNEDY TANK & MANUFACTURING, LLC.. If a contract team member is injured while working at KENNEDY TANK & MANUFACTURING, LLC., an incident report shall be filled out, and KENNEDY TANK & MANUFACTURING, LLC. shall be immediately notified.

Contractor Environmental, Health, and Safety Submittal Forms


- Contractor Safety Audit Form (Prior to any work assignment)
- Job Assessment Forms (Two weeks prior to work)
- General Site Safety Form (One week prior to work)
- Kennedy Tank & Manufacturing, LLC. Incident Reports (At time of Incident)
- All documentation of training (One week prior to work)
- Helicopter Lift Plans (Two weeks prior to work)
- Critical Lift Plans (Two weeks prior to work)
- Contractor Daily Inspection Reports (Weekly)
- Dust Control Program (Two weeks prior to work)
- Material Safety Data Sheets (One week prior to work)
- Confined Space Entry Program (Three weeks prior to work)
- Daily Safety Meetings (Weekly-Must include daily topic)
- OSHA 300 Log (At the time of completion of work)
- Insurance Certificate listing Kennedy Tank & Manufacturing, LLC. as an insured

POST JOB PERFORMANCE REVIEW

After the completion of the work, or if work is of a continuing nature. The contractor shall be reviewed at least annually. The performance review shall include, but not be limited to the following areas:

- Company wide and onsite safety performance (OSHA Logs, etc.)
- OSHA violations
- Team member training

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- Housekeeping
- Audit Scores
- Cost

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