Environment, Safety & Health

LOCKHEED MARTIN

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Contractor Safety Briefing

ESH Contractor Safety Briefing

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General Presentation Instructions

The 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 – Marietta (hereafter referred to as “The Company”) in the Specific Requirements section.

Forward requested documents to the Point of Contact (POC) prior to the commencement of work.

Contact the POC or Environment, Safety & Health (ESH) with any questions regarding the facility.

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General Purpose Requirements

The purpose of this presentation is to apprise the prime contracting company of Lockheed Marietta's 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 - Marietta. 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 Lockheed 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 environment, safety, and health programs. Any discrepancy between this presentation and regulatory and contractual requirements shall be resolved by using the most stringent requirement.

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Definitions

AeroCode – Lockheed Martin Aeronautics Procedures. LM Aero system for managing and integrating command media.

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 – Marietta personnel. These employees would fall under LM Aero – Marietta internal Environment, Safety and Health (ESH) programs.

ESH – Environment, Safety and Health.

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

Hazardous Risk Assessment – Process that involves identifying hazards and evaluating risks.

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Definitions con't.

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 - Marietta – Lockheed Martin Aeronautics - Marietta.

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.

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

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).

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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 Environment, Safety and Health
- FOD Foreign Object Damage
- FPS Fire Protection Services
- FSR Facilities Service Request
- GFCI Ground Fault Circuit Interrupter
- HAP Hazardous Air Pollutants
- HMMP Hazardous Material Management Program
- HMRB Hazardous Material Review Board
- HRA Hazard Risk Assessment
- ISO International Standards Organization
- IS&T Informational System & Technology
- LM Aero Lockheed Martin Aeronautics Company
- LOTO Lockout/Tagout
- SDS 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

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Important Telephone Numbers

Environment, Safety and Health - General Information	
Environment, Safety and Health “General Hotline”	(770) 494-4121
ESH Help Line	(866) 565-5151
Environmental Resources	(678) 733-0035
Fire Protection Department - (Fire, Spills)	(770) 494-3473
Fire Protection Department - (“Hot Work” Permits, Confined Space Rescue)	(770) 494-3970
Hazardous Materials	(678) 733-0035
Hazardous Waste Management	(770) 494-4936
Industrial Hygiene	(678) 733-0035
ESH On-Call Cell Phone	(678) 733-0035
Facilities Engineering/Support	
Plant Engineering Facilities Maintenance (PEMO)	(770) 494-2951
Medical	(770) 494-4131
Security & Emergency Services	
Medical Emergency, Security, Mishap Reporting	(770) 494-4911
	(770) 494-3244

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Vehicle and Pedestrian Traffic

Pedestrian

- **Stop** walking when using a cell phone. Pay attention to surroundings.
- Use crosswalks.
- **Do not block** the roadway when walking.
- Be aware of traffic.

Traffic

- Do not drive wrong way on a one-way.
- Stay within the marked traffic lanes.
- **Keep hands & feet within all powered vehicles types.**

Speed Limits

- **Follow all posted speed limit signs.**
- 20 mph in outside areas (unless otherwise posted).
- 5 mph in buildings and in parking lots.
- 15 mph on flight line. 5 mph within 50ft of an aircraft.

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Vehicle and Pedestrian Traffic DOs

- Wear seat belts at all times when provided on vehicles/equipment
- Receive permission, training, and a vehicle pass from the POC prior to driving on the north/south ramp (located at the flight line).
- Travel within designated white lines.
- Turn off vehicle when not in use.
- Leave keys in vehicle and doors left unlocked when parking on ramp areas and areas where emergency vehicles and equipment may need to gain access and on the flight line.
- Stay out of all swing gate access points on the flight line flight line unless you have obtained a proper training, a vehicle pass, have company ID & POC information on vehicle, and SES has been provided with proof of training.
- Remain outside of red and white checkered flagged areas unless prior approval has been obtained from the POC and area supervision.
- Give pedestrians the right-of-way.
- Use extreme caution when passing doors that exit into traffic aisles or outdoor traffic lanes.
- Set the brakes and block or chock wheels under both right and left rear wheels to prevent movement of trucks or trailers while loading or unloading.

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Vehicles and Pedestrian Traffic DO NOTs

- Drive inside buildings unless otherwise approved by the POC.
- Cross red lines or drive directly up to an aircraft.
- Drive on the active runway and taxiway.
- Drive under the wing or tail of an aircraft.
- Drive by a moving aircraft whether under its own power or being towed (stop until aircraft has passed).
- Drive in front of or behind powered aircraft engines.
- Park/store vehicles or equipment within 15 feet of any fire hydrant.
- Park in front of or drive into the path of taxiing aircraft.
- Drive through hazardous areas enclosed by barricades or designated by signs.
- Use a vehicle for towing unless it is properly equipped.
- Stand on moving vehicles unless the vehicle is specifically designed to accommodate personnel in this manner.
- Pass a tug or other slow moving special purpose vehicles when they are moving and loaded. If the tug or special vehicle operator pulls off to the side and gives a hand signal to pass, passing is permitted.
- Carry passengers in the bed of a truck.

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Vehicle and Pedestrian Traffic – Traffic Violations

Management has the prerogative of suspending driving privileges of contractors, vendors, and suppliers who have demonstrated unsafe driving practices. Such suspensions may be made without regard for the point assessment should the seriousness of the incident warrant. The following violation policy shall be in effect for contractor vehicles found to be in non-compliance with Lockheed's traffic regulations:

- ***First Violation:*** *The violation will be called to the contractor employee's attention by a notice placed on the vehicle and a letter to the POC when it involves a serious traffic violation.*
- ***Second Violation (within twelve-month period):*** *A thirty-day suspension of the contractor employee's privilege to operate on Lockheed premises.*
- ***Third Violation (within twelve-month period):*** *Indefinite suspension of contractor employee's privilege to operate a vehicle on Lockheed premises.*

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Vehicle and Pedestrian Traffic - Color Codes for Lines

- White — Designates Roadways, Crosswalks & Parking Spaces
- Red — NO Ignition Sources (i.e., smoking, vehicles, etc.)
- Yellow — Dark Lines Illustrate Tow Paths
- Yellow — Light Lines Illustrate Walkways / Staging Areas
- Green — Safety Glasses with Side Shields Required

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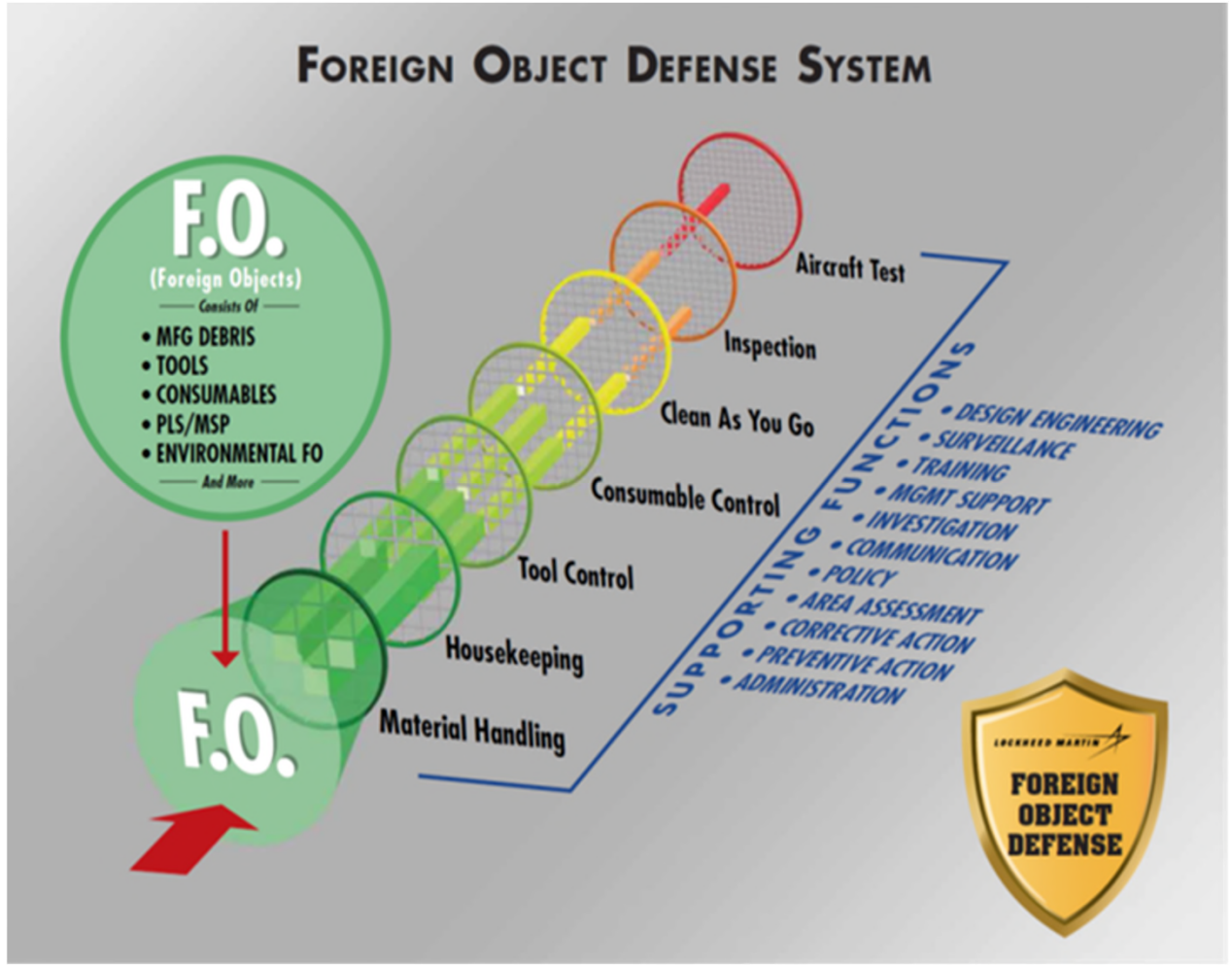
Foreign Object Damage (FOD) Prevention Compliance

- In order that LM Aero may provide its customer's the highest level of Quality and Safety in all products manufactured, Lockheed has strict FOD Prevention & Tool Control Procedures in place throughout the facility.

- 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.

- As an approved vendor, supplier or subcontractor, you're required to abide by the FOD 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.



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Foreign Object Damage (FOD) Prevention Area (FPA)

FOD PREVENTION AREA (FPA)

Designations are based on reducing risk of FOD

FOD AWARENESS AREAS: Product area(s) with product(s) or system(s) in which the application of housekeeping cleaning processes and inspections will help prevent migration and ensure that no foreign objects will be passed on or impact testing or development.

FOD CONTROL AREAS: Product area(s) with product(s) or system(s) in which the application of housekeeping cleaning processes and inspections will help prevent migration and ensure that no foreign objects will be passed on or impact testing or development.

FOD CRITICAL AREAS: Product area(s) with product(s) or system(s) that require isolation from exposure to foreign objects due to the potential for migration, entrapment, ingestion, damage, or failure to critical aspects, operation, or development of the product or product systems.

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Foreign Object Damage (FOD) Checkpoints

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LM AERO – Marietta Safety Signage

Fueling Operations

Open Fuel Tanks

No Smoking Fuel Operations

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LM AERO – Marietta Safety Signage con't.

Explosive Storage Area

Painting Operations

Radar Test Area

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General Requirements – Tobacco Policy

Lockheed Martin has a tobacco- and smoke-free environment. Smoking or the use or sale of tobacco or non-tobacco products (as defined below) on Lockheed Martin premises is prohibited.

- Applicability
  - This procedure applies to all Lockheed Martin employees and others on our premises to the extent permitted by law, regulation, collective bargaining obligations, lease agreement, or other tenancy contract.
- Definitions
  - *Lockheed Martin Premises* – Property that Lockheed Martin owns, leases as a tenant, or operates for a customer-owner, including all buildings, spaces, grounds, parking lots, vehicles, and aircraft.
  - *Tobacco Products* – Any tobacco product including, but not limited to, cigarettes, cigars, cigarillos, pipes, chewing tobacco, and snuff.
  - *Non-Tobacco Products* – Any product or device designed or intended to simulate a tobacco product, including, but not limited to, e-cigarettes and herbal dipping or chewing products, but excluding gum and prescription medications.

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General Requirements – Alcohol, Drugs, Firearms, Cameras, Computers, et

No alcoholic beverages, drugs, explosives, firearms, ammunition, gambling material or persons under the influence of alcohol/drugs will be permitted on Lockheed Martin or United States Air Force Plant No. 6 property. Cameras, recording devices, etc. require approval prior to being brought onto the facility.

Vendors and sub-contractors may bring their company-owned computers onto the facility to process unclassified data under the following conditions:

- A Security and Emergency Services (SES) or Contractor LM POC provides an awareness briefing, consisting of pertinent information regarding the use of the restricted and controlled items.
- Contractor or vendor laptops may not be connected to any unclassified LM Aero computer system or network without prior approval from IS&T.

- Laptops are not permitted in any classified area(s) without SES approval.
- A Material Entry/Exit Record is not required for entry and exit from the facility.
- Computers containing the capabilities of items described as Restricted must comply with all policies controlling Restricted Items, your LM POC can provide more information. Security and POC.

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General Requirements – Hazardous Materials Management

All hazardous material(s), including samples, used and/or stored on Lockheed or Air Force Plant 6 property must be approved by ESH and listed on the Approved Materials List.

Contractors shall not bring any material(s) onto Lockheed or United States Air Force Plant No. 6 property whose chemical contents appear on the LM Aero Hazardous Material Elimination List without ESH approval.

- **The LM Priority Chemicals List is located at https://www.lockheedmartin.com/en-us/suppliers/business-area-procurement/aeronautics/terms-and-conditions/environment-safety-health.html.**
- **The LM Aero Approved Materials List is located at: https://www.lockheedmartin.com/en-us/suppliers/business-area-procurement/aeronautics/terms-and-conditions/environment-safety-health.html.**

Maintain a copy of all Safety Data Sheets (SDS) at the work site or centrally located trailer for each hazardous chemical brought onto the facility. SDS must be promptly provided when requested by LM personnel.

NOTE: LM Aero – Marietta SDSs are available by calling ESH at 678-733-0035 or sending an email to esh.sds.requests.fc-aero@lmco.com.

Hazardous materials on Lockheed premises shall be in compliance with OSHA 29 CFR Part 1910.1200, “Hazard Communication.” Labels must be legible and replaced when torn or defaced.

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General Requirements – Hazardous Waste

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 Lockheed in coordination with the POC and HMMP.

Contact your LM POC with 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, mar.environmental.fc-aero@lmco.com.

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Self-Luminous Exit Signs – Disposal Requirements

Self-luminous EXIT signs contain radioactive tritium gas (25 curies per sign).

A self-luminous EXIT sign is a “generally licensed device”. A general license is provided by regulation and is effective without the filing of an application or the issuing of a licensing document.

Tritium-containing, self-powered glow in the dark, EXIT signs will have a radiation warning notification label and symbol on the outer casing of the sign.

- These specific EXIT signs are not under any circumstances to be disposed of in normal waste streams as it is a violation of Federal law.
- Should replacement, repair, removal, or disposal of these self-illuminating signs be necessary, contact your facilities POC or the site Radiation Safety Officer at 770-494-0795 or 770-494-1527.

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Fluorescent Lamp Disposal

PROCEDURE

- Personnel handling/storing fluorescent lamps containing mercury or other hazardous constituents must be trained in storage, use and proper disposal.
- Work site location, prime contracting company's name, FSR number, and anticipated quantity to be stored shall be provided to ESH prior to commencement of any activities involving handling of used lamps.

CONTAINERS

- For renovation projects, place lamps in the OEM containers from which the new lamps are taken. For demolition projects, obtain boxes from used lamp storage site. Prior coordination is necessary to provide boxes for large projects. Both the OEM and the new boxes must be properly labeled prior to placing lamps into them.
- Ensure that containers are closed at the end of the shift and completely sealed by taping the opened end when full or when the job is finished. Ensure that containers are not exposed to undesirable conditions (rain, wet surfaces, etc.) inside and outside of all buildings.
- Note: Inspect all used lamps. Broken lamps shall be separated from unbroken bulbs. Put broken bulbs in designated green 55 gallons drums located in the Hazardous Waste Storage Site adjacent to secured Lamp Storage site. Seal the 55 gallons drums tightly.

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Fluorescent Lamp Disposal *con't.*

STORAGE

- THERE IS ONLY ONE AUTHORIZED STORAGE SITE for contractors. Notify POC for access to storage site. POC will provide access to crib and notify ESH when stored lamps are ready for disposal.
- All containers shall be structurally sound, adequate to prevent breakage, and compatible with content. (Use 48-inch boxes for 48-inch lamps.)
- POC and contractor shall ensure housekeeping in storage area (neat, clean, free of debris).

LABELS

- POC shall obtain adhesive "Date of Entry" labels from ESH and provide them to contractor.
- If labels are not available, use an indelible ink marker to write the above information including date of entry (when first used lamp is placed in the container)
- All users, when applying label to container, leave the label intact. Do not detach the last three bar codes from portion featuring the entry date.

INSPECTION

- POC shall call ESH to inspect containers to ensure compliance with storage requirements.

  Note: EPA regulations prohibit discarding used fluorescent lamps in regular trash containers.

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General Requirements - Air Emissions

Air emissions from operations at Lockheed 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 ESH-approved materials are used for the job.

Keep solvent and paint containers closed to minimize air emissions.

Contact Environmental Resources at mar.environmental.fc-aero@lmco.com or 678-733-0035 for questions relative to the Clean Air Act requirements.

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General Requirements - Inspections

Contractors operating on Lockheed or United States Air Force Plant No. 6 property are subject to routine inspections performed by ESH personnel to ensure regulatory compliance.

Contractor noncompliance with regulatory or contractual ESH requirements may result in the exclusion of a contract employee from Lockheed property or in cancellation of the contract.

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General Requirements – Safety Inspections Report

Lockheed Martin Aeronautics Company

CONTRACTOR SAFETY INSPECTION REPORT **Date:**

Contractor Name: **Location**

LM Point of Contact (POC): *Other:*

Contractor Responsible for Corrective Action & Tel. No. **Inspector (ESH):**

No violations noted/observed at this time..... ☐
Noncompliance noted- violations detailed in the report below..... ☐

Standard(s) Violated:	
Description of Violation(s):	
Corrective Action Taken by Contractor:	

Item	Area Inspected	Item	Area Inspected
Air Quality Operating Permits		Ladders	
Area & Local Ventilation		LOTO	
Compressed Air, Pressure Systems		Manual Lifting	
Confined Space Entry		Machine Guarding	
Egress, Access, Walkways		Noise	
Electrical Safety		Powered Lift/ Fork Truck Vehicles	
Elevated Surfaces, Scaffolds		PPE	
Environmental Controls		Previously Cited Items	
Fire Protection Equip.		Radiation	
Flammables & Combustibles		Signs, Labels, Postings	
Floor & Wall Openings		Spills or Releases	
Gas Cylinders		Spraying Operations	
Hand Tools		Stairs, Stairways	
Hazardous Chemical Use & Storage		Training & Safety Operational Procedures	
HazCom Program - MSDS		Vehicle Safety	
Haz-Waste Container		Water Discharge to Storm Channels	
Haz-Waste Disposal		Water Discharged to Sink, Floor Drain	
Hoist & Cranes		Waste Disposal	
Housekeeping		Welding, Cutting, Brazing	

Other:	
Comments:	

Photo 1: **Photo 2:**

Date Sent:	
Contractor Response Expected by:	
Response Date:	

Status:	
Open	☐
Closed	☐

Safety & Health

Important Notice: A hard copy of this blank form may not be the version currently in effect.
The current version of this form is the version in the LM Intranet.

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ISO 14001

POLICY STATEMENT - It is LM Aero's policy to provide a safe and healthy working environment. This policy applies to Contractors as well as LM Aero employees. The purpose of this briefing is to make all contractor personnel aware of the critical need to maintain a safe workplace, to eliminate causes of accidents and provide direction on environment, safety & health, and fire requirements.

"ESH IS EVERYONE'S RESPONSIBILITY" - LM Aero is registered to ISO 14001 and has an ISO-like, integrated Environment, Safety and Health Management System. 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.

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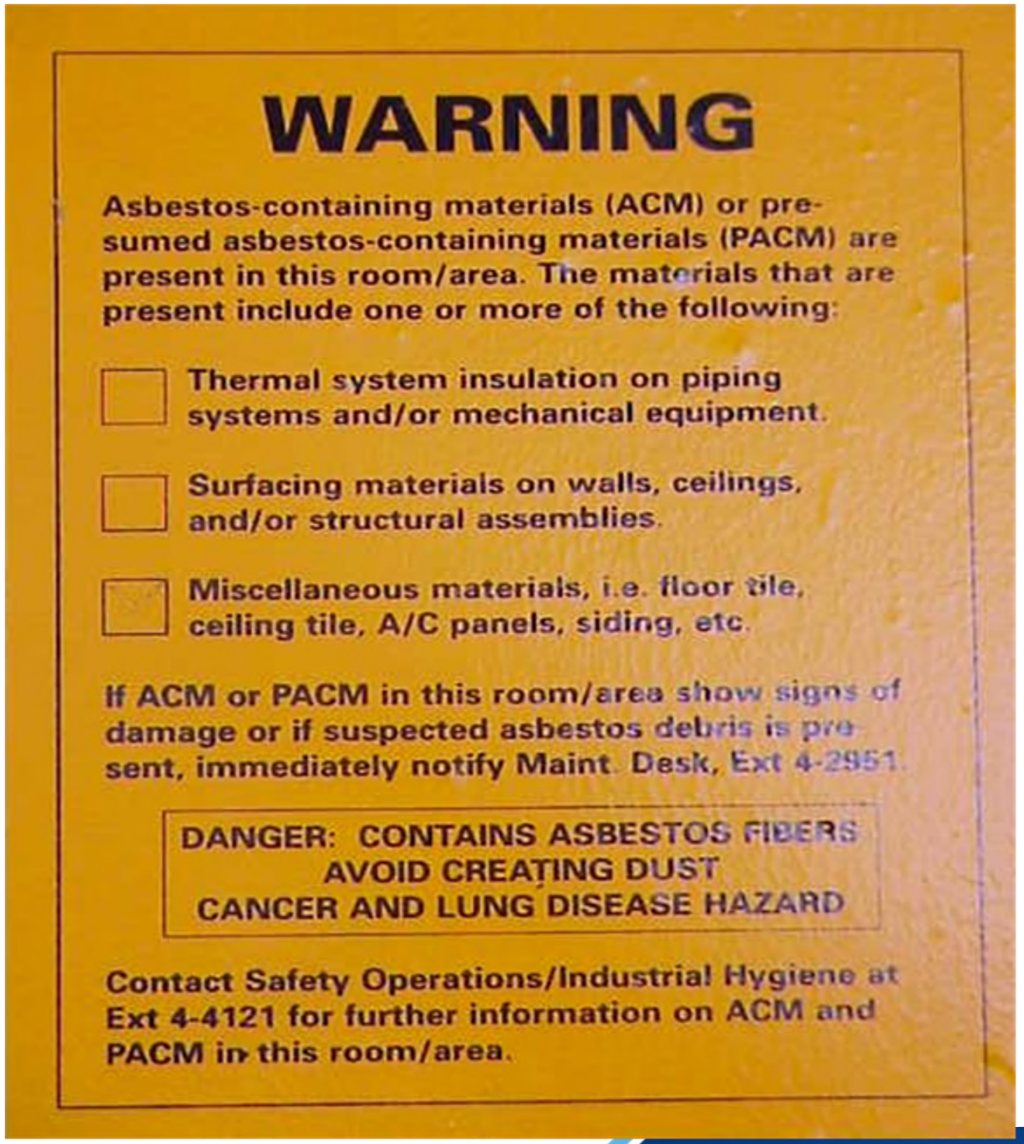
General Requirements - Asbestos

Orange and black colored warning signs have been 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.

If an incident occurs contact Safety and Health immediately at 770-494-4121 (the call will rollover to the ESH On-Call phone 678-733-0035).

Asbestos containing materials (ACM) can be in the form of floor and ceiling tile, wall insulation, pipe lagging, sprayed on fireproofing, duct wrap, etc.



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General Requirements

Hoisting Equipment

In buildings where cranes are in operation, the crane operator will blow a whistle to warn personnel of approaching crane(s) and load(s). At **NO** time will personnel expose any part of the body under the load.

The use of LM Aero hoisting equipment such as powered cranes or hand-powered hoisting devices is prohibited unless authorized by the contract.

All rigging used under such conditions must be appropriate for the lift and in good repair. Lift plans and rigging is subject to approval by the POC and ESH.

- If approved for use, crane operator's permit is required to utilize the overhead crane system. This requires a training course provided by the Lockheed Training Department. The POC will assist in obtaining training and certification.

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General Requirements

Housekeeping

All working areas shall be kept clean and orderly. 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.

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.

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General Requirements - Pollution Prevention / Solid Waste Management

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

All recyclables must be sent to a LM ESH approved recycling facility and all waste/debris must be sent to a LM ESH approved disposal site.

All material and/or equipment to be demolished and/or removed from the site shall be weighed and a written report given to the Lockheed Martin Project Manager recording the weight broken out in tabular form as follows:

- Specific weight of all material to be recycled.
- Specific weight of all material to be incinerated.
- Specific weight of all material disposed of in a landfill.

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General Requirements - Accidents/ Injuries/ Illnesses

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.

Where the eyes or body of any person may be exposed to injurious corrosive material, suitable facilities for quick drenching or flushing of the eyes and body shall be provided within the work area for immediate emergency use.

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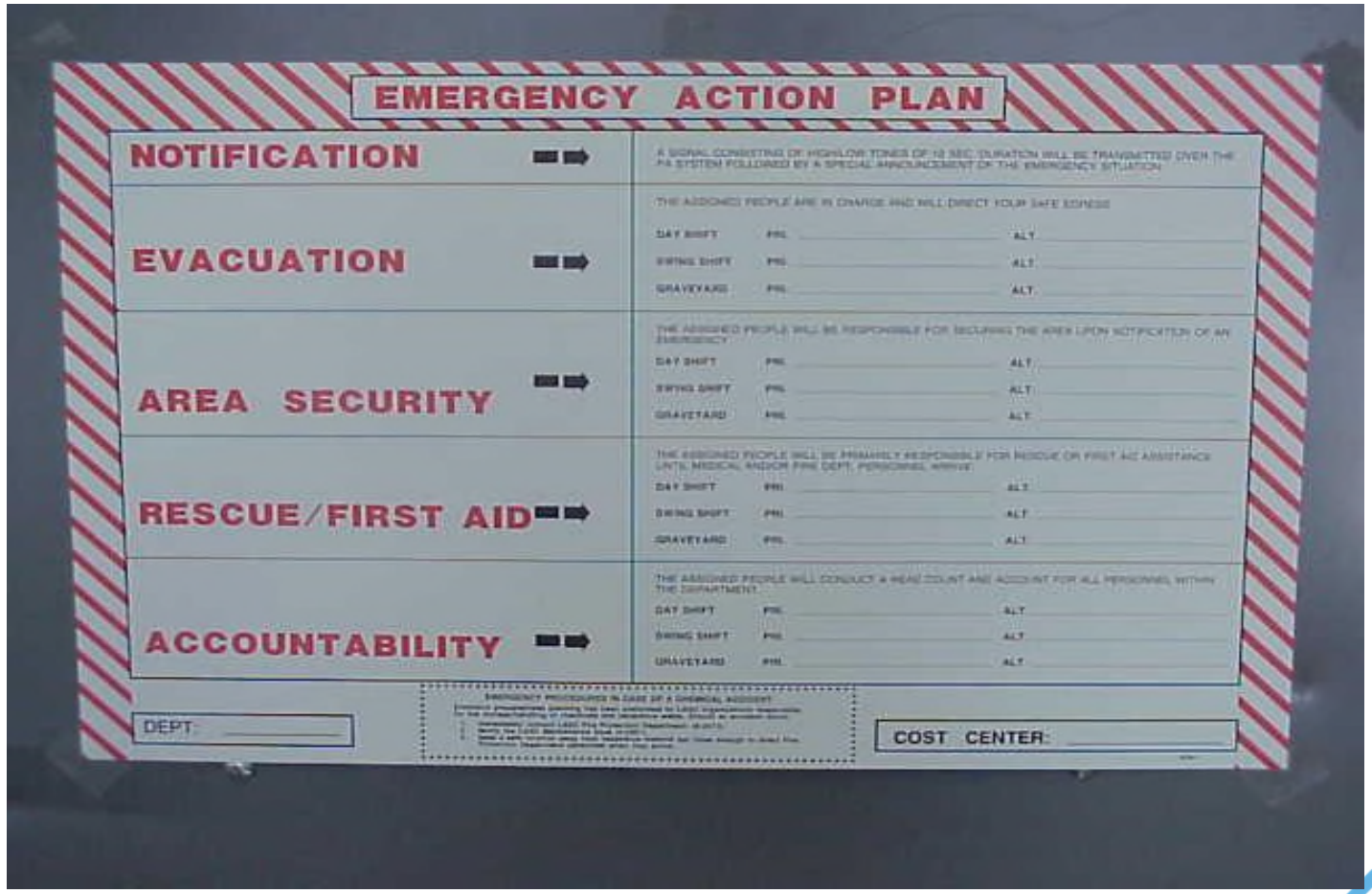
General Requirements – Emergency Action Plans

All Lockheed organizations have posted an EMERGENCY ACTION PLAN showing evacuation, area security, first aid and accountability personnel assignments for each shift and the “Warning Signals You Should Know” poster. These documents, specific to the area in which the contractor is working, should be reviewed in safety meetings.



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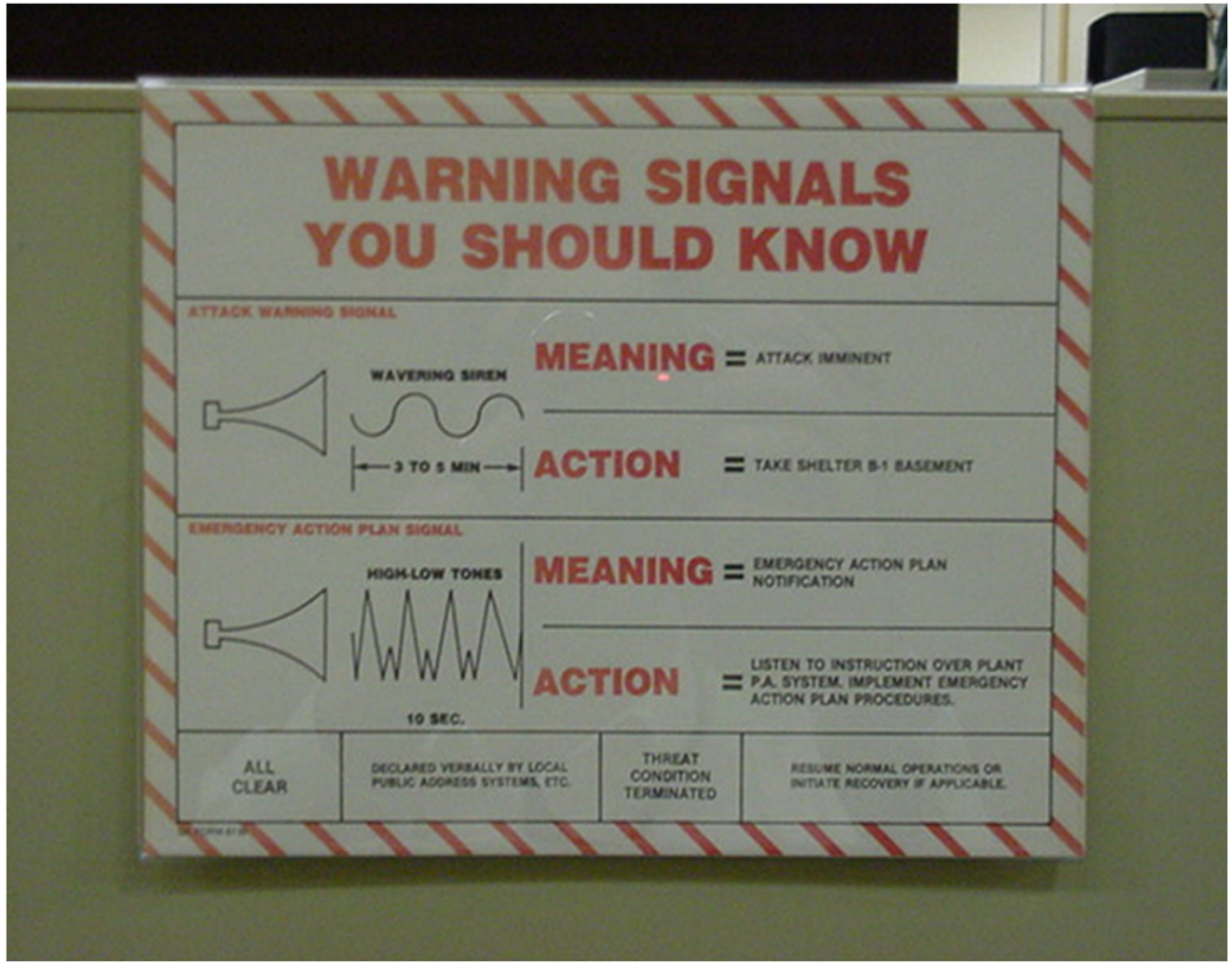
General Requirements – Warning Signals

Weather warnings are indicated by six blasts of the Fire Department horn. Upon hearing the horn, contractors shall terminate elevated work, utilization of flammable or combustible material, etc. Three blasts indicate “all clear”.



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General Requirements – Management of Emergency Incident

Contractors causing or discovering a fire, including discovering evidence of a fire, shall call the Lockheed Fire Department immediately.

Contractors discovering or causing a chemical spill, or other emergency must quickly assess the situation. If the situation is an emergency, the contractor shall immediately leave the danger area and notify the Lockheed Fire Department and ESH. Fire Protection Department - (Fire, Spills) 770-494-3473

Non-emergency situations involving minor spills shall be attended to immediately and in accordance with regulatory requirements.

Contractor shall prepare and submit a detailed written report completely describing the events (i.e., product or chemical name, location, date, time, person(s) involved, estimated quantity spilled, remedial action required, etc.) surrounding the spill. Forward completed report and all other requested documents to ESH and POC.

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General Requirements – Point of Contact Responsibilities

Prior to the commencement of work, review the ESH documentation with the ESH department.

Inform contractor of any known potential hazard (i.e., fire, explosion, toxic release, asbestos locations, etc.) related to the contractor's work area.

Ensure ESH regulatory compliance is achieved throughout the execution of the contract.

Act as a liaison between the contractor, ESH, and area management/supervision.

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General Requirements – Management of Emergency Incident

Review PM-8013, “Contractor Environment, Safety & Health Handbook” located at: https://www.lockheedmartin.com/en-us/suppliers/business-area-procurement/aeronautics/terms-and-conditions/environment-safety-health.html. The prime contractor is responsible for disseminating the requirements in PM-8013, “Contractor Environment, Safety and Health Handbook” **and** the Contractor Safety Briefing to their employees **and** their subcontractors’ employees.

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

All contractor vehicles should have the company’s name, the driver’s name and phone number on the driver’s door.

If large rental equipment (cranes, lifts, etc.) are used by the contractor, the contact information (including the name of the rental company & phone number) shall be available upon request of Lockheed.

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Specific Requirements – Table of Contents (TOC)

- Blasting
- Compressed Gas Cylinders
- Confined Space Entry
- Electrical Safety
- Excavation/Trenching
- Fall Protection
- Heating Equipment
- High Voltage (>600 Volts)
- Hot Work - Welding/Cutting
- Lead
- Lockout / Tagout
- Overhead Work
- Painting, Sandblasting and Pressure Washing
- Powder Actuated Tools
- Refrigerant Management
- Scaffolds and Ladders
- Steel Erection

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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.
- The company Fire Protection and Security departments must be notified of blasting operations at least 24 hours in advance.

Compressed Gas Cylinders

- Storage of gas cylinder supplies must be arranged through the company Fire Department.
- All welding equipment shall be inspected daily for damage, loose connections, or unsafe conditions.
- Compressed gas cylinders shall be stored and secured in an upright position. Cylinders shall be secured with a noncombustible material such as chains.

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Specific Requirements

Confined Space/ Permit Required Confined Space Entry

- Contact your LM POC to obtain the confined space hazard classification and information regarding atmospheric and physical hazards prior to confined space entry.
- A competent person shall be available to assess the inherent dangers in confined space entry prior to entry by all authorized personnel.
- Notify your LM Aero POC as to the location of the confined space(s) and the entry and exit times or any problems encountered. If confined space requires permitting, the LMFD shall be notified prior to entry and once the space has been cleared for rescue purposes (LMFD 770-494-3970).
- Contractors shall provide their own confined space entry and safety related equipment (i.e., permitting, air monitoring equipment, rescue tripod, harness, lanyard, etc.)
- Cylinders containing oxygen, oxygen displacement, acetylene or other fuel gas shall not be taken into confined spaces.

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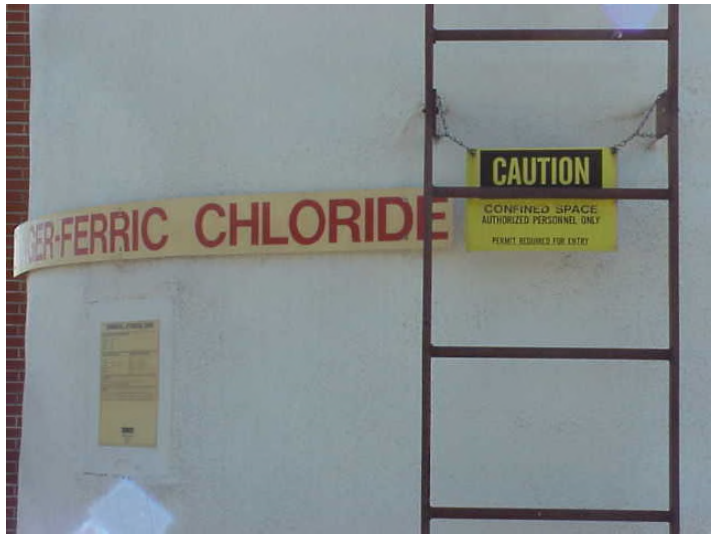
Specific Requirements – Confined Space Signage



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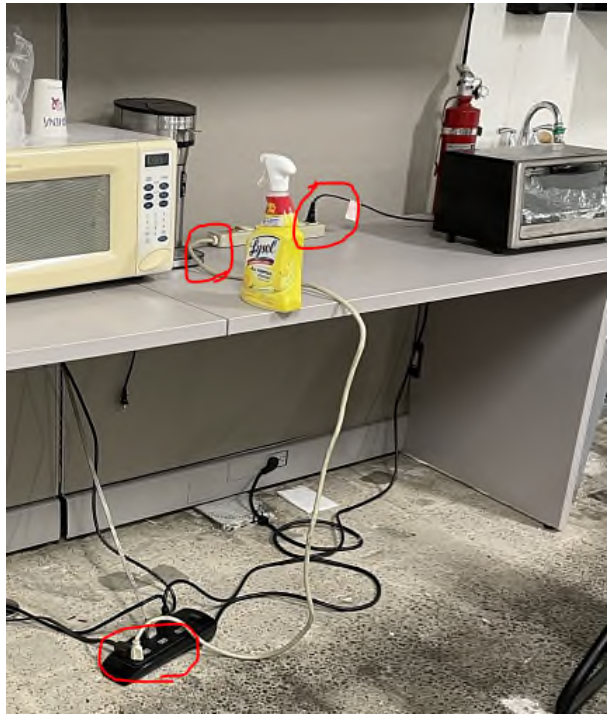
Specific Requirements

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.
- 2-prong electrical cords are NOT allowed.



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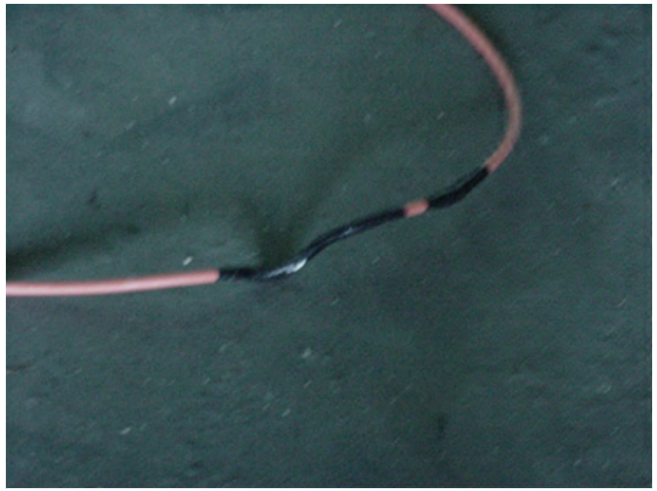
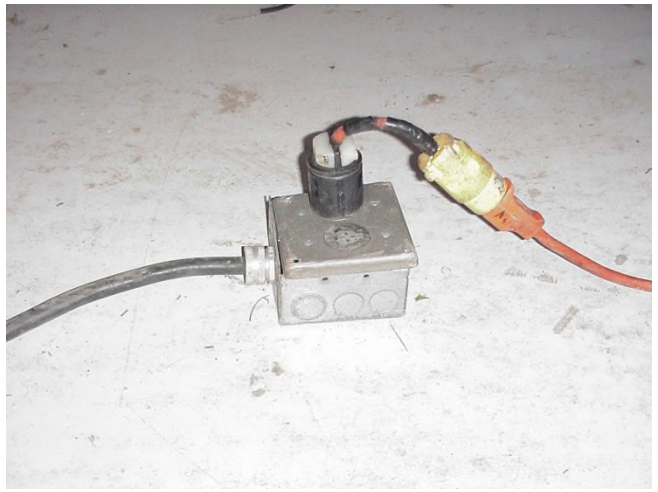
Specific Requirements – Electrical Safety Common Violations





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Specific Requirements – Excavations / Trenching

Provide the POC with Certification Excavations/Trenching Training for those employees engaged in, supervising or serving as standbys for excavating/trenching operations.

Before excavating/trenching over four (4) feet in depth, the equipment operator(s) shall obtain a Cobb County Excavation & Trenching Certificate (770-528-2190).

Prior to commencement of any excavation, pavement sawing, subsurface investigative drilling, or any other activity that may potentially encounter buried or concealed utilities or impair or disrupt the structural integrity of the work site, the contractor shall obtain a Lockheed Permit for Drilling and/or Excavating from the POC. Maintain a copy of the permit at the work site at all times.

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 and the POC to ensure that any excavation or drilling does not penetrate occupied areas. The area below drilling or excavation shall be cleared and/or barricaded to prevent injury to personnel.

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Specific Requirements – Excavations / Trenching

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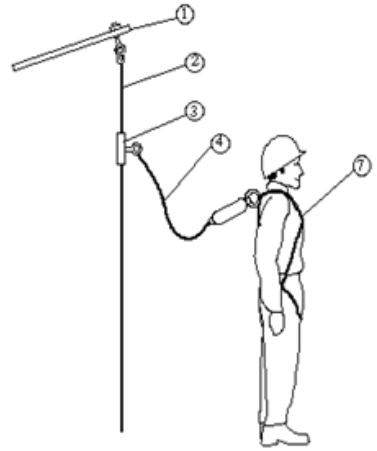
Specific Requirements – Fall Protection

Contractors shall provide their own fall protection equipment (i.e., harness, lanyard, vertical / horizontal life lines, etc.). Lockheed owned *permanent* fall protection systems (i.e. roof systems) can be utilized if permission is obtained from the POC and or ESH.

- Tie off point
- Lifeline
- Shock Absorbing Lanyard
- Retractable Lifeline
- Full Body Harness



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Specific Requirements – Fall Protection Violations

Non-Compliant Guardrail

No Fall Protection Equipment

No Fall Protection Equipment

Safety Chain Not Utilized

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Specific Requirements – Heating Equipment & High Voltage

Heating Equipment

- Location for all asphalt or pitch kettles shall be approved by the Lockheed Fire Department (770-494-3970) prior to the commencement of work.
- A UL approved fire extinguisher of suitable capacity and “charged” 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 the Lockheed Fire Department.

High Voltage

- Stay clear of High Voltage (i.e., □ 600 Volts) locations - unless approved by the POC.

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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 the Fire Department for recheck of the area. After clearance by the Fire Department, original permit will be picked up.

All hot work shall be properly shielded when performed within or outside any building.

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Specific Requirements – "Hot Work" – Welding/Cutting

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 the Lockheed Fire Protection Manager or designee.

The contractor shall provide fire extinguishers of the type & size required by NFPA 10 at all work sites.

Prior to burning/welding on cylinders, tanks, or containers that have previously contained flammable, combustible, or hazardous materials:

- Extract all contents using proper equipment, wash container thoroughly with hot water/steam,
- Dispose of waste material in accordance with regulatory requirements,
- Obtain LEL readings before and during operations to confirm a safe environment exists (25% of LEL or less)

All equipment (i.e. tanks, machinery, piping, flammable liquid storage cabinets, etc.) where an ignitable mixture may be present shall be bonded or grounded. Electrically isolated sections of metallic piping or equipment shall be bonded or individually grounded to the other portions of the system to prevent hazardous accumulation of static electricity.

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Specific Requirements – Hot Work Common Violations

Fire Extinguisher Not Charged

Gas Cylinders Not Secured

Improper Storage (i.e., >24 Hours)

Inadequate Use of PPE

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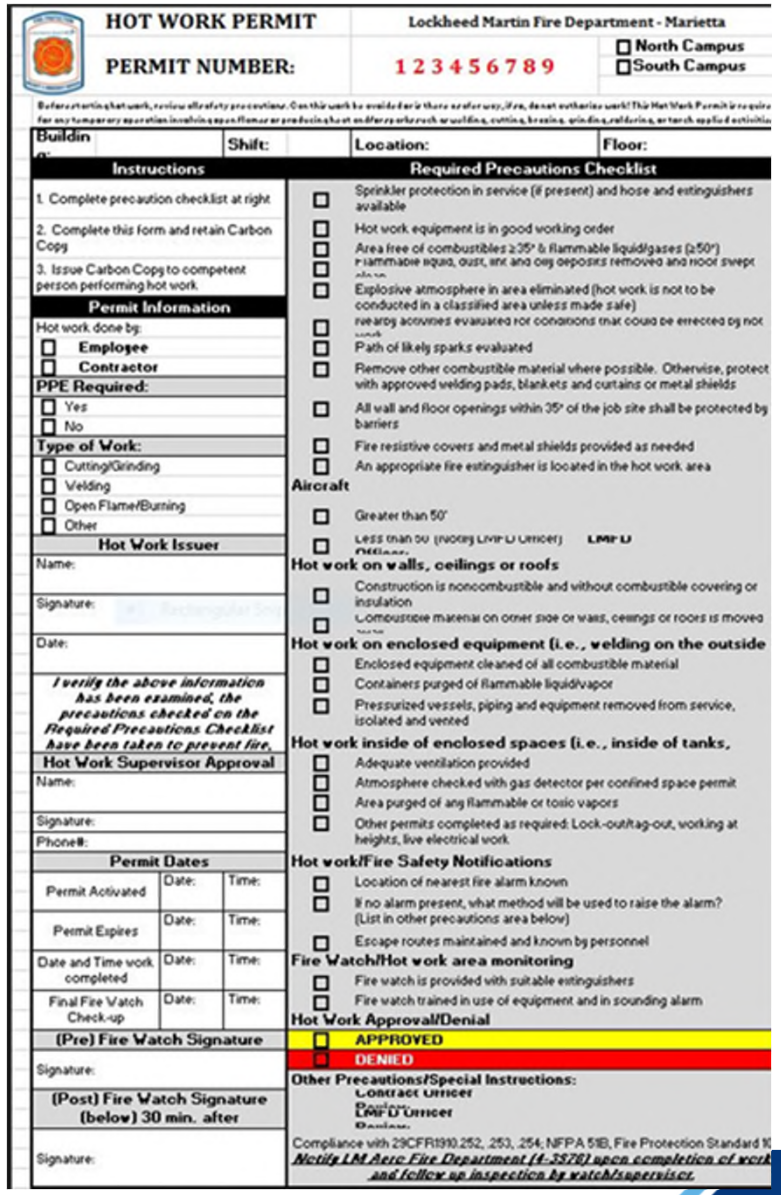
Specific Requirements – Hot Work Permit Form

FIRE INSPECTOR:

- Bring Permit Form To Site
- Receive Info. from Requestor
- Annotate Info. onto Form
- Annotate ISSUED Date and Time
- Annotate DENIED Date and Time
- Annotate Radio Call Number
- Annotate Name

REQUESTOR:

- Provide Telephone numbers
- States Duration of “Hot” Work
- Provide Portable Fire Extinguisher
- Provide Fire Curtains / Covers
- Print name and SIGN



HOT WORK PERMIT

Lockheed Martin Fire Department - Marietta

PERMIT NUMBER: 123456789

☐ North Campus ☐ South Campus

Buildin g: | Shift: | Location: | Floor:

Instructions

1. Complete precaution checklist at right
2. Complete this form and retain Carbon Copy
3. Issue Carbon Copy to competent person performing hot work

Permit Information

Hot work done by:
☐ Employee
☐ Contractor

PPE Required:
☐ Yes
☐ No

Type of Work:
☐ Cutting/Grinding
☐ Welding
☐ Open Flame/Burning
☐ Other

Hot Work Issuer

Name:
Signature:
Date:

I verify the above information has been examined, the precautions checked on the Required Precautions Checklist have been taken to prevent fire.

Hot Work Supervisor Approval

Name:
Signature:
Phone#:

Permit Dates

	Date:	Time:
Permit Activated		
Permit Expires		
Date and Time work completed		
Final Fire Watch Check-up		

(Pre) Fire Watch Signature

Signature:

(Post) Fire Watch Signature (below) 30 min. after

Signature:

Required Precautions Checklist

☐ Sprinkler protection in service (if present) and hose and extinguishers available
☐ Hot work equipment is in good working order
☐ Area free of combustibles ≥35' & flammable liquid/gases (≥50')
☐ Flammable liquid, dust, lint and oily deposits removed and floor swept clean
☐ Explosive atmosphere in area eliminated (hot work is not to be conducted in a classified area unless made safe)
☐ Nearby activities evaluated for conditions that could be affected by hot work
☐ Path of likely sparks evaluated
☐ Remove other combustible material where possible. Otherwise, protect with approved welding pads, blankets and curtains or metal shields
☐ All wall and floor openings within 35' of the job site shall be protected by barriers
☐ Fire resistive covers and metal shields provided as needed
☐ An appropriate fire extinguisher is located in the hot work area

Aircraft

☐ Greater than 50'
☐ Less than 50' (Notify LMFD Officer) LMFD Officer:

Hot work on walls, ceilings or roofs

☐ Construction is noncombustible and without combustible covering or insulation
☐ Combustible material on other side of walls, ceilings or roofs is moved away

Hot work on enclosed equipment (i.e., welding on the outside

☐ Enclosed equipment cleaned of all combustible material
☐ Containers purged of flammable liquid/vapor
☐ Pressurized vessels, piping and equipment removed from service, isolated and vented

Hot work inside of enclosed spaces (i.e., inside of tanks,

☐ Adequate ventilation provided
☐ Atmosphere checked with gas detector per confined space permit
☐ Area purged of any flammable or toxic vapors
☐ Other permits completed as required: Lock-out/tag-out, working at heights, live electrical work

Hot work/Fire Safety Notifications

☐ Location of nearest fire alarm known
☐ If no alarm present, what method will be used to raise the alarm? (List in other precautions area below)
☐ Escape routes maintained and known by personnel

Fire Watch/Hot work area monitoring

☐ Fire watch is provided with suitable extinguishers
☐ Fire watch trained in use of equipment and in sounding alarm

Hot Work Approval/Denial

☐ APPROVED
☐ DENIED

Other Precautions/Special Instructions:

Contract Officer Designee:
LMFD Officer Designee:

Compliance with 29CFR1910.252, .253, .254; NFPA 51B, Fire Protection Standard 1

Notify LM Aero Fire Department (4-3578) upon completion of work and follow up inspection by watch/supervisor.

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Specific Requirements – Issuing the Hot Work Permit

LM Security & Emergency Services (SES) Fire Dispatch the Request (approval of Assistant Fire Chief or Captain):

- Firefighter- Inspector (FF) arrives to site within 15 minutes
- Firefighter- Inspector verifies work site compliance with referenced 29 CFR, NFPA and LM Aero Fire Prevention Standard #10
- Firefighter- Inspector may “issue” or “refuse” the permit:
    - If refusal, Fire Inspector instructs requestor on corrective action(s).
    - Contact the Assistant Fire Chief to determine a revisit time.
    - Requestor is prohibited from performing hot work until corrective actions are completed.

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Specific Requirements – Issuing the Hot Work Permit

Requestor Provides:

- Type of Operation
- Name of Person Permit Issued
- Name of Company Represented
- Start Date
- Location
- Brief Description of Work
- Fire Watch Person
- Fire Extinguishers / Covers
- Marietta Standby Person

Fire Inspector Provides:

- Verify Type of Operation
- Verify Who Permit Issued To
- Verify Represented Company
- Verify Start Date
- Verify Specific Location
- Verify Brief Description of Work
- Verify Fire Watch Person
- Annotate Marietta Standby
- Annotate Firefighter Standby

* The Assistant Fire Chief or Captain will determine if a fire watch is needed.

* Whether it is the contractor's fire watch person, LM Maintenance, or a firefighter, they MUST return 30 minutes after the job is completed to inspect the area.

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Specific Requirements – Issuing the Hot Work Permit

NOTE: REQUESTOR shall be responsible for preparing work area according to the “BASIC REQUIREMENTS” as described on the Permit Form.

NOTE: FIRE INSPECTOR shall verify that the work area is ready for “hot” work…and the OPERATION Is SAFE. (Marietta Assessment)

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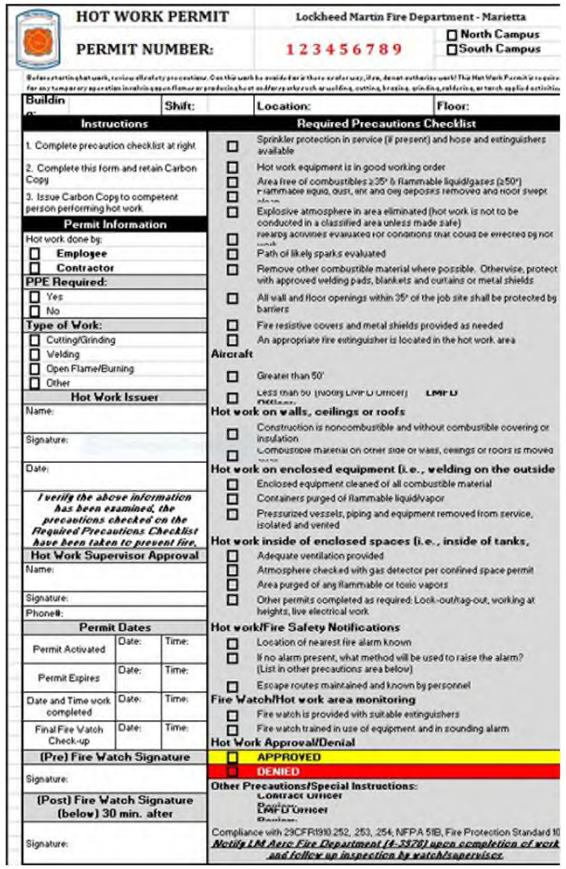
Specific Requirements – Recovering and Follow Up, Completion of "Hot Work"

REQUESTOR:

(1) Shall Post the "golden-rod" color copy of the hot work form visible in the work area.

(2) Call SES Fire Dispatch Desk requesting that the Fire Inspector come review the completed work area and PICK UP the hot-work form to close out the HOT WORK PERMIT.



HOT WORK PERMIT — Lockheed Martin Fire Department - Marietta

PERMIT NUMBER: 123456789 ☐ North Campus ☐ South Campus

Buildin g: | Shift: | Location: | Floor:

Instructions

1. Complete precaution checklist at right
2. Complete this form and retain Carbon Copy
3. Issue Carbon Copy to competent person performing hot work

Permit Information

Hot work done by:
☐ Employee
☐ Contractor

PPE Required:
☐ Yes
☐ No

Type of Work:
☐ Cutting/Grinding
☐ Welding
☐ Open Flame/Burning
☐ Other

Hot Work Issuer
Name:
Signature:
Date:

I verify the above information has been examined, the precautions checked on the Required Precautions Checklist have been taken to prevent fire.

Hot Work Supervisor Approval
Name:
Signature:
Phone#:

Permit Dates

	Date:	Time:
Permit Activated		
Permit Expires		
Date and Time work completed		
Final Fire Watch Check-up		

(Pre) Fire Watch Signature
Signature:

(Post) Fire Watch Signature (below) 30 min. after
Signature:

Required Precautions Checklist

☐ Sprinkler protection in service (if present) and hose and extinguishers available
☐ Hot work equipment is in good working order
☐ Area free of combustibles ≥35' & flammable liquid/gases (≥50')
☐ Flammable liquid, dust, lint and oily deposits removed and floor swept clean
☐ Explosive atmosphere in area eliminated (hot work is not to be conducted in a classified area unless made safe)
☐ Nearby activities evaluated for conditions that could be effected by hot work
☐ Path of likely sparks evaluated
☐ Remove other combustible material where possible. Otherwise, protect with approved welding pads, blankets and curtains or metal shields
☐ All wall and floor openings within 35' of the job site shall be protected by barriers
☐ Fire resistive covers and metal shields provided as needed
☐ An appropriate fire extinguisher is located in the hot work area

Aircraft
☐ Greater than 50'
☐ Less than 50' (Notify LMFD Officer) LMFD Officer

Hot work on walls, ceilings or roofs
☐ Construction is noncombustible and without combustible covering or insulation
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Hot work on enclosed equipment (i.e., welding on the outside
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☐ Containers purged of flammable liquid/vapor
☐ Pressurized vessels, piping and equipment removed from service, isolated and vented

Hot work inside of enclosed spaces (i.e., inside of tanks,
☐ Adequate ventilation provided
☐ Atmosphere checked with gas detector per confined space permit
☐ Area purged of any flammable or toxic vapors
☐ Other permits completed as required: Lock-out/tag-out, working at heights, live electrical work

Hot work/Fire Safety Notifications
☐ Location of nearest fire alarm known
☐ If no alarm present, what method will be used to raise the alarm? (List in other precautions area below)
☐ Escape routes maintained and known by personnel

Fire Watch/Hot work area monitoring
☐ Fire watch is provided with suitable extinguishers
☐ Fire watch trained in use of equipment and in sounding alarm

Hot Work Approval/Denial
☐ APPROVED
☐ DENIED

Other Precautions/Special Instructions:
Contract Officer
LMFD Officer

Compliance with 29CFR1910.252, .253, .254; NFPA 51B, Fire Protection Standard 1

Notify LM Aero Fire Department (4-3578) upon completion of work and follow up inspection by watch/supervisor.

FIRE INSPECTOR:

(1) Shall receive radio dispatch from SES Fire Dispatch Desk for the PICK UP REQUEST and proceed to check the hot work site for no possible hot spots or fire hazards.

(2) Return the "golden-rod" colored permit form to the Assistant Fire Chief on Duty; thus discussing and annotating any discrepancies found

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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 material containing lead, the contractor must submit a compliance plan to the 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.

ESH's Internal Hygienist will take sample(s) of work area for hazardous material(s).

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Specific Requirements – Lockout / Tagout (LOTO)

Requirements

- Provide the POC with documentation of LOTO Training for those employees engaged in, supervising or serving as standbys for LOTO activities.
- Contractor shall notify POC at least 24 hours in advance if need for system outage of Fire Protection Systems.

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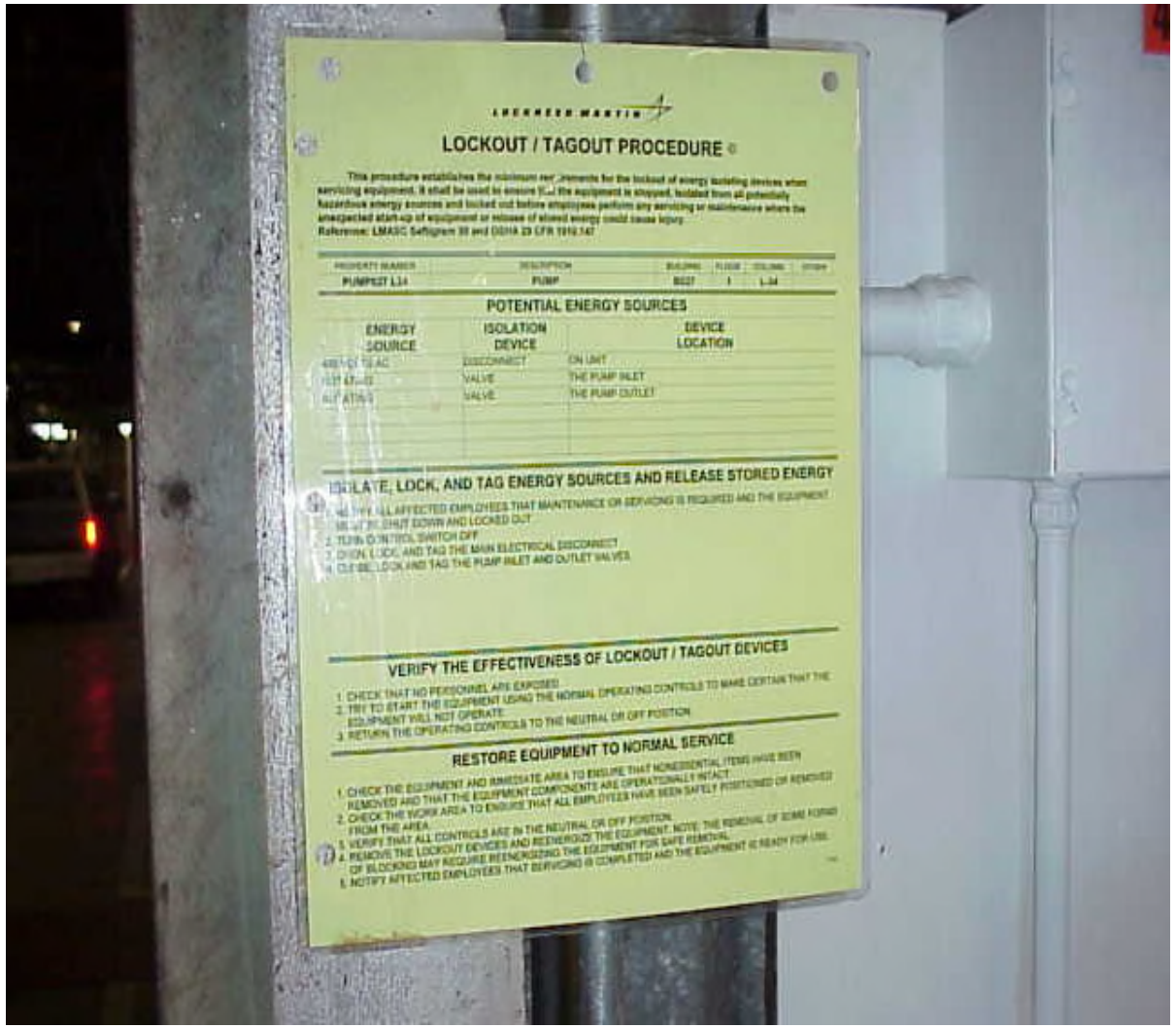
Specific Requirements – Lockout / Tagout (LOTO)

- Upon request provide a copy of the LOTO Program to the POC that will be utilized prior to the commencement of work. These requirements are also applicable to sub-contracting companies performing LOTO.

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



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Specific Requirements – Elevated Work

Overhead work in areas occupied by Lockheed personnel, aircraft or equipment shall be coordinated with the POC.

The area below overhead work shall be barricaded to eliminate personnel from walking or working below these operations.

Chutes shall be utilized when material is to be dropped more than 20 feet or outside the walls of the structure to the ground.

Materials, hand tools, or other equipment shall not be placed or stored, even temporarily, on any roof truss member, catwalk, platform, etc.

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Specific Requirements – 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.

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Specific Requirements – Refrigerant Management

Refrigerant Tracking & Reporting

- Form 11880, LM Aero - Marietta Site Service Order, is used to record the installation or removal of refrigerants for the entire Lockheed Marietta Plant.
- Contractor is required to utilize the LM Aero – Marietta designated EPA Certified Refrigerant vendor in handling and recording refrigerant on the site.
- Form 11880 will be turned into the Project Manager who will turn them over to the appropriate Site Refrigerant Coordinator.
- Forms Library

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Specific Requirements – Powder Actuated Tools

Never drive fasteners into hard or brittle materials including, but not limited to, cast iron, glazed tile, surface hardened steel, live rock, face brick or hollow tile. Avoid driving into materials easily penetrated unless such materials are backed by some substance that prevents the driven objects from going through the material and becoming a flying projectile hazard.

Treat all tools as loaded and always use the proper PPE.

A competent person shall test these tools each day for proper operation of safety devices. Unsafe tools shall be immediately taken out of service and removed from the work site. Safety devices shall never be bypassed or disabled.

Powder-actuated tools used by contractors shall meet the requirements of ANSI A10.3.

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Specific Requirements – Scaffolds and Ladders

Provide the POC with “Documentation of Scaffolding Training” for those employees engaged in, supervising or serving as standbys for scaffolding operations.

Only qualified personnel should erect and inspect scaffolding. Scaffolding should be inspected daily.

Contractor personnel working at heights that could cause death or injury in case of falls shall use work stands, scaffolding, safety nets, compliant personal fall arrest systems, etc. to safeguard against potential falls.

Placement of swinging scaffold should be approved by the POC & ESH before using.

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Specific Requirements – Scaffolds and Ladders

Extension ladders shall be securely roped to the structure whenever possible.

Ladders shall not be left in an unsecured position at the close of the day's work. They will be removed to a storage area to prevent unauthorized usage.

The top two steps of a stepladder shall not be used as a step.

Ladders shall be used only for the purpose for which they were designed (i.e., do not use step ladder as straight ladder).

Wood ladders shall not be coated with any opaque covering, except for identification or warning labels, which may only be placed on one face only of a side rail.

Do not use metal ladders during electrical work, nor where the user or the ladder could contact exposed energized parts.

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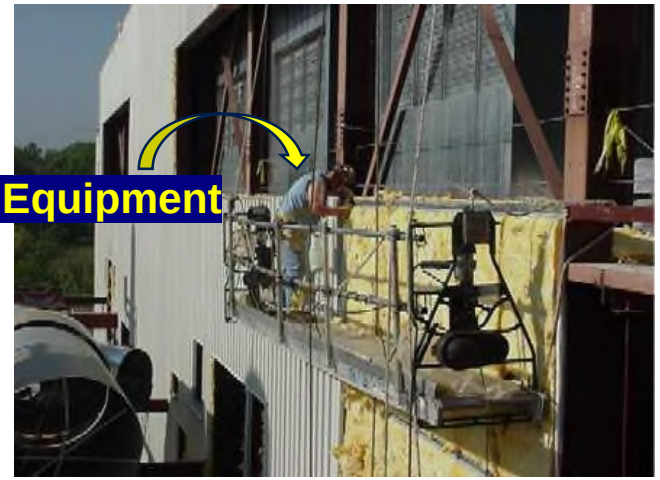
Specific Requirements – Scaffolds & Ladders Common Violations



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Specific Requirements – Steel Erection.

Fall protection systems (i.e., personal fall arrest system, guardrails, lifelines, etc.) shall be utilized when performing steel erection of six feet or greater in height.

Ironworkers operating as connectors will use safeguards such as safety nets rigged beneath the worker(s) in lieu of “tie-offs”. In either event, the ironworker’s safety must be provided for.

Structural steel, poles, pipe, bar stock, and other cylindrical materials, unless racked, shall be stacked and blocked so as to prevent spreading or tilting.

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Lockheed Martin Aeronautics Company – Marietta
Pre-Work ESH Document Requirements

The following pre-work Environment, Safety and Health (ESH) documents (forms) must be signed and submitted to the Lockheed point of Contact prior to the commencement of work:

- ❑ Site Specific Safety Plan – Plan is to be tailored to the present Project being worked. Not the overall Company Safety Plan.
- ❑ Competent Person Designation - Prime construction contractors working at LM Aero – Marietta 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.
- ❑ “Pollution Prevention / Environmental Impact Reduction Checklist for Contractors” - only for those projects involving construction and demolition work.

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