Contractor Briefing

Environment Safety & Health (ESH)
• To move to the beginning of the presentation, previous / next slide, etc., click the appropriate icon (i.e.,  ) located at the right-hand side of the screen.

• **Violet** underlined word(s) (i.e., **SAMPLE HYPERLINK**) illustrate a hyperlink to a document or slide. Click on the underlined word(s) to view the referenced document or slide.

• Contractor shall review all slides in the General Requirements section and those slides specific to the type of work to be performed at LM Aero – Fort Worth (hereafter referred to as “The Company”) in the Specific Requirements section.

• Forward requested documents to POC prior to the commencement of work.

• Contact the POC or ESH with any questions regarding the facility.
**Definitions**


**Authorized Emergency Vehicles** – Vehicles of the Fire Department, Security, and Medical when responding with emergency equipment activated.

**Competent Person** – Individual(s) capable of identifying existing and predictable hazards in the surroundings or working conditions which are unsanitary, hazardous or dangerous to employees, and who has authorization to take prompt corrective measures to eliminate them.

**Contractor** – Any agent/agency engaged by LM Aero through written or electronic contract (or other agreement) to perform work on LM Aero properties and those properties for which LM Aero has operating responsibilities.
  - This includes all tiers of subcontractors.
  - Not included are contractor employees who work under the direct supervision of LM Aero – Fort Worth personnel. These employees would fall under LM Aero – Fort Worth internal Environmental, Safety and Health (ESH) programs.

**ESH** – Environmental, Safety and Health representative.

**Excavation** – Any man-made cut, cavity, trench, or depression in an earth surface, formed by earth removal.

**Hot Work** – Any operation that involves open flames or produces heat or sparks. Some examples include welding, cutting, brazing, grinding, soldering, torch applied roofing, etc.

**LM Aero - Fort Worth** – Lockheed Martin Aeronautics Company - Fort Worth.

**MSDS (Material Safety Data Sheet)** – Details the hazardous properties of the products along with the precautionary measures required for safe use.

**Other - Than Serious Violation** – A condition that does not have the same potential for causing bodily harm, yet may contribute to a decrement in bodily functions or increase bodily stress.

**POC (Point of Contact)** – A LM Aero representative responsible for providing oversight of Contractors to ensure compliance with the terms and conditions of the contract, purchase order, or other authorizing documents.

**Serious Violation** – A condition that could result in an injury or illness, which causes prolonged or temporary impairment of the body or substantially reduces efficiency on or off the job.

**Vehicle** – Any means of transportation used to transport personnel and/or property/equipment (e.g., automobiles, trucks, lift trucks, scooters, golf carts, and bicycles).
### Acronyms

- **AC**  AeroCode
- **ANSI**  American National Standards Institute
- **CFR**  Code of Federal Regulations
- **CP**  Company Policy
- **ENV**  Environmental Resources
- **EPA**  Environmental Protection Agency or Act
- **ESH**  Environmental, Safety and Health
- **FOD**  Foreign Object Damage
- **FPS**  Fire Protection Services
- **FSR**  Facilities Service Request
- **GFCI**  Ground Fault Circuit Interrupter
- **HAP**  Hazardous Air Pollutants
- **HMEL**  Hazardous Material Elimination List
- **HMMP**  Hazardous Material Management Program
- **HMRB**  Hazardous Material Review Board
- **ISO**  International Standards Organization
- **IS&T**  Informational System & Technology
- **LM Aero**  Lockheed Martin Aeronautics Company
- **LOTOMS**  Lockout/Tagout
- **MSDS**  Material Safety Data Sheet
- **NFPA**  National Fire Protection Association
- **NIOSH**  National Institute for Occupational Safety and Health
- **OEM**  Original Equipment Manufacturer
- **OSHA**  Occupational Safety and Health Administration
- **POC**  Point of Contact
- **PPE**  Personal Protective Equipment
- **S&H**  Safety and Health
- **SES**  Security and Emergency Services
- **SIR**  Safety Inspection Report
- **UL**  Underwriters Laboratories
The purpose of this presentation is to apprise the prime contracting company of Fort Worth specific requirements.

The project manager and/or supervisor from the prime contracting company is required to review this presentation prior to commencement of work at LM Aero – Fort Worth. The prime contracting company is responsible for ESH compliance by its own employees and subcontractors and for dissemination of ESH requirements to its employees and subcontractors before any contractual work begins.

This presentation is a digest of basic applicable company and regulatory standards and should not be considered as a substitute for provisions of the Occupational Safety and Health Act of 1970 or other local, state and federal occupational environmental, safety, and health programs. Any discrepancy between this presentation and regulatory and contractual requirements shall be resolved by using the most stringent requirement.
It is the policy of Lockheed Martin Aeronautics Company-Fort Worth (LM Aero) to provide a safe and healthy working environment. This applies to Contractor personnel as well as LM Aero employees.

“ESH is Everyone’s Responsibility”

Contractor Safety and Health Program

− All Contractors, including Subcontractor personnel, shall be familiar with and comply, at all times, with all applicable regulations while performing work on LM Aero premises.

− The Contractor shall carefully read and evaluate the safety provisions of each contract to determine the safety requirements of the contract. This includes but is not limited to the assignment of personnel, training requirements and required safety equipment.

− The Contractor is responsible for insuring flow down of safety, health and environmental information, provided by LM Aero, to all their employees and Subcontractors.

“ESH IS EVERYONE’S RESPONSIBILITY” - LM Aero is registered to ISO 14001

Your assigned LM Aero Point of Contact (POC) will provide to you copies of ISO 14001 brochures which communicates the standard’s provisions and how it affects your activities at LM Aero.
Contractor Responsibilities

- Contractor

  - The contractor shall not under any circumstances use the company’s equipment or property unless stated in the contract and approved by the Facilities Contract POC.

  - If large rental equipment (cranes, lifts, etc.) is used by the contractor, contact information (including the name of the company it is rented from and a phone number) shall be available upon request of the company.
• Contractors employed in connection with the construction, painting, repairing, maintenance, renovation, demolition of any fixed structure or its parts shall comply with OSHA Standard 29 CFR Part 1926 for the Construction Industry.

• Contractors may also have compliance requirements to OSHA Standard 29 CFR Part 1910 for General Industry and to other Federal, State, and local regulations.

• Contractors should obtain copies of the OSHA Standards for the Construction Industry (29 CFR Part 1926) and OSHA or General Industry (29 CFR Part 1910) prior to starting work at LM Aero

Copies of the standards may be obtained from the local OSHA Area Office, 8713 Airport Freeway, Suite 430, Fort Worth, Texas 76180-7604, (817) 885-7025, FAX (817) 581-7723
Competent and Qualified Persons

- "Competent person" means one who is capable of identifying existing and predictable hazards in the surroundings or working conditions which are unsanitary, hazardous or dangerous to employees, and who has authorization to take prompt corrective measures to eliminate them.
  - OSHA 1926.32(f)

- "Qualified" means one who, by possession of a recognized degree, certificate, or professional standing, or who by extensive knowledge, training and experience, has successfully demonstrated his ability to solve or resolve problems relating to the subject matter, the work or the project.
  - OSHA 1926.32(m)

- LM Aero and OSHA construction standards require a Competent Person for activities such as:
  - Scaffolding,
  - Fall Protection,
  - Cranes,
  - Excavations/Trenching/Shoring,
  - Steel Erection,
  - Ladders.
LM Aero maintains a database of hazardous chemicals used at LM Aero facilities. Material safety data sheets (MSDS) for those hazardous chemicals are available from your POC.

Contractors with employees working on LM Aero premises shall review their contract(s) for information concerning hazardous chemicals and provide training and personal protective equipment as required to employees to safely perform their work.

The Contractor shall provide to the POC, in advance of any work, completed Hazardous Material Review Submittal for Construction Contracts forms and associated MSDS’s for each hazardous material intended to be used.

Contractors shall not bring any material(s) onto company or United States Air Force Plant No. 4 property whose chemical contents appear on the LM Aero Hazardous Material Elimination or LM Aero - Fort Worth Banned lists.


Refer to the LM Aero Contractor Safety Handbook for more detailed information.
Traffic Safety

- Contractors shall not close or impede the use of any aisle, road, or exit (even temporarily) without approval from the POC.
- Vehicles shall yield to pedestrians. Pedestrians have the right-of-way at all times.
- During lunch and break periods and at shift changes, vehicle operators shall use extreme caution to avoid vehicle-pedestrian accidents.
- All vehicles shall stop and give the right-of-way to emergency vehicles.

- Speed Limits (Except Flight Line)
  - Inside Buildings - 8 mph (no less than 2 seconds between columns spaced 25 feet apart)
  - Roads and plant grounds - 20 mph
  - Lockheed Boulevard - 35 mph
  - Parking lots - 15 mph

- LM Aero has the prerogative of suspending driving privileges of contractors, vendors, and suppliers who have demonstrated unsafe driving practices.
Flight Line Safety

- Contractor personnel are not permitted on the flight line unless in the performance of a contractual job task. Entry onto the flight line requires POC authorization and shall only be through the designated FOD checkpoints.

- The flight line speed limit is 15 MPH and 5 MPH when near aircraft. Special purpose vehicles, such as tugs and forklifts, shall not exceed 10 MPH.

- Vehicles shall not be:
  - driven within ten (10) feet of parked aircraft.
  - driven under any part of the aircraft
  - parked or driven closer than 25 feet in front of or 200 feet to the rear of any aircraft

- When parking on the flight line, vehicles shall not be parked pointed directly towards an aircraft.

- All vehicles must approach parked aircraft with the driver’s side of the vehicle toward the aircraft. Vehicles shall not be parked in front of, or driven into the path of taxiing aircraft.

Refer to the LM Aero Contractor Safety Handbook for more detailed information.
In order that LM Aero may provide its customer’s the highest level of Quality and Safety in all products manufactured, the company has stringent FOD Prevention & Tool Control Procedures in place throughout the facility.

All vendors, subcontractors and suppliers shall review the company FOD Prevention Program and complete MANDATORY FOD PREVENTION TRAINING. Your contract POC will provide the information required to complete training.

LM Aero provides “certification” to validate vendor/supplier/ subcontractor compliance with the above requirement, as well as validating our Commitment to Excellence in FOD Prevention. Badged access to the facility will not be granted WITHOUT this certification.

As an approved vendor, supplier or subcontractor, you’re required to abide by these procedures and remain in compliance while working in ALL FOD Controlled areas. Failure to do so may constitute an immediate contract termination and/or your removal from the facility.
Smoking is prohibited inside buildings or within 25 feet of any building entrances except in designated smoking areas that may be located near doors.

- Use the smoking receptacles when discarding smoking materials.
- Smoking is not permitted in areas designated smoke free due to safety, the protection of facilities and equipment, or product discipline. These areas include:
  - Battery charging and servicing areas,
  - Oxygen, LPG, petroleum storage and dispensing areas,
  - Hazardous materials storage areas,
  - Flight Line ground operations areas,
  - Areas where Compressed air and gases are stored or used,
  - Confined Spaces,
  - Tanks and fuel cells,
  - Fuel operations (i.e., near aviation fuels, lubricating oils, hydraulic oils),
  - Processing tanks,
  - Aircraft cleaning, painting, and paint removal areas.
Prohibited Items

No alcoholic beverages, drugs, explosives, firearms, ammunition gambling material or persons under the influence of alcohol/drugs will be permitted on the company or United States Air Force Plant No. 4 property.
Personal Protective Equipment (PPE)

**Personal protective equipment shall meet the requirements of 29 CFR 1910 and 1926.**

- Head protection shall be selected and used in accordance with CFR 1926.100. ANSI Z89.1 approved hardhats shall be worn on all construction sites.
- Suitable eye/face protection shall be selected and used in accordance with the requirements of 29 CFR 1926.102 and shall be worn when exposed to operations generating a hazard to the face.
- Foot protection shall be selected and used in accordance with 29 CFR 1910.136 and 29 CFR 1926.96.

- Construction sites should be considered a “hard hat – safety glasses – work shoe” areas unless the potential for a hazard is non-existent and prior approval has been obtained from the POC and ESH.
- Work areas identified by a green floor stripe with stenciling, "EYE PROTECTION REQUIRED PAST GREEN LINE", are 100% eye protection areas. These areas require the use of eye protection at all times.

LM Aero will not furnish Contractor personnel with any PPE.
The contractor will supply all necessary Department of Transportation approved drums. The contractor shall ensure the drums are stored and labeled properly.

Disposal of hazardous waste, including contaminated soils or refuse, shall be done by an approved LM disposal contractor in accordance with regulatory requirements. Contractor will be responsible for all disposal cost.

Disposal of waste generated from operations (i.e., paint, solvents, floor coatings, etc.) must be coordinated with the POC and ESH prior to generation. Facility generated waste (i.e., process tank cleaning solutions, lead abatement, etc.) will be the sole responsibility of the company in coordination with the POC and HMMP.

Contact Hazardous Waste Management immediately upon the generation of or questions regarding hazardous waste.

Under no circumstances may any material of any kind be discharged to any sewer or storm drain without approval from Environmental Resources.
Air emissions from operations at the company are regulated under the Clean Air Act. The intent of these regulations is to control air quality by reducing or eliminating hazardous air emissions.

Ensure that only materials approved for the job are used.

Keep solvent and paint containers closed to minimize air emissions.

Notify Environmental Resources for questions relative to the Clean Air Act requirements.
“ESH IS EVERYONE’S RESPONSIBILITY” - LM Aero is registered to ISO 14001 Your assigned LM Aero Point of Contact (POC) will provide to you copies of ISO 14001 brochures which communicates the standard’s provisions and how it affects your activities at LM Aero.
Asbestos

- Notices are posted at the entrances to buildings and mechanical rooms where known or presumed asbestos containing building materials are present.
- Unauthorized contractors shall not disturb any asbestos containing materials or materials suspected to contain asbestos.
- Asbestos containing materials (ACM) can be in the form of floor and ceiling tile, wall insulation, pipe lagging, sprayed on fireproofing, duct wrap, etc.

If an incident occurs contact Fire Protection Services at 911 from an IN-PLANT telephone or 777-FIRE from a Cell Phone immediately
• In buildings where cranes are in operation, the crane operator will blow a whistle or sound a buzzer to warn personnel of approaching crane(s) and load(s). At no time will personnel stand or walk under a crane load.

• The use of hoisting equipment such as powered cranes or hand-powered hoisting devices is prohibited unless approval has been obtained by the POC and ESH.
Housekeeping

- All places of employment shall be kept clean and orderly. Materials and equipment shall be stored in designated places.
- Sharp projections, where injury may occur, shall be eliminated.
- Outside dumpsters shall be kept effectively covered and closed unless in use.
- Aisles and exits must be kept clear at all times and materials and equipment stored in designated places.
- Electrical cord sets and air hoses used in work areas shall not create a tripping hazard.
- Objects shall not be “stored” on the top of any cabinets, electrical panels, etc.
- Chemical containers shall be stored properly at the end of the work shift.
• The contractor should determine the location of the recycling and/or disposal facilities to be used for all materials recycled and/or disposed of which will be generated from the work performed under the contract as well as their method of transport, prior to the commencement of work. The contractor should transport non-recyclable solid wastes to a state permitted disposal facility that accepts these materials for disposal or reclamation.

• The contractor shall be responsible for collecting and removing solid wastes, including all construction debris (including concrete), and segregating recyclable wastes from non-recyclable wastes.

• Recyclable materials including construction debris that cannot be reused onsite by the contractor should be transported by the contractor to a valid recycling facility that reclaims and recycles these materials.

• Recycling contractors should maintain records (i.e., scale or recycling receipts that reflect quantity disposed) for all solid waste material re-used, recycled or, if necessary, land filled throughout the contract period, and provide to ESH, the weight by the 1st of every month.
Accident prevention will the be responsibility of the contractor to initiate and maintain programs to:

- Provide for daily safety inspections of the job site(s), materials, tools, and equipment.
- Permit only those employees qualified by training, licensed or experienced, as appropriate, to operate machinery, tools, or equipment.
- Conduct weekly 10-15 minute safety talks to reinforce safety awareness. Topics should be related to work under the contract.
- Ensure warnings are posted to inform employee of hazards or potential hazards resulting from propellers, jet engine intake, and jet engine exhausts. It is the responsibility of the contractor to so advise it’s employees, subcontractors, and suppliers.
- Ensure that affected employee(s) receive(s) necessary first aid or medical treatment.

Promptly report all accidents/injuries/illnesses to the POC. Immediately notify Security & Emergency Services of any serious accidents or injuries. Secure the area and equipment if blood or other bodily fluids are present.
**Specific Requirements**

- **Blasting**
  - Only experienced personnel shall perform blasting operations at the company; qualifications must be submitted in writing to the POC and ESH prior to the commencement of work.
  - Security and Emergency Services and Fire Protection Services must be notified of blasting operations at least 24 hours in advance.
Confined Space Entry

- Notify your LM Aero POC as to the location of the confined space(s) and the entry and exit times or any problems encountered.
- Contractors shall provide their own confined space entry and safety related equipment (i.e., air monitoring equipment, rescue tripod, harness, lanyard, etc.)
- A competent person shall be available to assess the inherent dangers in confined space entry prior to entry by all authorized personnel.

DANGER

PERMIT REQUIRED
CONFINED SPACE
DO NOT ENTER

MAY CONTAIN HAZARDOUS ATMOSPHERE
MAY CAUSE ENGULFMENT
Specific Requirements

Electrical Safety

• **Extension cords, constructed of metal junction boxes and flexible cords shall not be used.**

• **Stay clear of “High Voltage” locations - unless approved by the POC.**

• **Ground Fault Circuit Interrupters (GFCI) are required when operating power tools from an electrical cord set.**

• **Piggy backing of electrical cords is prohibited.**

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Ground Prong Missing

Improper Installation and Use
Specific Requirements

- **Excavations / Trenching**
  - Provide the POC with Certification Excavations/Trenching Training for those employees engaged in, supervising or serving as stand-bys for excavating/trenching operations.
  - Any excavation/trench over four (4) feet in depth, shall be sloped, shored, braced, etc. (according to the soil classification) to prevent hazardous ground movement.
  - It will be the responsibility of the contractor in cooperation with the POC to ensure that any excavation or drilling does not go through into an occupied area. The area below drilling or excavation shall be cleared and/or barricaded to prevent injury to personnel.

![Not properly sloped, benched, etc.](image1.png) ![Not properly sloped, benched, etc.](image2.png)
Specific Requirements

- Fall Protection
  - Contractors shall provide their own fall protection equipment (i.e., harness, lanyard, vertical / horizontal life lines, etc.). Company owned fall protection equipment or components are not to be used by contractors.

Non-Compliant Guardrail

No Fall Protection Equipment
Specific Requirements

Heating Equipment

− Location for all asphalt or pitch kettles shall be approved by Fire Protection Services prior to the commencement of work.

− A UL approved fire extinguisher of suitable capacity and “charge” shall be available at the job site.

− Kettles, lead pots and/or ovens shall be under constant contractor attendance while in operation and require a “Hot Work” permit from Fire Protection Services.

High Voltage

− Stay clear of High Voltage (i.e., $\geq 600$ Volts) locations - unless approved by the POC.
Specific Requirements

“Hot Work” - Welding/Cutting

- Welding on an automatic sprinkler system is prohibited.
- Only approved containers and portable tanks shall be used for storage and handling of flammable & combustible liquids.
- A new permit is required at the beginning of each work shift or as the result of changed work location(s) or conditions.
- Once the Hot Work is complete or the permit has expired, call Fire Protection Services for recheck of the area. After clearance by Fire Protection Services, original permit will be picked up.
- All hot work shall be properly shielded when performed within or outside any building.
- When performing hot work in enclosed areas the contractor is responsible for performing LEL and oxygen measurements prior to and during the operations.
- Hot work in a paint booth, whether in service or deactivated, shall require the approval of LM Aero Fire Protection Services.
- The contractor shall provide fire extinguishers of the type & size required at all work sites.
Specific Requirements

Lead

- Lead containing materials can be in the form of painted surfaces, solder in electronics and plumbing, etc.

- Prior to commencement of any job that involves lead containing material, the contractor must submit a compliance plan to POC & ESH for review.

- All painted surfaces shall be assumed to contain lead or other hazardous metals. Mechanical disturbance (i.e., grinding, burning/welding, abrasive blasting, needle gunning, etc.) of these surfaces shall be conducted in compliance with applicable OSHA regulations for hazardous metals.
Lockout / Tagout (LOTO)

- Provide the POC with documentation **LOTO Training** for those employees engaged in, supervising or serving as stand-bys for LOTO activities.

- Affected company and contractor employees shall be informed of LOTO activities in their work area.

- Contractor shall notify POC (at least 24 hours in advance) of need for system outage of Fire Protection Systems.
Painting, Sandblasting and Pressure Washing

- Indoor spray painting is permitted only in authorized paint spray booths/buildings with prior approval from the POC and ESH.
- Outdoor spray or electrostatic painting, sand or other abrasive blasting, and pressure washing is strictly prohibited unless approval is obtained from the POC and ESH prior to the commencement of work.
- Brush and/or roller painting may be accomplished in other buildings or areas where authorized by the POC.
- Contractor must ensure that all applicable OSHA requirements are met regarding potential exposure of their personnel to hazardous materials.
- Painting of building structures (interior or exterior) will be addressed on a case-by-case basis with ESH and POC.
- Contractors involved in on-site painting operations must report paint and associated solvent usage monthly on Facilities Contractor Hazardous Material Usage Log (Form 10977). Provide the completed form to ESH monthly.
The following pre-work Environmental, Safety and Health (ESH) documents (forms) must be signed and submitted to the Company Point of Contact prior to the commencement of work:

- **Competent Person Designation** - Prime construction contractors working at LM Aero – Fort Worth owned or operated facilities are required to have a competent person on-site at all times. The contractor shall submit to the POC a list of “Competent Persons” as defined and required by specific OSHA standards.

- **“Contractors Confined Space Information Verification” only** for operations involving confined space entry.

- **“Contractor Environment, Safety and Health (ESH) Agreement”** – forward this completed form to your POC

- **“Pollution Prevention / Environmental Impact Reduction Checklist for Contractors” only** for those projects involving construction and demolition work. Must be completed with bid.
General Requirements

Important Telephone Numbers

Emergency Only Numbers
To Report a Fire, Chemical Spill or Medical Emergency
In-plant extension…….911
When calling from a cellular telephone…………..817-777-3473

Non-Emergency Numbers

Environmental, Safety & Health (ESH Hotline)………….866-665-5151
Safety & Health On-Call (cell)………………………………817-437-6090
Environmental On-Call (pager)……………………………800-491-2376

Fire Protection Services………………817-777-2163 or 817-777-2164
Plant Engineering………………………………………7-3134 or 817-777-3135

Facility Protection Services
In-plant extension………………………………………7-2567 or 7-2569
When calling from a cellular……………817-777-2567 or 817-777-2569

Gate 2………………………………………………………817-777-4507
(After Hours) Gate 6………………………………………817-777-4513