

Environmental Health and Safety Requirements For Contractors providing services for Lacks Enterprises, Inc.

- Contractor is a person or company that subscribes to a contract, to provide materials or labor to perform a service or do a job.
- Vendor is a person or company offering something for sale.

NOTE: This procedure applies to Contractors only.

- **Visitor Passes:** All persons that are not Lacks Employees are required to obtain a visitor pass from the receptionist/office manager/designate prior to entering the facility. This pass must be worn and visible at all times and returned upon completion of work.
- **Crisis Event / Fire and Severe Weather:** Lacks Protective Services has 24 hours, 7 days per week, road patrol service with dispatch services for routine and crisis event situation response. Shift supervisors in the facility will determine based on the severity of the evacuation and notification to Central Dispatch is necessary for other action. In the event of a Fire or Natural Disaster. You will hear over the PA system, **Code Red** given and repeated three times. This will signal everyone to immediately respond to the designated **Congregation Area**. For Severe Weather (tornado) the PA announcement would state, **Please go to your shelter area**. These are restrooms and adjacent hallways! Once the **All Clear** is given persons may proceed back to their work areas. Should you have to leave the facility at any time, be sure to notify a facility manager/designate for accurate head counts during crisis situations?
- **Hilo's, Scissor and boom Lifts:** Contract employees operating equipment governed by MIOSHA regulations will have a valid license and observe fall protection requirements when necessary.
- **Lockout/Tagout:** To ensure that all persons are protected from unintended machine motion or energy that could cause injury, please review [Equipment Lock Out Tag Out Process](#). Each source of energy must be identified and properly locked out prior to work. Types of lockout and procedures must satisfy the M.I.O.S.H.A. Part 85 (Control of Hazardous Energy Sources) Rule.
- **Electrical Work:** Any electrical work provided will meet conformance to National Electrical Code, and Lacks Electrical Safety Plan.
- **Tobacco, Eating and Drinking:** Tobacco use is not allowed on any Lacks Enterprises premises. Eating is allowed in cafeteria areas only. Beverage containers are allowed on the production floor, but must be spill proof and non-breakable.
- **Confined Space Entry:** Work or entry into designated Confined Spaces is by permit, non-permit, and open permit only. Before work or entry into these spaces is gained, an air quality check and permit must transpire by facility personnel or in their absence, by summoning **Protective Services at 554-7180** for assistance. All aspects of the Lacks [Confined Space Entry Requirements](#), must be met with full compliance.
- **Bloodborne Pathogens:** Exposure to blood and other potential infectious materials could result in the transmission of bloodborne pathogens leading to disease or death. All medical waste must be placed into a Biohazard Container located in or near the supervisor's office, and any sharps into a sharps container. Plant supervisors or designates are first aid attendants trained in Bloodborne Pathogens.
- **Location of Electric Shutoffs, Fire Exits, and other Emergency Equipment:** Review the facilities Emergency Maps.
- **Reporting Injuries:** If you are injured at any Lacks Enterprises facility a Lacks Enterprises Occupational Injury Report must be prepared by a Protective Services Officer at 554-7180 24 hours a day, 7 days per week.
- **Supplying SDS:** Any **Hazardous** chemical used or brought into the Lacks facility must be accompanied with a SDS (Safety Data Sheet) and provided to the Maintenance Manager or designate prior to work being performed with the material. All contractors will be familiar with the location of the SDS Center and have the ability to reference data for hazardous chemicals in the workplace. In the absence of a facility management or in the event of an injury SDS information can be obtained through the PSV (Central Dispatch @ 554-7180).
- **Personal Protective Equipment:** Contractor must wear American National Standard Institute ANSI approved safety glasses with permanent side shields at all times while in any facility. Other items of Personal Protective Equipment must be provided by the contractors' employer, used in full force and meet General Industry Standards compliance for the task being performed (M.I.O.S.H.A. rule part 33).

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- **Piping Systems:** All systems in the workplace will conform to contents labeling (M.I.O.S.H.A. Rule 325.77002). All pipe labeling will be consistent and meet the ANSI color coding specification.
- **Any** contractor doing work at or for Lacks Enterprises will be responsible for removal and disposed of materials used to include any hazardous or solid waste. Type of work being performed will meet requirements for regulatory compliance.
- **Hot Work:** Contractors must notify the Maintenance Manager/designate of any scheduled hot work to be performed. The Maintenance Manager/designate will prepare a [Hot Work Permit](#) and to meet the expectations of Lacks Enterprises, Inc. and regulatory agencies, ensure that the contractor has been provided a copy of the **Welding, Cutting and Brazing Safety Plan** prior to the commencement of work.
- **Sub Contracting:** In the event a Contractor brings a Subcontractor into any Lacks facility, the Contractor will review this form with the Subcontractor.
- **All contractors and sub-contractors** are expected to comply with all Federal, State, and local Environmental, Health and Safety laws and regulations.
- Communicate environmental requests or concerns to your Lacks employee contact. Provide services in a reputable manner and seek to develop and implement an Environmental management System conforming to the ISO 14001 standard.
- **Waste Disposal:** All liquid and solid wastes must be disposed of in accordance with all Federal, State, and Local regulations. The contractor / sub-contractor are responsible for the removal and disposal of all their wastes unless prior arrangements have been made with the Maintenance Manager or designate.

NOTE: These requirements are terms of the contract / purchase order with Lacks Enterprises. All contractors, suppliers, and sub-contractors must comply with these requirements for all occasions of on and off site work activity as described by lacks Enterprises.