WELCOME TO LOCKHEED MARTIN
Missiles and Fire Control (MFC)

At Lockheed Martin MFC, safety is our first priority!
We are committed to providing a safe work environment for our employees, contractors and the community.

For your protection, it is vital that you observe all ESH and Security guidelines and policies while you are on Lockheed Martin MFC property.
Overview

• ESH Policy Statement
• Purpose
• Facilities Protection Requirements
• Prohibited Items
• Environmental Requirements
• Safety and Health Requirements
• Contractor ESH Orientation
• Contractor ESH Orientation Forms
esh policy statement

the lockheed martin missiles and fire control (lmmfc) environmental, safety and health (esh) policy is to operate our facilities in a regulatory compliant, responsible manner that protects the environment and surrounding communities, commits to pollution prevention and prevention of occupational injury and health, conserves natural resources, and provides a safe and healthful workplace for employees, contractors, and visitors.
Purpose

To provide LMMFC contractors and subcontractors with an awareness of Facilities Protection and Environmental, Safety and Health requirements.

The Contractor is responsible for conducting a site specific Contractor ESH Orientation for their employees and subcontractor employees based on the specific work to be performed as required by the ESH Contractor Manual prior to commencing work activities on LMMFC premises.
Facilities Protection Requirements

- Observe posted emergency evacuation maps.
- Supervisors and contractor employees shall be familiar with the evacuation routes in their work areas.
- If an alarm sounds, follow any verbal instructions and immediately evacuate the facility.
- Contractors are responsible to account for all of their employees in the event of an emergency.
- In case of severe weather, observe both posted and verbal weather information and warnings.
- **DO NOT** re-enter an evacuated facility until instructed to do so by LMMFC Security or LMMFC ESH.
- Dial the emergency contact number provided to you to report any ESH or Security emergencies while on LMMFC property.

(For site-specific Contact Information, refer to the Emergency Contact Information section of the LMMFC ESH Contractor Manual)
Prohibited Items

- Cameras and/or recorders
- Devices designed to intercept aural (Oral) or electronic communications
- Devices designed to conduct electronic surveillance
- Weapons
- Explosive devices
- Fireworks
- Illegal drugs and drug paraphernalia
- Alcoholic beverages
- Gambling equipment and paraphernalia
- Tobacco products to include any product including, but not limited to, cigarettes, e-cigarettes, cigars, cigarillos, pipes, chewing tobacco or snuff.

NOTE: This list is not intended to be all inclusive

Entry onto Lockheed Martin MFC property acknowledges your consent to allow reasonable search of yourself, your personal property, your vehicle, and any packages or parcels that you have in your possession.
Environmental Requirements

• Each chemical brought on-site by the Contractor shall be approved by the LMMFC ESH Office prior to use.
• All hazardous materials and chemicals brought on-site shall be accompanied by a Safety Data Sheet (SDS).
• Water discharges, including outdoor run-off, and waste disposal shall be coordinated with a Lockheed Martin Missiles and Fire Control (LMMFC) Contract Monitor or Representative.
• Contractors are responsible for disposing of non-hazardous waste/construction debris.
• **DO NOT** dispose of any chemical on the ground, pour into sinks, drains or trash receptacles.
• **DO NOT** dispose of any chemicals, chemically soiled material, batteries, fluorescent tubes, lamp, incandescent light bulbs, light ballasts, electronic waste, e-waste or petroleum products in any trash container. Contact the ESH department for disposal of all chemical and electronic waste.
• **DO NOT** store chemicals and electronics outside without proper cover, adequate secondary containment and assure that chemicals and electronics are protected from contact with precipitation.
Environmental Requirements

Contractors are required to:

• Report the total amount of waste generated from construction activities to their LMMFC Contract Monitor.
• Ensure suspected lead-containing material is tested before abatement.
• Minimize odor impact on roofs / near intakes / near employees *(Work on off-shifts or weekends may be necessary)*
• Follow recycling best practices (paper, metals, cardboard, etc.)
• Immediately report any spills to the site emergency number
• **DO NOT** bring ozone depleting chemicals on-site
• **DO NOT** dig, trench or remove soil without ESH approval
Safety and Health Requirements

• Follow all applicable local, state and federal regulations, statutes and laws as well as LMMFC site specific rules and regulations.

• Obey all posted signage (e.g., safety glasses required, safety shoes required, etc.).

• Provide employees with PPE appropriate for the job being performed.

• Fully closed shoes are required to be worn by all employees. Safety shoes shall wear foot protection when exposed to foot hazards from sharp objects and impact.

• Follow all posted signage and DOT regulations for safe vehicle operation to include the use of seatbelts, turn signals, adhering to posted stop signs and pedestrian right-of-way signs, etc.

• Watch for pedestrians and Powered Industrial Trucks (PITs).
Safety and Health Requirements

- **The use of Electronic Devices such as:**
  - ✔ Cell phones
  - ✔ Electronic tablets
  - ✔ Smart phones
  - ✔ E-readers
  - ✔ Personal digital assistants
  - ✔ Notebook computers
  - ✔ Laptop computers
  - ✔ Global positioning systems (GPS)

...and similar devices, whether provided for LMMFC business or personally-owned are prohibited while operating:

- ✔ Cars
- ✔ Bicycles
- ✔ Rental/leased vehicles
- ✔ Forklifts
- ✔ Trucks, Motorcycles
- ✔ Personal burden carriers
- ✔ Scooters
- ✔ Tugs
- ✔ Golf carts
- ✔ Water vessels

...and any other vehicle while on LMMFC premises, unless the vehicle is parked in a safe and legal location or a hands-free device is used.

**NOTE:**

**Use** – Includes but is not limited to texting, emailing, reading messages, dialing numbers, taking or transmitting images, playing games, programming a GPS or any other operations that require the user to hold the device or could create a distraction.
Safety and Health Requirements

• Driving Utility Carts inside buildings shall have an audible alarm and/or caution beacons (As equipped) turned on when in motion.
• Headlights must be used when driving from dusk until dawn.
• Daily Burn (Hot Work) Permits are required for work involving cutting, welding, burning, blazing, torching, grinding, soldering or use of any type of open flame and/or spark-producing equipment.
• Hot work permits will not be issued for areas where there are active sprinkler system impairments.
• Confined Space entries and Lockout/Tagout implementations shall be coordinated with LMMFC ESH, Facility maintenance and/or LMMFC Contract Monitor prior to entry or work being performed.
• The contractor Supervisor shall report all injuries to the LMMFC Contract Monitor and Security, no matter how minor the injury may seem.
Safety and Health Requirements

• In the event of an incident and/or injury, copies of resulting investigation reports shall be provided to LMMFC ESH Office.

• If you are visiting or working at an explosive production facility, you should be aware of all additional safety requirements:
  – No matches, lighters or other sparking devices are allowed
  – The use of cellular or wireless telephones and/or two-way radios are prohibited.
LOCKHEED MARTIN
Missiles and Fire Control (MFC)
Contractor ESH Orientation
The Contractor shall conduct a site-specific Contractor Safety Orientation based on the work to be performed. The ESH Orientation must be completed before commencing work activities on LMMFC premises. Refer to the provided ESH Contractor Manual for more details.

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# Contractor ESH Orientation Forms

The Contractor shall maintain written proof of the Contractor ESH Orientation reviews by completing Form 1 and 2 provided as part of this package.

Return completed forms to the LMMFC Contract Monitor before commencing work activities and upon request by the LMMFC ESH Office.

Contact the LMMFC Contract Monitor, ESH Office representative or refer to the Emergency Contact Information section of the ESH Contractor Manual for site specific questions.

## Form 1 - Certification of ESH Contractor Manual Review & ESH Orientation

<table>
<thead>
<tr>
<th>Contractor Company Name</th>
<th>Contractor Company Address</th>
<th>Telephone</th>
<th>Contractor Company Supervisor</th>
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This is to certify that I have been briefed by my employer to safely work at LMMFC facilities. I have reviewed the ESH Contractor Manual and the site-specific ESH Orientation. ESH Orientation addressing issues specific to tasks and the facility, safe work practices, and environmental aspects and emergency procedures.

Through this orientation, I have had all the questions answered and will be to the best of my ability provide a safe work environment for myself, my fellow workers and the employees of LMMFC.

Company Name: 
Trainee Name (PRINT): 
Signature: 
Date: 

**Attendance Sheet**

<table>
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<tr>
<th>No.</th>
<th>EMPLOYEE NAME (PRINT)</th>
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