The copy applicable to contractors will be the version current at the time of their contract issuance.

Environmental, Safety and Health Contractor Manual

Approved by:
Lockheed Martin Missiles and Fire Control Company

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Environmental, Safety and Health Sr. Manager

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Revised by
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Environmental, Safety and Health

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This manual has been published by Lockheed Martin Missiles and Fire Control and applies to all Lockheed Martin Missiles and Fire Control locations including satellite locations.

This publication is a digest of basic applicable 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 safety and health programs and/or requirements.

Any discrepancy between this publication and regulatory and contractual requirements shall be resolved by using the most stringent requirement.
Emergency Contact Information

Archbald, PA
ESH Contacts (570) 803 - Ext
Environmental, Safety and Health – General Information Ext. 2424
Security Contacts
Security Dispatch Ext. 2420
Medical Contacts
Medical/Wellness Center Ext. 2467
Facilities Engineering/Support Contacts
Facilities Maintenance/Engineering Desk Ext. 2474

Camden, AR
ESH Contacts (870) 574 - Ext
Environmental, Safety and Health – General Information Ext. 5775
Security Contacts
Security Dispatch Ext. 4911
Medical Contacts
Medical/Wellness Center Ext. 4911
Facilities Engineering/Support Contacts
Facilities Maintenance/Engineering Desk Ext. 5775

Chelmsford, MA
ESH Contacts (978) 703 - Ext
Environmental, Safety and Health – General Information Ext. 2745
Security Contacts
Security Dispatch Ext. 2722
Facilities Engineering/Support Contacts
Facilities Manager Office Ext. 2509

Dallas, TX
ESH Contacts (972) 603 - Ext
Environmental, Safety and Health – General Information Ext. 1564
Hot Work Permits – Fire Protection Services Sprinkler Impairment Custodian Ext. 7422 Ext. 7483
Security Contacts
Security Dispatch Ext. 7422
Medical Contacts
Medical/Wellness Center Ext. 3000
Facilities Engineering/Support Contacts
Facilities Maintenance Desk Ext. 7483 Facilities Engineering and Support Desk Ext. 1652

Lexington, KY
ESH Contacts (859) 566 - Ext
Environmental, Safety and Health – General Information Ext. 5783
Environmental, Safety and Health – On Call (859) 285-9682
Security Contacts
Security Dispatch Ext. 5800
Medical Contacts
Medical/Wellness Center Ext. 5810
Facilities Engineering/Support Contacts
Facilities Maintenance Desk Ext. 5298 Facilities - On Call (859)-285-8770
Lufkin, TX
ESH Contacts (936) 633 - Ext
Environmental, Safety and Health – General Information Ext. 4824
Security Contacts Security Dispatch Ext. 4812
Medical Contacts Medical/Wellness Center Ext. 4824
Facilities Engineering/Support Contacts Facilities Maintenance/Engineering Desk Ext. 4858

Ocala, FL
ESH Contacts (352) 687 - Ext
Environmental, Safety and Health – General Information Ext. 5308
Security Contacts Security Dispatch Ext. 6586
Medical Contacts Medical/Wellness Center Ext. 5165
Facilities Engineering/Support Contacts Facilities Maintenance Desk Ext. 5423
Facilities Engineering & Support Desk Ext. 5332

Orlando, FL
ESH Contacts (407) 356 - Ext
Environmental, Safety and Health – General Information Ext. 7233
Security Contacts Security Dispatch Ext. 2501
Medical Contacts Medical/Wellness Center Ext. 2001
Facilities Engineering/Support Contacts Facilities Maintenance/Engineering Desk Ext. 4600

Santa Barbara, CA
ESH Contacts (805) 571 - Ext
Environmental, Safety and Health – General Information Ext. 2373
Security Contacts Security Dispatch Ext. 2300/(805) 252-5109
Emergency Dispatch (Medical Emergencies) (805) 683-2724
Facilities Engineering/Support Contacts Facilities Maintenance/Engineering Desk Ext. 2379

Troy, AL
ESH Contacts (334) 807 - Ext
Environmental, Safety and Health – General Information Ext. 5255
Hot Work Permits – Fire Protection Services Ext. 9586
Security Contacts Security Dispatch Ext. 9504
Medical Contacts Medical/Wellness Center Ext. 2122
Facilities Engineering/Support Contacts Facilities Maintenance Desk Ext. 9586
Facilities Engineering and Support Desk Ext. 9575

Note: A copy of this Contractor Safety Manual shall be available on-site for reference and review during the course of the project.

LMMFC Contract Monitor:______________________________
Mobile No.:_____________________________________
Office No.:_____________________________________

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"Safety rules are your best tools"
Introduction

Applicability
This manual applies to any organization or individual (Contractor) and its subcontractors, engaged by Lockheed Martin through written agreement to perform work at Lockheed Martin-owned, leased, controlled, and/or operated facilities or at sites where Lockheed Martin has work performance responsibilities. Contractors include, but are not limited to, construction contractors, service/technical representatives, vendors and suppliers, maintenance/renovation, consultants, cafeteria and security service providers, contracted software developers or support personnel. For purposes of brevity the above will be referred to in this document simply as “Contractors”.

ESH Policy Statement
Lockheed Martin Missiles and Fire Control (LMMFC) is committed to mission success with a proactive, predictive and preventive strategy to enable program performance excellence.

The 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 ill health, conserves natural resources, and provides a safe and healthful workplace for employees, contractors, and visitors.
Emergencies and Security

General Evacuation
Lockheed Martin Missiles and Fire Control (LMMFC) has developed emergency response plans for all facilities. You may be asked to participate in an evacuation drill in preparation for an actual emergency. When the fire alarm or other method of emergency notification sounds or you are notified by the LMMFC Contract Monitor, you and your employees should:

- Stop all work;
- Shut off electrical equipment and machines and secure classified material, if possible;
- Walk to the nearest exit, including emergency exits with panic bar assemblies. Push the bar and exit the building;
- Contractors should report to their supervisor following a general evacuation;
- **DO NOT** re-enter the facility until instructed to do so by LMMFC Security, LMMFC Contract Monitor or the LMMFC ESH Office.

If your employees are not working in their normal work areas or they are in hallways, restrooms, etc., they should use the nearest exit. Once outside the building, your employees should stay at least 200 feet away (if possible) from the building while proceeding to the assembly area (if you are unaware of the assembly areas, ask your LMMFC Contract Monitor in advance of an emergency).

Supervisors and Contractor employees shall become familiar with the evacuation routes in their work areas.
Medical Emergencies
Contractor(s) shall have on-site personnel trained in first aid. Immediately contact your LMMFC Contract Monitor if a Contractor or subcontractor employee is injured on LMMFC-owned or operated property. LMMFC Medical and/or Security, where available, will provide or notify appropriate emergency responders for initial medical services (first response) for medical emergencies occurring on LMMFC premises. Offsite facilities, not staffed with Security and/or Emergency Services personnel will use the emergency reporting systems. Many LMMFC locations have an Occupational Health Service (OHS) group on-duty during working hours. In the event of an injury while on LMMFC property, contractors’ employees shall:

- Report the injury immediately to the on-site supervisor and the LMMFC Contract Monitor;
- Contact the site LMMFC Contract Monitor for instructions for obtaining emergency numbers from desk and cell phones or refer to the Emergency Contact Information section of this manual;
- Where blood or other bodily fluids are present, secure the area and immediately notify your LMMFC Contract Monitor and an ESH representative. Contractor personnel (unless authorized to do so) shall not clean-up blood or other bodily fluids.

The Contractor on-site supervisors shall immediately report all injuries to the LMMFC Contract Monitor and LMMFC Security, no matter how minor the injury may seem. Copies of reports for all injuries shall be given to the ESH Office and documentation relative to incident investigation(s). ESH may request further information depending on the incident.

All contractors are encouraged to report Near Misses/Close Calls Incidents (near miss is an unplanned event that did not result in injury, illness, or damage – but had the potential to do so) to the LMMFC ESH Office or the LMMFC Contract Monitor. Near misses and close calls will be investigated to determine cause and mitigations to prevent recurrence.
Emergency Procedures
The Contractor shall ensure all employees working at LMMFC premises are familiar with and know the location of the following emergency items:

- The nearest telephone and emergency numbers to call to report a Fire, a Medical Emergency requiring an Ambulance or a Chemical Spill. A Chemical spill is defined as a release to the air, water, soil, ground or floor of any chemical substance including water. Water used onsite may come in contact with chemicals or materials that could potentially impact the quality of the water (e.g., process water, chiller system water, deionized water, rinse water, line jetting water, drilling water, mop water).

- The nearest fire extinguisher. LMMFC does not require Contractor personnel to use fire protection equipment but provides the equipment in the event the Contractor chooses to use it. In some circumstances, the Contractor may be required to provide additional fire extinguishers.

- The nearest emergency exit.

- The nearest emergency eyewash and shower or water source, if applicable.

The means of notifying emergency services shall be posted by the Contractor at the work site and provide each employee with the site emergency numbers if work is to be performed by a single person. The Contractor shall notify all of the on-site personnel on how to best avail themselves of these services.

Contractors shall provide first aid services, and have a first aid kit available for their employees. Contractors will provide their employees and subcontractor employees the information needed to request medical assistance.
General Information

ESH Contractor Program
LMMFC is dedicated to ensuring that a safe working environment exists for both its own employees as well as for Contractor and subcontractor employees. As part of our company-wide initiative, a Contractor ESH Program has been implemented to reflect the importance of the environment, safety and health in our business.

The program consists of five parts:

1. A complete review of the project's Environmental, Safety and Health (ESH) requirements;
2. A review of all Contractor project implementation plans;
3. Orientation of all Contractor employees of local site requirements for emergency procedures, chemical usage and accident reporting;
4. Certification of training as required;
5. Periodic work-site inspections to ensure compliance.

All contractors and its subcontractor personnel are expected to:

- Be familiar and in compliance with all local, state and federal regulations, statutes and laws as well as LMMFC site specific rules and regulations.
- Be fully qualified and trained to OSHA requirements found in 29CFR1910 and 29CFR1926 as applicable. Copies of Federal OSHA standards may be obtained from the local OSHA area office or through the Internet at http://www.osha.gov.
- Be responsible for the safety of their employees as well as protection of LMMFC employees and property at the project site.
- Read the ESH provisions of their Contract, including, but not limited to, the assignment of personnel, training and safety equipment requirements.
Ensure the environment, safety, and health information, provided by LMMFC, is followed and communicated to all employees and subcontractors working on-site.

Review the ESH Contractor Safety Orientation and applicable requirements of this manual with their employees and subcontractor employees before commencing work activities on LMMFC premises. The ESH Contractor Safety Orientation is included as part of the procurement package or may be obtained through your LMMFC Contract Monitor or local ESH Office.

Maintain written proof of the ESH Contractor Safety Orientation as instructed in Appendix E - Contractor ESH Orientation, Forms 1 and 2. These forms are also provided as part of the procurement package for all employees and subcontractor employees working on LMMFC leased or owned property.

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

Coordinate work activities with the assigned LMMFC Contract Monitor upon entry into the facility and before starting any work.

Ensure that no Lockheed Martin process equipment is adjusted or relocated without the approval of the LMMFC Contract Monitor.

Have at least one (1) person on-site, at all times, who speaks and understands English and can effectively communicate with Contractor and subcontractor employees.

Ensure all Contractor’s vehicles and/or equipment (i.e., forklift, tractors, scissor lifts, golf carts, all-terrain vehicles (ATV) or quads, Kubota’s, three wheelers, four wheelers, Gators, mules, and other specialized vehicles and/or equipment bear the company name or logo so that it is easily recognizable to LMMFC personnel.

Ensure proper safety equipment is to be worn at all times.

Submit the necessary work notification and obtain the applicable ESH permits to ensure full compliance with current regulations and LMMFC site policies and procedures. Some environmental permits can only be obtained by site ESH. In that event, the
Contractor will provide ESH with all applicable information necessary to complete and submit the permit application.

- Have available a list of employees designated as “Competent Persons” as defined and required by specific OSHA standards. Contractors shall maintain a list of employees designated as “Competent Persons”. Regardless of project scope/cost, every project shall have a designated competent person provided by either the general or subcontractor. The list will be maintained by the Contractor and kept available at the on-site Contractor’s field office or base of operations at the jobsite.

- Provide upon request your LMMFC Contract Monitor and/or ESH Office with the name(s) of the competent person(s) for each of the listed standards, as they may apply. This list should not be considered all-inclusive. The Contractor is responsible for providing the name(s) of competent person(s) for standards that are not included in this list:

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Contractor Management

- Through the use of their own procedures, contractors shall comply with all applicable laws, regulations, and all communicated Lockheed Martin and site or program-specific requirements.
- Contractors are required to manage any subcontractors and ensure compliance to the LMMFC ESH Program Requirements. Contractors are to communicate ESH requirements to all its subcontractors working on-site. Applicable requirements of this manual shall be reviewed with subcontractors before entering LMMFC premises.
- LMMFC will enforce compliance to contractual ESH requirements and initiatives through a process of progressive discipline. Refer to the Enforcement Policy section of this manual or more details.

Contractor Inspections

- Perform periodic work area/project field inspections to ensure compliance to contractual ESH requirements.
- Provide the name of Contractor’s on-site safety representative to the LMMFC Contract Monitor and ESH prior to the Contractor starting work at the jobsite.
- Document Contractor performed self-inspections and provide to LMMFC ESH upon request. Document corrective actions taken where deficiencies are identified.

When an unsafe act or condition is witnessed by ESH and/or the LMMFC Contract Monitor, a stop work order may be issued depending on the severity of the condition.
ESH Training
The Contractor shall provide general and specific ESH training to their employees according to applicable OSHA, EPA, DOT standards as well as LMMFC site policies and procedures for the work performed. Training may include, but is not limited to:

- ESH Contractor Safety Orientation
- Competent Person
- Hazard Communication (Global Harmonized System)
- Personal Protective Equipment
- Control of Hazardous energy (lockout/tagout)
- Confined Space
- Fire Extinguishers
- Fall Protection
- Motorized Work Platforms
- Powered Industrial Trucks
- Refrigerant Equipment Installation or Servicing
- Powder-actuated hand tools
- Scaffolding
- High Voltage Electricity
- Trenching and Excavation
- Hazardous Material Transportation (DOT)
- Motor Carrier Safety (DOT)
- Hazardous Waste Management.

The Contractor shall maintain written proof of ESH training completed by their employees and subcontractor’s employees working on LMMFC leased or owned property. The Contractor will provide written proof of training for their employees and subcontractor employees within 24 hours upon request the LMMFC Contract Monitor or ESH Office.
Your Rights and Responsibilities
This manual provides you with standards that shall be a part of your everyday work at LMMFC facility (ies). It does not supersede any standards set by any regulatory agency, nor does it eliminate the need for sound ESH practices beyond those summarized in this manual. The general information in this manual may be superseded or supplemented by more detailed or more current requirements.

Missiles and Fire Control requires that you read this manual before you start work. On the job, you are expected to follow these and other ESH practices. Failure to do so may result in warnings and other appropriate actions to protect you, your employees and LMMFC employees. Repeat minor or a single serious infraction will result in restricted access or removal from the premises for Contractor employees and possible Contract termination.

Maintaining a safe and healthy work environment that is environmentally sound is a continuous effort that requires everyone's cooperation. The Contractor is responsible for maintaining safe working conditions and for adherence to reasonable and prudent Environmental, Safety and Health practices while on LMMFC property.

It is LMMFC policy to comply with all applicable local, state and federal laws and regulations affecting health, safety and environmental liability and assuring the enforcement of those requirements on its contractors.

It is your responsibility (the Contractor or Contract employee) to:

- Learn about all applicable hazards in the workplace.
- Use proper practices and procedures.
- Properly use personal protective equipment.
- Use all personal and equipment safeguards.
- Observe the Tobacco-Free policy when on premises. Premises includes property that Lockheed Martin owns, leases as a tenant or operates for a customer-owner, including all buildings, spaces, grounds, parking lots, vehicle, and aircraft. Tobacco is any product including, but are not limited to, cigarettes, e-cigarettes, cigars, cigarillos, pipes, chewing tobacco or snuff.
- Promptly report any on-the-job accidents or unsafe conditions to your on-site Supervisor or foreman.
 In case of accidents involving personnel, production hardware or equipment the appropriate response will be taken, up to, and including possible work stoppage.
 Maintain good housekeeping practices.
 Immediately report any spills of chemicals or other hazardous materials by calling the emergency number or contacting ESH.
 Make certain you have the required training for the work you are performing.
 Ensure that employees have medical certifications in accordance with their job function and legal requirements.
 Wear the badge(s) provided to you visibly on the upper front part of your body at all times.
 Wear long pants and shirts with sleeves in accordance with work area requirements.
 Conduct periodic safety meetings/tool box talks and submit to LMMFC upon request.
 Prohibit the use of electronic devices such as cell phones, smart phones, electronic tablets, 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, rental/leased vehicles, trucks, motorcycles, scooters, golf carts, bicycles, forklifts, personal burden carriers, tugs, water vessels and any other vehicle while of LMMFC premises, unless the vehicle is parked in a safe and legal location or a hands-free device is used.
 Secure vehicles and remove keys from the ignition before leaving the vehicle unattended.
 Protect your work site with appropriate “Caution” and “Warning” signs and barricading.
 Employees operating vehicles on-site shall follow all posted signage and DOT regulations for safe vehicle operation to include the use of seatbelts, stop signs, turn signals, pedestrian right-of-way, etc.
 If you have questions about any ESH provisions or applicability, address them with your employer, the LMMFC Contract Monitor or the ESH Office.
Enforcement Policy
LMMFC will enforce compliance to contractual ESH requirements and initiatives through a process of progressive discipline. Escalation of disciplinary action is dependent on the severity and frequency of repeated acts of indiscipline. Examples include, but are not limited to: warnings, suspension of work, expulsion from the work-site, removal from participation on bidding for future LMMFC work and up to contract termination.

Environmental
Air Emissions
All air emission sources (e.g., chemical operations, combustion units, etc.) shall be reviewed and authorized by the LMMFC ESH Office prior to use. Contractor shall coordinate any regulatory notifications and/or permits with LMMFC ESH. In accordance with LMMFC policy on ozone depleting compounds [e.g., Chlorofluorocarbons (CFC)], all site contractors shall comply with the following standards:

- Fluorocarbon refrigerants may not be vented to the atmosphere.
- All refrigerants shall be recovered using an EPA certified recovery unit.
- All refrigerant leaks shall be repaired and integrity verified in accordance with 40CFR82. Written documentation or leak repair efforts and follow-up verifications shall be provided to the LMMFC Contract Monitor for all units greater than 50 lbs. of CFC charge.
- Written documentation reporting all refrigerant used or charged into equipment shall be provided to the LMMFC Contract Monitor for all units greater than 50 lbs. of CFC charge.
- All personnel performing refrigeration system installation, maintenance, and disposal shall provide a photocopy of their EPA refrigeration certification card to the LMMFC Contract Monitor. A copy will be retained in the Project File.
- All equipment and tools shall be supplied by the Contractor and/or its subcontractors, and shall be maintained in a safe operating condition, free from defects or wear which may constitute a hazard to any person or property.
- No generators greater than 50KW shall be employed on-site without prior LMMFC ESH approval.
- A Log of all Run Time Hours shall be kept for each generator brought on-site by the Contractor.
- Each chemical brought on-site by the Contractor shall be approved by the LMMFC ESH Office prior to use. A Safety Data Sheet (SDS) for each chemical brought on-site shall be maintained at a minimum on-site by the Contractor, and in accordance with specific site requirements.
- All chemical containers should be covered when not in use to restrict any emissions to the atmosphere.

**Soil Disturbances**
All activities that will disturb the existing condition of the soil (e.g., trenching, directional boring, excavations, post hole digging, etc.) and/or the alteration or creation of a swale drainage system shall be reviewed and authorized by LMMFC ESH Office prior to commencement of activities. Contractors shall coordinate any regulatory notifications and/or permits with LMMFC ESH. Excavated soil shall be contained (placed on top of plastic/visqueen or inside lined dumpsters) and covered with plastic/visqueen for reuse or proper disposal pending a determination made by LMMFC ESH Office.

**Orlando:** To obtain authorization for soil excavation, contact the LMMFC Contractor Monitor or ESH Office.

**Ground Water Impacts**
All activities that will disturb the existing condition of the underground water table (e.g., trenching, directional boring, drilling, excavations, dewatering, etc.) and/or the alteration or creation of a swale drainage system shall be reviewed and authorized by LMMFC ESH Office prior to commencement of activities. Contractors shall coordinate any regulatory notifications and/or permits with the LMMFC ESH Office. Any generated groundwater shall be properly contained (drums, tanks or tankers) for proper disposal pending a determination made by LMMFC ESH Office.

**Orlando:** For Soil and Groundwater Testing, Handling, Storage and Disposal Process, the LMMFC Contractor Monitor or ESH Office. Notice shall be provided to LMMFC ESH Office and the LMMFC Contract Monitor at least 24 hours prior to the start of work.
**Erosion and Sediment Control Measures**

- Burn-off of the ground cover is not permitted unless specifically authorized by LMMFC and properly permitted. Contractors shall comply with all applicable LMMFC burn permit requirements.

- Manage and control borrow pit areas to prevent sediment from entering nearby streams or lakes. Restore areas, including those outside the borrow pit, disturbed by borrowing and hauling operations. Restoration includes grading, replacement of topsoil, and establishment of a permanent vegetative cover.

- Follow the applicable sediment and erosion control plan. The LMMFC ESH Office shall approve the sediment and erosion control plan prior to commencement of work.
Waste: Hazardous, Sanitary and Solid

**Hazardous Waste**
Any generation of hazardous waste (solid or liquid) shall be coordinated with the ESH Office prior to generating the waste. All wastes generated shall be identified with the proper project name and number on the container. The proper non-hazardous or hazardous waste label shall be affixed to the container. Storage, labeling and handling of hazardous waste shall meet state and federal requirements. **Orlando:** For the Waste Preparation and Transport Procedures, contact the LMMFC Contractor Monitor or ESH Office.

- Store hazardous waste in approved containers (49 CFR 178) and properly label to identify the type of waste.
- Contact LMMFC ESH to take receipt of containers.
- **DO NOT** drop-off hazardous or non-hazardous waste without first notifying ESH Environmental.
- For oil and hazardous material spills, notify LMMFC ESH immediately.
- All pole and pad mounted electrical transformers that are taken out of service shall be tested by LMMFC ESH prior to disposal.
- Handle generated hazardous waste in accordance with 40 CFR 262 and LMMFC site procedures.
- Properly dispose of electrolyte solution from lead-acid batteries. **DO NOT** dump electrolyte onto the ground, into storm drains or sanitary sewers.
- The Contractor will make arrangements with the LMMFC ESH Office for the characterization, handling, storage and disposal of all hazardous waste generated by the project. No hazardous waste generated on property can be disposed of by the Contractor. Contact the LMMFC Contract Monitor and ESH to coordinate disposal.
**Solid and Sanitary Waste**

- Pick-up solid wastes (trash/garbage) and place in appropriate containers that are regularly emptied. Recycle paper, plastic and personnel waste items in bins. Contact your LMMFC Contract Monitor for recycling bins. All construction material to include paper, glass, plastic, metals, woods, wooden pallets, cardboard, and concrete shall be recycled to the maximum extent possible. Contact the LMMFC Contract Monitor or LMMFC ESH for questions.

- Prior to disposal or recycling of lids of rigid boxes, crates, or containers shall be detached to verify that the item is empty and non-rigid boxes, crates, or containers shall be flattened.

- Prevent contamination of the site and other areas when handling and disposing of waste. Upon completion of all construction activities, leave the areas clean and organized. Control and properly dispose of waste.

- Dispose of rubbish and debris in accordance with LMMFC site requirements. Contact the LMMFC Contract Monitor for site specific requirements.

- Place garbage in approved containers and move to a pick-up point or disposal area where directed.

- For any clean soils or media brought to the facility from off-site, the Contractor shall supply a “clean fill certification” to LMMFC ESH for approval prior to delivery and land application.

- **DO NOT** cook food with open-flame devices on LMMFC premises. Using a microwave or toaster oven for reheating previously cooked food is acceptable.

- Contact the LMMFC Contract Monitor for more information and direction on any of these items.

"Recycle. Make Sure Waste Doesn’t Go To Waste."
Water Resources

- Chemical and chemical-containing substances may not be discharged through any storm water system or sanitary sewer system or disposed of on any outside grounds. All potential discharges shall be reviewed and authorized in advance by the LMMFC ESH Office.

- Prevent oily or other hazardous substances from entering the ground, drainage areas or local bodies of water.

- Provide adequate protection to contain any leaks (110% of container size)

- **DO NOT** disturb fish and wildlife. DO NOT alter water flows or otherwise significantly disturb the active habitat adjacent to the project and critical to the survival of fish and wildlife, except as indicated or specified. DO NOT encroach upon wetland areas without authorization from LMMFC ESH Office.

- No dredging, filling or dewatering may occur on-site until LMMFC ESH Office receives appropriate dewatering and/or dredge/fill permits. Contractor shall comply with all permit conditions of the dewatering and/or dredge and fill permit if required.

- Sanitary sewer connection cannot be made without authorization from LMMFC ESH Office. Connections to sanitary sewer may require appropriate industrial wastewater discharge permit modification or notification.

"Be a part of the solution, not pollution!"
Storm Water Pollution Prevention Plan

- All contractors conducting construction activities from which run-off goes into or adjacent to any surface water in the state shall submit the appropriate Notice of Intent, obtain permit approval depending on the area of land to be disturbed; identify their role as primary or secondary operator.

- Large construction activities which disturb 5 or more acres or are part of a larger common plan of development that will disturb 5 or more acres, are regulated under a construction general permit.

- Small construction activities which disturb at least 1 but less than 5 acres or are part of a larger common plan of development that will disturb at least 1 but less than 5 acres, are also regulated under a general permit.

- If a permit is required, contractors and/or subcontractors are required to comply with all aspects of the general permit including the implementation of a storm water pollution prevention plan.

- Approval is required from LMMFC ESH before any equipment will be permitted to ford live streams or stormwater conveyance systems or swales.

- No site work can begin until LMMFC ESH receives appropriate storm water permit modification and/or construction discharge permits. Contractors shall comply with all permit conditions of the stormwater permit if required.

- Run-off from pressure washing shall not be allowed to enter facility storm drains or swales.
Natural Resources

- The Contractor is responsible for preserving the natural resources within the project boundaries and outside the limits of permanent work. The Contractor shall restore natural resources to an equivalent or improved condition upon completion of work. Construction activities will be confirmed to within the limits of the work indicated or specified.

- Except in areas to be cleared, the Contractor is not to remove, cut deface, injure or destroy trees or shrubs without the permission of LMMFC ESH. The Contractor is not to fasten or attach ropes, cables or guy wires to existing nearby trees for anchorage, unless authorized by LMMFC ESH. Where such use of attach ropes, cables or guys is authorized, the Contractor shall be responsible for any resulting damage.

- The Contractor shall protect existing trees which are to remain and which may be injured, bruised, defaced or otherwise damaged by construction operations.

"Keep Nature...Natural"
Safety and Health

Health and Safety Plan (HASP)
A Health and Safety Plan (HASP) may be required anytime the Contractor will be involved in high-risk work activities to include, but not limited to: roofing, demolition, asbestos abatement, environmental remediation, spill response and clean-up, confined space entry operations space, trenching and excavations, work with high voltage or potentially energized equipment, control of hazardous energy, cranes, work at heights, overhead work, disabling fire-protection or critical equipment, work with ordnance/explosives, quick-acting acutely toxic materials/chemicals and any other activities that pose a significant risk and impact to the environment or to the health and safety of personnel. A HASP shall provide the following:

The level of detail of the HASP will be contingent on the scope of the project but will generally include the following elements at a minimum:

- Contractor contact Information;
- Description of the scope of the project;
- Emergency response plans, telephone numbers and copies of certificates of insurance;
- Certification of training and a list of employees who have received applicable training and medical surveillance specific for the project;
- Identification of high risk activities and permit needs;
- ESH controls and hazard mitigation;
- Appropriate personal protective equipment;
- Hazardous materials/chemicals listing;
- Waste disposition information; and
- The methods for assuring Contractor and subcontractor compliance with regulatory requirements.

Copies of Contractor Health and Safety Plans shall be retained on-site, provided to the LMMFC Contract Monitor and approved by the LMMFC ESH Office.
Asbestos

Contractors shall immediately report to the LMMFC Contract Monitor, ESH Office and to employees working at the job site any discovery, disturbance, and/or spill of Asbestos-Containing Material (ACM) and/or Potential Asbestos-Containing Material (PACM). The Contractor(s) is to cease all operations in the immediate area of the suspect ACM and/or PACM and demarcate the area as governed by 29CFR1926.1101. The approval of the LMMFC Contract Monitor and ESH Office is required before resuming operations.

Prior to removal and/or demolition of asbestos containing materials from LMMFC premises, the Contractor shall comply with the following:

- **Do Not** disturb or dispose of ACM without LMMFC ESH Office approval.

- Notify the LMMFC Contract Monitor and the ESH Office when performing any maintenance, repair, renovation, construction, removal, demolition or salvage activities on any ACM or materials suspected to contain asbestos.

- Contact LMMFC Contract Monitor in advance for small-scale, short duration operations, such as pipe repair, valve replacement, installing electrical conduits, installing or removing drywall, and other general building maintenance or renovations operations to establish acceptable monitoring and work practices.

- Immediately report any incidental disruption of ACM or PACM to the LMMFC Contract Monitor. This applies to contractors who have not been specifically hired to perform ACM abatement.

- All work shall be completed in a way that will not expose LMMFC’s employees to asbestos.

- The Contractor will post signs in accordance with OSHA 29CFR1926.1101(k)(7) stating that asbestos work is in progress.
Secure the immediate area with flagging (or equivalent material) to keep personnel from entering the area.

- All asbestos waste/contaminated debris shall be delivered to a waste accumulation area and transported to an approved landfill facility for proper disposal. All applicable documentation such as applicable regulatory agencies pre-abatement notifications, waste manifests, land disposal restriction, bills of landing, and any other shipping documentation shall be provided to the LMMFC Contract Monitor or the ESH Office for recordkeeping and filing.

- Contractor or their designated representative, shall inspect the job site at the end of each day to ensure all asbestos debris in the area has been properly cleaned up.

- Contractors performing bulk and post abatement air sampling shall provide a copy of the results of all areas and personnel monitored to the LMMFC Contract Monitor.

The ESH Office shall approve, in writing, any exceptions to the requirements identified above.

If in doubt, the LMMFC Contract Monitor would contact ESH if there is a question.
Compressed Gas Cylinders
All compressed gas cylinders are considered hazardous. **DO NOT** bring compressed gas cylinders onto Lockheed Martin property without first following the hazardous materials review process and receiving subsequent approval by the ESH Office.

- Chain or secure cylinders in an upright position at all times; whether in storage or use.
- Move cylinders only when they are chained to a handcart; never drop, roll or slide them across the ground or floor.
- Keep the protective cap in place at all times when the cylinder is not in use. Cylinders shall be properly labeled with contents and hazard warnings.
- Always use the proper regulator for each cylinder. **DO NOT** use an adapter or other connections to attach a regulator to a gas cylinder.
- Always use a non-sparking cylinder wrench or other tightly fitting wrench to tighten the regulator nut and tube connections.
- Store and properly secure cylinders in a well-ventilated location. The use and storage of flammable/combustible gases is restricted in the facility. Advance approval by the ESH Office is required.
- All cylinders utilized on-site shall be free of corrosion and inspected/tested per Department of Transportation (DOT) requirements.
- Any cylinder that does not meet DOT inspection requirements shall be tagged “Do Not Use” and removed from LMMFC property.
- Store oxygen and fuel gas cylinders a minimum distance of 20 feet apart or separate them by a noncombustible barrier at least five (5) feet high having a fire resistance rating of at least ½ hour as
required by the National Fire Protection Association (NFPA)/OSHA. Oxygen and fuel gas cylinders may be stored together, on cylinder carts, only when gases are in use.

- Cylinders should be tagged and capped when empty. It is recommended that full and empty cylinders be stored separately.

  **DO NOT** lift cylinders with ropes or chain slings.

- Cylinder valves shall be shut off when left unattended (e.g., breaks, lunch, end of work shift).

- Remove all compressed gas cylinders from LMMFC’s premises upon job completion unless the Contractor has been assigned a safe staging area within LMMFC property to support continuing LMMFC operations.

  **DO NOT** allow employees to use compressed air for cleaning themselves or their clothing.

- Compressed air used for cleaning purposes shall be reduced to less than 30 psi and shall only be permitted with effective chip guarding and PPE (e.g., protective eye wear) to protect the employee and other employees from the hazards of the release of compressed air and flying debris.
**Confined Space Entry**

Contractors shall be informed, by construction documents, the statement of work and/or their LMMFC Contract Monitor if the workplace contains confined spaces (both permit and non-permit required).

Confined spaces include, but are not limited to: storage tanks, water meter pits, sewers, boilers, ventilation ducts, tanks, tunnels and open top spaces that are more than four (4) feet in depth such as pits, vaults and equipment.

Prior to operations or work activities involving confined space entry, the following requirements shall be met:

1. The Contractor shall plan their entry in accordance with 29CFR1910.146 and the specifications of their Contract with LMMFC.

2. The Contractor shall complete a Confined Space Access Request form ([LMMFC-0332](#)) for Contractor Work and forward it to the ESH Office for review. LMMFC-0332 procedure does not apply to Archbald, PA. The request shall include the following:
   - Proof of training for all attendants, entrants and entry supervisors.
   - Contractor’s entry permit (Blank).
   - Proof of rescue training in accordance with 29CFR1910.146(k) if Entry Company is performing their own rescue.
   - Safety Data Sheets (SDS) for all chemicals to be used in entry.
   - Confined Space Entry Program/Policy.

3. All confined space entries will subject to inspection by the LMMFC ESH Office and LMMFC Contract Monitor.
4. The Contractor shall also be informed of any special precautions or procedures that LMMFC has implemented for the protection of employees in or near the permit required confined space where Contractor personnel may be working.

5. Inform LMMFC Contract Monitor and/or the LMMFC ESH Office of hazards confronted or created in the space during entry operations for inclusion into the historical record(s) of the confined space(s).

A copy of the Contractor’s completed entry permit shall be submitted to the ESH Office upon completion of the entry.

"Be Safe Not Sorry!"
Cranes and Hoisting Operations

All Contractor crane operations including, but not limited to articulating cranes, knuckle-boom cranes, crawler cranes, mobile cranes, commercial truck-mounted, boom truck cranes, helicopter crane, etc., shall be coordinated with the LMMFC Contract Monitor and Lift Plan submitted to the ESH Office for review and authorization to proceed.


2. A detail Lift Plan shall be submitted to the LMMFC ESH Office for review prior to the commencement of lifting activities to include but not limited to the following:

   - Make and model of the crane
   - Operator’s certifications (29CFR1926.1427)
   - Rigger qualification (29CFR1926.1404 and 29CFR1926.1425)
   - Signalmen qualification (29CFR1926.1419 and 1926.1428)
   - Crane annual Inspection
   - Rigging, wire ropes capacity certificates, and inspection reports for all lifting equipment
   - Crane load charts
     - Boom and/or jib, (if applicable) length in feet
     - Crane rotation capacity (e.g., 360°)
     - Load radius in feet
     - Boom angle at pick (in degrees)
     - Boom angle at set (in degrees)
     - Required counter weights
     - Crane capacity for configuration
   - Crane setup, staging area and boom length impact radius map
   - Rigging/Lifting Sketch
   - Load technical specifications data
   - Certificate of insurance, if required
   - Job Hazard Analysis (JHA)
   - Vehicle and pedestrian traffic control
3. All personnel working below the swing radius and the horizontal boom length impact radius of the crane shall be evacuated before overhead work is performed.

4. Request to deviate from the above requirement shall be made in writing to LMMFC ESH and shall contain why the deviation is required along with a sketch of operations and methods to ensure the work is accomplished safely.

5. The area around the crane base shall be barricaded to prevent unauthorized personnel from entering the hazard zone.

6. Never lift a load over people.

7. Always use tag lines to control all loads, and take precautions to prevent them from becoming entangled with other obstacles during the lift.

8. Mobile cranes shall not be operated or moved within 10 feet of any open trench.

9. The erection, operation or dismantling of any boom-type lifting or hoisting equipment or any part thereof, closer than 20 feet from energized overhead high-voltage lines is prohibited. Refer to the Overhead Power Lines section for more details.

10. Hoist, rigging equipment and associated attachments shall have the required manufacturer’s label that includes its rated working load capacity.

11. **DO NOT** operate under adverse weather conditions.

12. The use of LMMFC cranes, hoisting equipment and rigging attachments by a Contractors is prohibited. Where necessary to use LMMFC equipment, request shall be made in writing to the LMMFC Contract Monitor.
Electrical Safety

Any Contractor involved in installing, repairing electrical equipment or electrical distribution systems on LMMFC premises shall conform to OSHA 29CFR1910.303 and/or 1926.400 electrical standards (or equivalent state OSHA standards), NFPA 70E, NEC and other applicable electrical codes, and this manual.

Any electrical work to be performed on LMMFC premises shall meet the following criteria:

- The Contractor shall provide proof of training upon request by LMMFC.
- If live work is to be performed on energized electrical circuits greater than 50 volts, the Contractor shall complete their own energized electrical permit and submit to LMMFC ESH Office for review.
- Electrical extension cord used on LMMFC projects shall be free from splices or other damage. Extension cords shall be constructed or repaired with parts approved by an OSHA’s Nationally Recognized Testing Laboratory (NRTL) and constructed by a trained electrician.
- Use extension cord sets used with portable electrical tools and appliances that are the three-wire type and designated for hard or extra-hard service such as those with imprinted letters S, ST, SO, STO.
- Ensure all extension cords have grounding prongs.
- Ensure electrical equipment is properly maintained and in safe operating condition.
- Extension cords, constructed of metal junction boxes and flexible cords shall not be used.
• All energized junction boxes, circuit breaker panels and other electrical equipment shall be covered to prevent accidental contact.

• Daisy chained cords are not permitted. Multiple outlet extension cords are allowed if properly sized for the load.

• Extension cord sets used with portable electric tools and appliances shall be of the 3-wire type and designed for hard or extra hard service. Flexible cords used with temporary and portable lights shall be designed for hard or extra hard service.

• Flexible power cords and extension cords shall be protected from mechanical damage. Sharp corners and projections shall be avoided.

• Flexible cords and extension cords may pass through doorways or other pinch points ONLY if protection is provided to avoid damage and the cords do not create a hazard.

• Contractors shall use either ground fault circuit interrupters (GFCI) or an assured equipment grounding program as specified in 29CFR1926.404 to protect employees on construction-sites. The program shall cover all cord sets, receptacles that are not a part of the building and equipment connected by cord and plug that are available for use or used by employees on the construction-site.

• All electrical work performed in corridors, aisles or any other areas accessible to LMMFC residents shall be barricaded such that anyone outside the barricade will be at least three (3) feet from any electrical hazard.

• No work site with exposed, energized parts shall be left open at the end of the work day. Protective covers, enclosures or Lockout/Tagout shall be used to protect against accidental contact.
- All lamps, provided for temporary, general illumination shall be protected from accidental contact or breakage. Metal-case sockets shall be grounded.

- Temporary lights shall not be suspended by their electric cords unless designed to be suspended in this manner.

- Only approved, explosion-proof electrical equipment (Class I, Division 1) shall be used in areas containing hazardous concentrations of flammable gases and/or vapors which exist continuously, intermittently or periodically under normal operating conditions or which exist frequently because of repair or maintenance operations.

- Only approved explosion-proof electrical equipment (Class II, Division 2) shall be used in areas containing hazardous concentrations of flammable dust.

"Don’t be safety blinded, be safety minded"
Overhead Power Lines
Before working under or near overhead power lines, ensure that you maintain a safe distance to the lines and for very high-voltage lines, ground any equipment such as cranes that can become energized. If working on power lines, ensure that the lines have been de-energized and grounded by the owner or operator of the lines. Other protective measures like guarding or insulating the lines helps prevent accidental contact. Protective measures (such as guarding or insulating the lines) shall be designed to prevent employees from contacting the lines. The Contractor shall notify the LMMFC Contract Monitor or ESH Office prior to initiation of work activities.

- When operating equipment near overhead lines, employees standing on the ground shall not contact the equipment unless it is located so that the required clearance cannot be violated even at the maximum reach of the equipment.

- A person shall be designated to observe clearance of the equipment and give timely warning for all operations where it is difficult for the operator to maintain the desired clearance by visual means.

- Any overhead wire shall be considered to be an energized line unless and until the person owning such line or the electrical utility authorities indicates that it is not.

- The erection, operation or dismantling of any boom-type lifting or hoisting equipment or any part thereof, closer than 20 feet from energized overhead high-voltage lines is prohibited.

- Employees unqualified to work with electricity, as well as mechanical equipment such as lifts, should remain at least 10 feet away from overhead power lines. If the voltage is more than 50,000 volts, the clearance increases by 4 inches for each additional 10,000 volts as referenced in the Table A – Minimum Clearance Distances below.

### Clearances from Live Electrical Lines

<table>
<thead>
<tr>
<th>Nominal Voltage, kV</th>
<th>Minimum Clearance ft. (m)</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 – 50</td>
<td>10 (3.05)</td>
</tr>
<tr>
<td>51 – 200</td>
<td>15 (4.60)</td>
</tr>
<tr>
<td>201 – 350</td>
<td>20 (6.10)</td>
</tr>
<tr>
<td>351 – 500</td>
<td>25 (7.62)</td>
</tr>
<tr>
<td>501 – 750</td>
<td>35 (10.67)</td>
</tr>
<tr>
<td>751 – 1,000</td>
<td>45 (13.72)</td>
</tr>
</tbody>
</table>

Boom-type Lifting or Hoisting Equipment such as CRANES Clearance Shall Be No Closer than 20 feet
Energy Controlled Procedures (LO/TO)
The Contractor is responsible for developing and implementing their own effective lockout/tagout program that complies with OSHA 29CFR1910.147, “The Control of Hazardous Energy (Lockout/Tagout)”, and NFPA 70E. Prior to performing lockout/tagout, the Contractor shall:

1. The Contractor and LMMFC Contract Monitor shall exchange information on each other’s Lockout/Tagout Programs and identify the lockout and tagout devices to be utilized. The Contractor shall notify the LM MFC Contract Monitor before interrupting an energy source.

2. Notify the LMMFC Contract Monitor and/or ESH prior to performing lockout/tagout to coordinate/communicate the Energy Control Program which complies with the on-site Lockout/Tagout program.

3. Provide a copy of their lockout/tagout program and written plan for LMMFC ESH Office review.

4. Locked and Tagged out all equipment with sources of hazardous energy (e.g., electrical, mechanical, gravitational, hydraulic, pneumatic, chemical, thermal) or equipment with the potential for environmental contamination prior to servicing or maintenance work is performed. Where it is not possible to locking and tagging a given system exist, notify the LMMFC Contract Monitor to identify a safe method for safeguarding.

5. Notify LMMFC Contract Monitor if fire protection equipment including risers, hydrants, fire alarm panels, smoke detectors, valves, fire mains and any other fire protection equipment will be activated, altered, changed, deactivated or worked. No work is to be performed until approved by the LMMFC Contract Monitor and LMMFC Fire Protection representative.
6. Notify the LMMFC’s Fire Protection representative when work has been completed on any fire protection system and before the system is tested and restored to service.

Note: At the Chelmsford facility, no contractors are allowed to perform any tasks associated with LO/TO. Please work with the Facilities organization to complete.

“Better to lock out than drop out”
Explosives
Explosives shall not be brought on to LMMFC property until approved to do so by the LMMFC Contract Monitor, LMMFC Security and ESH representatives.

Blasting
- Blasting operations shall be performed only by experienced personnel.
- LMMFC ESH, Fire Protection Services (FPS) or its designee(s) and Security shall be notified of blasting operations at least 48 hours in advance.
- No explosives shall be stored on Lockheed Martin property overnight.
- The time for blasting and the control of traffic during such blasting shall be cleared in advance with LMMFC ESH Office and Security.
- All blasting areas shall have an appropriate “clear” zone established.

Process Safety Management
The purpose of Process Safety Management is to prevent or minimize the consequences of catastrophic releases of toxic, reactive, flammable or explosive materials in various industries. The requirements of a PSM Program are outlined in 29CFR1910.119.

PSM applies to contractors performing maintenance or repair, turnaround, major renovation or specialty work on or adjacent to a covered process. It does not apply to contractors providing incidental services which do not influence process safety such as janitorial work, food and drink services, laundry, delivery or other supply services. Contact the LMMFC ESH Office if you are unsure if PSM applies to the work you will be performing while on-site.
Fall Protection
Contractors and their subcontractors performing construction work such as new construction, alteration, and/or repair, including painting and decorating on LMMFC premises shall comply with Federal, State and local LMMFC ESH requirements.

The Contractor shall:

1. Evaluate fall protection hazards when working at heights and provide a fall protection plan developed by a “Qualified person” prior to beginning work. The plan will be maintained at the work site and provided to LMMFC ESH prior to beginning work and/or upon request.

2. The Contractor shall develop a comprehensive plan for prompt rescue of employees in the event of a fall or shall assure that employees are able to rescue themselves in accordance with 1926.502(d)(20).

3. Provide and inspect fall protection equipment before each use. Ensure employee and subcontractor compliance with fall protection requirements.

4. Use only personal fall arrest equipment appropriately rated by the manufacturer for the type of work that will be performed.

5. The use of “Body Belts” is not permitted.

6. Provide 100% fall protection when performing construction work 6-feet above the next lower surface or 4-feet when performing maintenance work as required by 29CFR 1910.

7. Effectively implement a work rule prohibiting employees from going past the warning line.

8. Warning Line Systems and Controlled Access Zones (CAZ) may be used; provide the Fall Protection Plan to the LMMFC ESH Office for review prior to beginning work.
9. The Contractor will not use safety monitoring systems as defined in 29CFR1926.502(h) unless written approval is obtained from ESH. ESH approval is contingent on the following: there is no other fall protection system that can be safely used to complete the work and a completed written risk assessment has been performed that effectively manages the increased risk associated with safety monitoring systems.

10. Provide shoe sole materials with adequate sole-to-surface friction to prevent slip and/or fall injuries.

11. Ensure that all employees wear head protection; such as hard hats in all areas in which there exists the possibility of objects falling from above.

12. Protect any employee from falling objects by toe-boards; screens or guardrail systems erected to prevent objects from falling from higher levels or use a canopy structure erected to deflect falling objects. The area to which objects could fall may be marked with signs or barricaded so employees are prohibited from entering the area.

13. Install and/or place floor covers capable of supporting at least twice the intended load. Hole covers shall be placed over floor holes 2” or greater that present a hazard to the workers, pedestrian traffic or general public at lower levels. They shall be secured against movement and clearly marked as “OPEN HOLE”, “HOLE COVER” OR “DO NOT REMOVE”.

Note: Contractors planning on performing steel erection work on any LMMFC facilities shall comply with the requirements established in 29CFR1926.760.
**Fire Sprinkler Impairment**

Any Contractor involved in modification and/or impairment of the facility Fire Suppression System shall comply with the following:

- Supply a fire sprinkler modification and/or impairment plan to the LMMFC Fire Safety Officer and Contract Monitor for review.

- No work shall be performed or any valve opened or closed on any fire suppression system without the prior approval of LMMFC FPS representative or its designee(s), Security, Facilities or the ESH Office.

- LMMFC FPS representative or its designee(s), Security, Facilities and the ESH Office along with the Contractor are responsible for ensuring that all notifications are made and all precautions are taken before work is performed on the fire sprinkler system.

- Construction material shall not be stacked within 18 inches of fire sprinkler heads.

- Construction materials or other equipment shall not be placed upon or suspended from any fire sprinkler pipes, valves or supports, either temporarily or permanently.

- Ceiling tiles and escutcheons shall be put back or replaced if needed when work is complete or on-hold to ensure that the automatic fire suppression system activates as designed.

- Hot work permits will not be issued for areas where there are active sprinkler system impairments. Any exception to this policy shall be granted by the site Fire Prevention representative or LMMFC ESH Office.

- Cutting, welding, burning, blazing, torching or other hot work is prohibited in all areas where the fire protection system is impaired by a total or partial shutdown of the sprinkler system.

**Orlando Notification:** All contractors performing work in Orlando shall complete the site specific LMMFC Fire Sprinkler Daily Modifications Checklist available through the LMMFC Contract Monitor or ESH Office. Notice shall be provided to LMMFC ESH Office and the LMMFC Contract Monitor 48 hours prior to the start of work.
NOTE: This form maybe modified by each site as deemed appropriate to ensure safe completion of pressurized system modifications.

**Flammable, Combustible and Toxic Materials**

- All hazardous materials shall be approved by ESH prior to bringing them on site. Flammable materials shall be safely stored. Notify the LMMFC contract monitor of the locations where flammable materials are stored.

- Every effort will be made to use the safest product with the lowest flammability range.

- The Contractor will provide a safe storage area outside of the building(s). This area will comply with all applicable codes for flammable materials and shall have adequate secondary containment.

- Flammable and combustible liquids shall be dispensed from metal safety cans bearing a Factory Mutual (FM) or NRTL listing.

- Metal cans shall have the perforated metal screen (flash arrestor) in place.

- Ensure adequate ventilation is provided when using flammable and combustible materials.

- Ventilation equipment used to exhaust flammable vapors shall be rated for the type of hazardous location.

- **GHS SYMBOLS** will be used for signage and chemical labelling.
Hazard Communication/Safety Data Sheets (SDS)

Under The Hazard Communication Standard or equivalent state OSHA requirement, requires each Contractor and/or vendor to have a Safety Data Sheets (SDS) for *hazardous chemicals and/or materials* to which employees may be exposed. Contractors and/or vendors with employees working on LMMFC premises shall:

1. Submit SDSs to the LMMFC ESH Office prior to bringing chemicals on-site.

2. If the materials have not previously been reviewed by the LMMFC ESH Office, the Contractor will not be allowed to bring the products/materials on LMMFC property until the LMMFC ESH Office has been contacted and provides approval. Approval is never automatic and there are many substances that are highly toxic or damaging to the environment that are never allowed on LMMFC property. It is always best to request clearance prior to any required use date.

3. If any Contractor is found using materials on-site that have not been reviewed by the LMMFC ESH Office, corrective action will be taken to remove the materials. Further action may include work stoppage or Contract cancellation. The SDS shall be kept where readily accessible to all employees who might come in contact with the hazardous material.

4. Contractors are responsible for ensuring that all of their employees, agents or subcontractors who work with hazardous materials have received Hazard Communication training by their employer. Proof of training shall be made available upon request by LMMFC.

5. Inform their employees of the workplace chemical hazards they may encounter, provide training and supply personal protective equipment required to safely perform the work.

*Hazardous materials include, but are not limited to, adhesives, solvents, acids, caustics, paints, floor covering, coating, cleaners, detergents, flammable and combustible liquids and insulation materials.*

Labeling

If you have any questions regarding labeling, contact the LMMFC Contract Monitor or the ESH Office.
Historical and Archeological Resources
Carefully preserve and report immediately to LMMFC items having possible historical or archeological interest that are discovered in the course of work. Protect monuments, markers and works of art.

Hot Work
All contractors involved in welding, grinding, cutting, torching, brazing, soldering work and use of any type of open flame and spark-producing equipment shall:

1. Plan any Hot Work activity well in advance of the project so appropriate approval can be obtained and work stoppages avoided.

2. Perform all welding and cutting operations in accordance with this manual and ANSI Z49.1.

3. Obtain a Hot Work Permit from the appropriate Security Services, ESH Office or the site appropriate Issuing Department prior to commencing the assigned work.

4. **POST HOT WORK** permits in the work area.

5. Adhere to the instructions for site preparation and the safety and fire precautions printed on the Hot Work Permit.

6. Provide employees who have been designated to use firefighting equipment as part of an emergency action plan with training in the use of the appropriate equipment in accordance with 29CFR1910.157(g)(3). Training records shall be provided upon request.

7. Remove all flammables and combustibles a safe distance away from where the work will be performed in accordance with the site’s Hot Work Permit process (LMMFC Hot Work Permit, MFC-0110 or “Factory Mutual (FM) Global" Hot Work Permit) and ensure that there are no openings in walls or floors where sparks or slag could fall and ignite combustibles.
8. Explosive magazines shall be covered with fire resistant sheeting or blankets prior to beginning hot work if potentially exposed to sparks or flames.

9. If this is not possible, it is the Contractor’s responsibility to protect all exposed combustibles with fire resistant sheeting or blankets before beginning hot work operations and to provide a fire watch.

10. Only store oxygen and acetylene bottles on welding carts when in use.

11. **NOT** perform Hot Work activities in any area where the fire protection sprinkler system is shut down unless prior approval has been obtained from the LMMFC Hot Work Permit Issuing department.

12. Supply fire extinguishers for the hot work to be performed. Portable fire extinguishers shall be serviceable with appropriate current service tags attached and clearly labeled as belonging to the Contractor.

13. Monitor the work area for at least one-half hour following completion of the hot work and when complete, sign and date in the Name and Date fields located on the back of the Hot Work Permit.

14. Return the completed permit to the site designated repository. Contact your site’s LMMFC Contract Monitor or the ESH Office for guidance.
Housekeeping and Material Storage

- Maintain good housekeeping at all times. Keep work areas clean and organized. Store tools and materials neatly and away at the end of each work shift. Maintain area clean as work progresses throughout the day. Remove combustible materials (e.g., trash, wood, rags, cardboard, paper) at the end of each day and dispose of appropriately.

- Electrical panels, emergency equipment, means of egress, aisles and passageways may not be blocked. Materials may not be stored on scaffolds, runways, loading docks or roofs in excess of materials needed for immediate use. Storage within electrical rooms and stairwells is not permitted.

- Enclosed non-combustible disposal chutes are required whenever solids waste materials are dropped greater than ten feet. Outside storage of chemicals is prohibited unless adequate secondary containment is used and chemicals are protected from contact with precipitation.

- Keep dust down at all times during work performance, sprinkle or treat with dust suppressants the soil at the site, haul roads and other areas disturbed by operations. Dry power brooming will not be permitted. Instead, use vacuuming, wet mopping, wet sweeping or wet power brooming. Non-compressed gas/air blowing will be permitted only for cleaning non-particulate debris such as steel reinforcing bars. Indoor work areas shall incorporate dust suppression/control techniques (i.e., vacuum cleaning instead of sweeping, separation of work area from occupied space using plastic barriers, provide construction duct particulate filters, etc.) to minimize emission/spread of dust into occupied space.

- Only wet cutting will be permitted for cutting or grinding concrete blocks, concrete and bituminous concrete in accordance with 29CFR 1926.1153-Respirable crystalline silica standard. **DO NOT** unnecessarily shake bags of cement, concrete mortar or plaster. Construction materials shall be transported and stored so as to protect them from inclement weather.
Indoor Air Quality
Each Contractor shall perform work in a manner that will minimize and control the production and migration of chemical vapors, gases, dust and dirt into adjacent areas. Work that may negatively affect indoor air quality (IAQ) shall be adequately ventilated and shall have the prior approval of the LMMFC ESH Office.

Only electric powered equipment is allowed inside the building without the prior approval of the LMMFC ESH Office. Review the “Vehicle Operations and Powered Industrial Trucks” section of this manual for specific requirements.

The use of adhesives, paints or other odor emitting products regardless of their SDS approval for use on-site are not to be used for any task during normal working hours or in any occupied areas unless approved by the designated LMMFC Contract Monitor or ESH Office.

All chemical containers should be covered when not in use to restrict any emissions to the atmosphere.

Any identified or suspected microbial growth observed in/on LMMFC buildings or property shall be reported to the ESH Office for assessment and possible remediation. Contractors shall not disturb the observed growth until an IAQ assessment of the area has been completed.
**Radiation**

**Ionizing Radiation**

Radiation sources are not to be used on LMMFC property without prior written approval from the LMMFC ESH Office. If permission is granted, Contractors utilizing ionizing radiation sources (radioactive materials or radiation producing machines) shall comply with all local, state and/or Nuclear Regulatory Commission (NRC) regulations and LMMFC CFP 1-2-199, Control of Radioactive Material and Radiation Producing Equipment.

**Note:** CFP 1-2-199 does not apply to Archbald, PA. Contact the LMMFC Contract Monitor or ESH Office for site specific guidance.

Radiation sources shall not be stored overnight or left unattended on LMMFC’s premises without prior authorization by LMMFC ESH Office. If permitted, equipment shall be stored in accordance with all local regulations and shall be disabled via key removal, electronic keypad lock or other equally effective means.

**Non-ionizing Radiation (Lasers)**

Lasers used at LMMFC premises shall comply with all local, state and federal requirements as well as industry standard ANSI Z136.1.

**NOTE:**
- Contractors using ceiling leveling lasers shall be trained and warning signs shall be posted at all times.
- LMMFC ESH Office permission is **NOT** required for these types of lasers.

The LMMFC Contract Monitor shall be notified in advance of operations requiring the use of Class IIIB and/or Class IV laser or laser products prior to entry into LMMFC facilities. The LMMFC Contract Monitor shall communicate this information to the site ESH Office.

Any Contractor suspected of being exposed to laser operations shall seek medical attention and report the exposure to their LMMFC Contract Monitor who will pass the information onto LMMFC Security and the local ESH Office.
Machinery Guarding
The Contractor shall not use or operate LMMFC-owned or leased machinery, tools or any other equipment unless approved by LMMFC the ESH Office.

Machinery, tools and equipment shall be inspected for guarding and proper operation before each use. Remove defective items from service.

The points of operation on power-transmission equipment (e.g., gears, chains, sprockets, belts, pulleys) and portable powered tools (e.g., portable grinders, portable saws, pneumatic nailers/staplers) shall be guarded.

Any machinery or equipment used in the work area shall have appropriate guarding, interlocks or controls to ensure safe operation including, but not limited to: emergency stops, power drop outs/zero start controllers, and point of operation guards.

- **NEVER** remove, make inoperative or reduce the effectiveness of any equipment or machine guard.
- **NEVER** override any safety interlock or attempt to operate any piece of equipment or machinery without guards or other required safety devices in place and fully functional.
- **NEVER** operate any piece of equipment or machinery when it is functioning improperly or at any time when operation would constitute a hazard. Any piece of equipment that does not meet this requirement or that is found in disrepair shall be shall be repaired, prior to further use or removed from the premises.

Occasionally during installation of equipment or demolition of an existing area, there may be times when a piece of equipment will be left in an incomplete state. When this occurs, the equipment shall be left in a verified Zero Mechanical State (ZMS) status by applying a “DO NOT USE” tag. Other warning signs may be used to supplement and to inform personnel of the hazards. Examples of such warnings include; “Caution – Do Not Operate” or “Caution – Do Not Enter.”
Hand and Power Tools
All hand and power tools, whether furnished by the Contractor or by the Contractor’s employee shall be maintained in a safe condition.

- Electric power operated tools shall be grounded or double-insulated with proper assured equipment grounding inspections or Ground Fault Circuit Interrupter (GFCI) protection at all work areas, no exceptions.

- The Contractor shall not issue or permit the use of unsafe hand tools including tools that may be furnished by a tier subcontractor.

- Pneumatic power tools shall be secured to the hose or some other means to prevent accidental whip.

"Use the right tool, for the right job, in the right!"
Powder Actuated Tools
The Contractor personnel shall:

- Notify LMMFC Security and the Contract Monitor prior to work commencement if powder-actuated tools will be used within the LMMFC premises.
- Test the tool daily before use and all defects discovered before or during use shall be immediately corrected.
- **NOT** load tool until immediately before use.
- **NOT** leave loaded tools or powder loads unattended or available to unauthorized persons.
- **NOT** use powder-actuated tools in explosive or flammable atmospheres. It is strictly prohibited.
- Keep the tool, studs and cartridges in a safe area. Only authorized Contractor personnel shall have access to the storage area.
- Keep boosters and cartridges in a storage container under lock and key.
- Identified, isolated and properly disposed of any misfires.
- Determine and implement the appropriate PPE required.
- Point the tool away from your body and others during loading or handling.
- **NOT** put hand/fingers in front of the muzzle.
- Always clear the work area on all sides and post appropriate warning signs to notify bystanders and coworkers of powder-actuated toll use.
- Inspect the barrel to make sure that it is free from obstructions prior to using.
- Always unload a powder-actuated before disassembling, assembling, replacing the barrel or cleaning.
Use of Lockheed Martin Equipment
The use of LMMFC equipment such as ladders, aerial work platforms, cranes, hoisting equipment, rigging attachments, forklifts, tools, etc., by a Contractors is prohibited. Where necessary to use LMMFC equipment, request shall be made in writing to the LMMFC Contract Monitor.

This authorization is provided using the Third Party User Loaned Tool/Equipment Indemnity Agreement (Appendix D). The Contractor is responsible for completing the agreement and submitting to the LMMFC Contract Monitor or ESH Office or as defined in the Contractor contractual and legal obligation to LMMFC.
**Equipment Start-Up Safeguards**

This procedure applies to newly installed, modified, or relocated equipment (excluding simple plug-in equipment such as printers, computers, and other office machines) that is operated or energized by an employee and includes equipment that requires securing, load testing, utility hook-up, grounding, ventilation, fire protection, and/or for which there are laws or regulations for its installation and safe operation.

This process is required:
- Prior to relocation of equipment or arrival at final destination.
- Upon delivery acceptance/removal of new equipment from the shipping container and/or full assembly at its final destination.

The Contractor shall:

1. Complete the **Warning - New Equipment/Relocation Tag** in its entirety and affix it to the equipment. Warning Tags can be obtained from the LMMFC ESH Office.

   **NOTE:**
   - In the event that the equipment is to be concealed behind a false ceiling or hidden in a wall cavity, the tag shall be affixed on the equipment’s main isolation energy source such as electrical disconnects, ball valves, gate valves or at any other conspicuous place near the equipment.
   - This process applies to, but is not limited to O2 monitors, production equipment and all other equipment that requires preventive maintenance or as instructed by the LMMFC Contract Monitor.

2. Notify ESH of the tag use by tearing off the white paper portion of the Warning - New Equipment/Relocation Tag and forwarding it to the ESH Office. **ESH will maintain control of the white paper portion of the Tag until proper notification is received as defined below.**

3. Notify the local ESH Office when the equipment is installed and is ready for activation. For further guidance, contact the LMMFC Contract Monitor.
NOTE:

- The Warning - New Equipment/Relocation Tag shall **ONLY** be removed by ESH upon completion of start-up checks.
- The equipment **SHALL NOT** be placed into operation for production prior to removal of the Tag.
- It is acceptable for the equipment Original Equipment Manufacturer (OEM)/installing Contractor to power on and operate the equipment for set-up purposes.

NOTE:

- A Warning - New Equipment/Relocation Tag shall not be used for abandoned equipment. An Orange Warning “**Do Not Operate this Equipment**” (MFC-0095) is the appropriate tag to be used for abandoned equipment.
- The Orange Warning Tag (MFC-0095 form does not apply to Archbald, PA.)
Painting and Spray Painting

Prior to painting activities, the Contractor shall coordinate with the LMMFC Contract Monitor to prevent disruption to the facility’s operations. The following safety precautions shall be considered:

- If painting is to be conducted on roofs, ensure proper safeguards are in place to prevent the intake of vapors/spray into ventilation systems.
- If painting in a confined space, evaluate the area for hazards and follow confined space entry requirements.
- Ensure that all paint containers are properly stored and paint-related wastes are properly disposed.
- **DO NOT** leave any open paint containers unattended.
- The use of adhesives, paints or other odor emitting products regardless of their SDS approval for use on-site are not to be used during normal working hours or in any occupied areas unless approved by the designated LMMFC Contract Monitor or ESH Office.
- These measures are required as a result of the sensitive nature and negative perceptions often associated with the odors that are emitted during the product “off-gassing” process. This has the potential to cause disruption to production as employees in adjacent areas may become concerned about the effects of any odors.
- **DO NOT** attempt to “air-dry” or cure any residual paint remaining inside the containers. Every effort shall be made to ensure used paint containers are completely empty (pouring, scraping, wiping, etc.). **DO NOT** attempt to dry any residual paint by adding a chemical or other product to the paint which would constitute as “treatment”. Lids shall be securely placed back on empty paint containers. LMMFC ESH will handle the disposal of empty paint containers and paint related debris.
Paint Containing Lead
Contractors will not perform work that involves lead unless specifically contracted to do so under the contract and are qualified to perform such work.

All painted surfaces shall be assumed to contain lead or other hazardous metals until confirmed by the LM MFC Contract Monitor they do not.

- Prior to performing construction or disturbing paints and/or undercoating on steel structures or any other substrate potentially known to contain lead, immediately contact the designated LMMFC Contract Monitor and the LMMFC ESH Office to determine the presence of lead.

- If potential lead-based paint is observed during construction activities, stop the job and immediately contact your designated LMMFC Contract Monitor and/or the ESH Office.

- If potential lead-based paint is observed, secure the area and provide proper warning signs and barricades to keep employees from entering areas until the areas are properly assessed, abated and cleared by the LMMFC Contract Monitor and/or the ESH Office.
Personal Protective Equipment
The Contractor shall be responsible for providing Personal Protective Equipment (PPE) and ensuring that employees wear the supplied PPE (e.g., head protection, eye protection, face protection, hand protection, hearing protection, foot protection, respiratory protection, fall protection, etc.) for hazards associated with the work being performed.

- If the Contractor Safety Program requires the use of specific PPE within the work area, appropriate warning signs shall be in place to notify any person entering the area the specific PPE required for area access.
- Any visitor or Contractor inside a work area that has PPE requirements shall wear the appropriate equipment prior to entry.

Eye Protection
The Contractor shall perform a Job Hazard Analysis (JHA) for the work to be performed and provide their employees with appropriate PPE and enforce its use. All eye protection equipment provided shall conform to ANSI Z87.1-2010, OSHA Standards and this manual.

- Comply with signs indicating that eye protection is required. (e.g., safety glasses, safety goggles, full face-shields, welding hoods, etc.).
- Tinted safety glasses are not permitted in indoor areas for the purpose of eye protection as they are ONLY suitable for outdoor work.
- For tasks with the potential for exposure to non-ionizing radiation (e.g., ultraviolet ovens, welding/cutting operations, etc.) tinted protective eyewear shall be worn as required.
- Prescription eyewear will have the ANSI Z87.2 stamp and side shields. If prescription eyewear is not duly rated, the employee
will wear ANSI Z87.1 overprotection. Overprotection will not interfere with fit or vision.

- Eye protection shall be in suitable, serviceable condition and appropriate for the task being performed.

Eye protection shall be appropriate for the tasks to be performed or as specified by the JHA.

**Hearing Protection**
The Contractor shall perform a JHA for the work to be performed and provide their employees with appropriate hearing protection devices (HPD) with sufficient noise reduction ratings and enforce its use.

**Foot Protection**

- Contractor personnel shall wear foot protection when exposed to foot hazards from sharp objects and impact.
- Safety shoes shall meet ANSI Z41 minimum compression and impact performance standards.
- Shoes shall be in suitable, serviceable condition and appropriate for the task or work area.
- Shoes shall be appropriate to the walking surface and tasks to be performed or as specified by the JHA.
- Steel and/or non-metallic hard-toe (Composite Kevlar, plastic or carbon fiber) safety shoes are required whenever material handling equipment is used or if your employees may come in contact with dangerous work surfaces such as nails, rolling stock or any other foot crushing hazards.
- Foot/toe/metatarsal guards shall be worn when jack hammering and/or using ground compacting equipment.
LMMFC has safety shoe required areas in most production areas. The LMMFC Contract Monitor or ESH representative can review these locations with you prior to commencing work. The Contractor will be required to wear appropriate foot protection when inside safety shoe designated work areas.

**Hand Protection**

- Contractor personnel shall wear hand protection (gloves) when exposed to hand hazards. There are many types of gloves available to protect against a wide variety of hazards. In order to mitigate and/or prevent any possible hand and finger related injuries in the workplace, contractors shall perform a thorough glove selection assessment as part of the JHA for the work to be performed.

- Select the right type of glove when hands are exposed to known hazards such as:
  - Cuts
  - Scratches
  - Skin irritations
  - Abrasions
  - Punctures
  - Thermal burns
  - Chemical burns
  - Chemical absorption through the skin
  - Biological exposure (e.g., bacteria, viruses, fungi, other microorganisms and their associated toxins)

- Never immerse hands in chemicals, even when wearing protective gloves.

- Hand protection shall be in suitable, serviceable condition and appropriate for the task being performed. Never use torn or “holed” gloves.

- Gloves shall not be worn close to revolving/rotating machinery or equipment.
**DO NOT** wear jewelry while performing electrical tasks or when operating or servicing rotating equipment.

**Head Protection**

Contractors shall ensure that their employees wear head protection if any of the following apply:

- It is the Contractors policy to wear the protective headgear as part of their overall safety program.
- Performing work in a designated and regulated construction area, crane and rigging operations, overhead construction work, some electrical work or working underneath low structures that could result in a struck against injury.
- There is a possibility of:
  - Falling objects such as tools
  - Bumping head against fixed objects, such as exposed pipes or beams.
  - Contact with exposed electrical wiring or components
  - Flying objects
  - The employee being exposed to potential overhead hazards
- Head protection will be required if a person is in the work area where these tasks are being performed. For example, if a worker is sweeping the floor where any of the above hazards exist, a hard hat shall be worn. The hard hat shall be worn in accordance with the manufacturer-instructions and recommendations.
- Head protection shall be in suitable, serviceable condition and appropriate for the task being performed.

"Some have eyes and cannot see; Some have ears and cannot hear; So be wise and wear your safety gear"
Respiratory Protection

- Contractor personnel shall use respiratory protection when engineering, work practice, or administrative controls are not feasible for limiting exposure to airborne contaminants below regulatory limits.

- In these circumstances exposed Contractor personnel shall wear respirators approved by the National Institute for Occupational Safety and Health (NIOSH).

- For all respirator use, the Contractor shall have a written respiratory protection program in place, covering worksite specific procedures; work area surveillance; program evaluation; training; respirator selection; medical evaluation; fit testing; use; cleaning; sanitizing; inspection; storage and maintenance.

- Written respirator protection programs and operating procedures shall comply with applicable state respiratory protection standards or the Federal OSHA respiratory protection standard (29 CFR 1910.134, Respiratory Protection).
Portable/Fixed Ladders
All ladders shall be selected based on the nature of the work, the load and the height to be reached.

The Contractor shall:

- Inspect the ladder frequently to identify any defects prior to each use. Inspections should be performed by the individual using the ladder.
- Maintain the ladder’s safety feet and other auxiliary equipment in good working condition to ensure proper performance.
- Keep the rungs free of grease, lubricants and other materials.
- Set-up extension ladders with the base away from the wall at a 1 to 4 ratio.
- Use the ladder in a fully extended configuration and do not use if the ladder is leaning against walls/structures.
- Store ladders in a safe manner when not in use. Place ladders where they will not obstruct traffic and secure them as necessary.
- Identify each company-owned ladder with the company name and without concealing any structural defects.

The Contractor shall **NOT**:

- Use wooden ladders on LMMFC premises unless permission is granted by the LMMFC ESH Office.
- Use a ladder if the manufacturer’s identification, rated capacity and warning labels are missing or illegible.
- Use any ladder found in disrepair and/or non-compliant. In this instance, the ladder shall be marked defective and shall be withdrawn from service, removed from LMMFC premises and/or restored to its original design criteria.
- Place any ladders in front of door openings unless the door is blocked open, locked or guarded.
Place the ladder in passageways, driveways or any location where the ladder become displaced by other work activities unless protected by barricades or guards.

Use a ladder to gain access to any elevated platform or roof unless the top of the ladder is secured and/or tied-off to prevent lateral movement. The ladder shall extend a minimum of 3 feet above the next level (point of support at the eave, gutter or platform line).

Load any ladders beyond the maximum rated capacity.

Allowed any employee to sit or stand on the top two steps of any ladder.

Place portable metal ladders in the vicinity of electrical circuits in places where they may come in contact with energized equipment. Contact the LMMFC Contract Monitor or ESH Office for site specific ladder policies.

Construct job-made ladders unless approved by the LMMFC ESH Office.
Roofing Operations

Contractors and their subcontractors performing roofing operations such as new roof construction, alteration and/or repair on LMMFC premises shall comply with the fall protection section of this manual. In addition to the safety requirements referenced above, the Contractor shall comply with the following:

- Prior to demolition, ensure the LMMFC Contract Monitor confirms that all roofing material to be disturbed or removed is free of asbestos.

- Evaluate fall protection hazards when working at heights and provide a Fall Protection and Rescue Plan developed by a "Qualified Person" prior to beginning work.

- Contractors are encouraged to use temporary guardrails as primary fall protection to reduce the need for continued monitoring of the edge.

- Fall protection will be required for leading edge work, open roof work or in areas where the guardrails will create a hazard to operations.

- Maintain the Fall Protection and Rescue Plan at the work site and provide a copy to the LMMFC ESH Office prior to beginning work and upon request.

- Obtain a daily Hot Work Permit prior to torching, welding, heating, cutting, brazing and soldering or the use of any type of open flame or spark-producing equipment on LMMFC premises. Refer to the Hot Work section of this manual for more details.

- **DO NOT** disturb or dispose of ACM without ESH approval.

If in doubt, the LMMFC Contract Monitor would contact ESH if there is a question.
Sandblasting
The Contractor shall provide tarpaulin drop cloths and windscreens under and around blasting operations to confine and collect dust, sand, paint and other debris for disposal in accordance with the requirements specified below.

- LMMFC ESH shall approve sandblasting operations and its materials prior to commencement of work activities. Silica–based blasting material is prohibited and shall be not used at any LMMFC Facilities.
- Perform work involving removal of hazardous materials in accordance with 29CFR1910.94.
- Collect abrasive blasting waste containing lead or other heavy metals in approved containers.
- Collect dust, sand, paint and other debris resulting from sandblasting operations and store in drums with watertight lids.
- LMMFC ESH will take a representative sample of waste materials to determine if the material is hazardous. The LMMFC ESH Office or the site’s designee (s) will handle the disposal of waste identified as hazardous. If ESH determines the material is non-hazardous, the Contractor shall handle the disposal of this material.
Scaffolds
The Contractor shall ensure all scaffold safety rules are followed.

- Scaffolds shall be erected, moved, dismantled, altered and inspected only under the supervision and direction of a competent person who is qualified in scaffold erection, moving, dismantling or alteration.

- Ensure work is performed only by experienced and trained personnel selected for such work by the Competent Person.

- The feasibility and safety of providing fall protection for personnel erecting or dismantling supported scaffolds is to be decided by a Competent Person. A Fall Protection Plan is required and shall be provided to LMMFC ESH Office for review prior to commencing work.

- Fall protection shall be provided when erecting or dismantling scaffolds where the installation and use of such protection is feasible and does not create a greater hazard.

- Scaffolds and scaffold components are to be inspected by a Competent Person for visible defects before each work shift and after an occurrence which could affect a scaffold’s structural integrity.

- Daily documentation of the scaffold inspection shall be maintained on the scaffold system by the Competent Person.

- All casters used with baker mobile scaffolding shall be provided with a positive locking device to hold the scaffold in position when the scaffold is stationary or while employees are on the scaffold.
- The height of the scaffold should not be more than four times its minimum base dimension unless guys, ties or braces are used (follow the manufacturer’s instructions and recommendations).

- Scaffolds shall be fully decked with no more than 1 inch gaps between planks.

- Be able to support its weight and 4 times its maximum load.

- “Walking” a scaffold (moving a scaffold from the work platform via shuffling, riding or pulling/pushing) is prohibited.

- Keep scaffold platforms and the area around the scaffold free of debris and unnecessary material or other hazards that could cause a trip or fall.
Aerial and Scissor Lifts
Contractors shall follow the Manufacturer's operator manual when operating aerial and scissor lifts to include Genie personal lifts and boom-supported aerial platforms, such as cherry pickers or bucket trucks.

- Inspect the equipment and test the controls prior to use each day. If defective, tag out of service and do not use.
- Only trained, authorized personnel are allowed to operate equipment.
- Operators shall possess proof of training during equipment operations at all times.
- Employees shall wear a full body harness with a lanyards attached to the anchor points provided by the manufacturer on all self-propelled elevating platforms (e.g., articulating boom lifts) and vehicle mounted work platforms when moving work is being performed.
- Stay clear of overhead electrical lines and obstructions.
- Maintain the minimum safe approach distances to power lines in accordance with OSHA requirements, the manufacturer’s safety warnings and equipment labels.
- **DO NOT** exceed maximum weight limit listed on the equipment. (lift capacity accounts for person and equipment)
- **DO NOT** move personnel aerial lifts or vehicle mounted work platforms when elevated as it may strike overhead objects or may tip over.
- **DO NOT** climb, sit, stand or hang on the guardrails or mid-rails to gain height.
- Ensure that the “**EMERGENCY STOP BUTTON**” is depressed anytime the equipment is at rest to prevent accidental movement of the equipment while performing the required task.
- **DO NOT** use aerial lifts and scissor lifts as cranes, jack stands or forklifts.

- When working in elevated locations, ensure materials and tools fit within the platform rail and do not fall.

- Tools, materials and trash shall not be dropped or thrown to or from elevated locations.

- Barricade areas under overhead work and clear them of personnel. If this is not possible, coordinate with the LMMFC Contract Monitor and Facilities to develop options.
Excavation and Trenching
The Contractor shall ensure all excavation safety rules are followed.

Before performing excavation work on the property, the Contractor shall:

- Locate underground utilities such as sewer, telephone, fuel, electric, water, or other underground installations that may be encountered prior to opening an excavation.
- Obtain approval of any excavation from the LMMFC ESH Office or the LMMFC Contract Monitor prior to starting work.
- All excavations shall be protected against hazardous ground movement by shoring, sloping or benching, when required.
- Equipment adjacent to trenches shall not be moved until all personnel are evacuated from the trench area.
- Environmental permits may be required prior to the work start date. Environmental sampling may be required prior to soil disposal. Soil piles shall not be removed from site without LMMFC approval. Contact the LMMFC ESH Office for specific requirements.
- The Competent Person shall inspect all excavations before work begins, during and as conditions change.
- Prior to entry into excavations and/or trenches, the space shall be evaluated to determine if confined space requirements apply.
- If evidence of a hazardous condition is found, exposed employees shall be removed from the hazardous area immediately until the necessary precautions have been taken to ensure their health and safety.
- All excavations, regardless of depth, shall be barricaded or covered with a standard guard rail or an alternate method approved by the LMMFC ESH Office. Any excavation that shall remain open past the normal work shift shall be equipped with
appropriate protection to prevent accidental access and will include reflectors and lights.

- Barricades shall be sufficiently rigid that a person cannot displace them by walking into them at a normal speed.
- Walkways shall be provided where employees or equipment are required or permitted to cross over excavations. When walkways are utilized, a guardrail system shall be in place.
- Any liquid entering an excavation that requires disposal (dewatering) shall be removed in a manner approved by the LMMFC ESH Office.

"Failing to prepare = Prepare to fail"
Utility Shutdown

LMMFC ESH, Facilities and Security shall be informed in accordance with the site’s advance utility shutdown notification process and/or system prior to performing maintenance, modifications or repairs.

In the event of an unplanned emergency shutdown, follow the procedure addressed in the Emergencies and Security section of this manual. For further guidance, contact the LMMFC Contract Monitor.
Vehicle Operations and Powered Industrial Trucks

Only electric-powered equipment is allowed inside of buildings unless prior written approval is obtained from LMMFC ESH Office.

Gasoline, diesel and liquefied petroleum (LP) gas-powered internal combustion engines shall not be used inside any LMMFC building unless approval is obtained from LMMFC ESH. Such equipment includes, but is not limited to, powered industrial trucks (PITs/Forklifts), cranes, earthmoving equipment, pressure washers, concrete saws, generators and any other equipment having a gas-powered/combustion engine.

- In the event that a Contractor requires the use of a non-electric-powered piece of equipment inside a LMMFC building, the Contractor shall submit a written plan to include the following:
  - Work to be performed
  - Duration of time anticipated to be inside of the building
  - Mitigating controls utilized to maintain a safe work environment/area
  - Equipment to be used
  - Other additional environmental hazards
  - Identification of methods of ventilation

Note: It is recommended that testing for Carbon Monoxide (CO) emissions be performed prior to bringing the equipment on LMMFC premises.

- For non-electric powered equipment operated indoors, Carbon Monoxide (CO) emissions shall be managed at or below the most stringent exposure limits as established by OSHA, National Institute of Occupational Safety and Health (NIOSH) and/or American Conference of Governmental Industrial Hygienists (ACGIH).
- Copies of the written plan shall be provided to the LMMFC ESH Office or Contract Monitor upon request.
At all times, operators shall possess proof of training during operation of equipment.

The use of cell phones and other electronic devices is prohibited while operating motor vehicles, forklifts and other vehicles as described in “Your Rights and Responsibilities” section unless the vehicle is parked in a safe and legal location or a hands-free device is used. Secure vehicles and remove keys from the ignition before leaving the vehicle unattended.

Safe and proper practices shall be followed at all times or vehicle operating privileges will be suspended and/or revoked at the discretion of Security, the LMMFC Contract Monitor or ESH Office.

Seatbelts are required to be worn if the vehicle has Roll-Over Protection Structures (ROPS).

Daily inspections and scheduled preventive maintenance records shall be available upon request.

Modified PIT attachments other than those approved/certified by the Original Equipment Manufacturer (OEM) shall not be used.

Modifications or additions that affect capacity or safe operation shall not be performed without prior written approval from the forklift truck manufacturer. Capacity, operation, and maintenance instruction plates, tags or decals shall be changed accordingly. [29CFR1910.178(a)(4)]

Operators must be trained in the proper use of attachments because they alter the performance of the forklift. Attachments affect the truck's performance by changing its center of gravity, visibility and capacity. Operators will be trained in the fork and attachment adaptation, operation and use limitations in accordance with 29CFR1910.178(l)(3)(i)(G).

Slings, cables or chains attached to the forks to lift materials or objects are prohibited unless approved by ESH.

All vehicles that enter a building shall use an audible alarm and operate at a speed no faster than a brisk walking pace.

Contractor vehicles to be considered for a compound pass shall show proof of the operability of all applicable safety features of the vehicle to include golf carts and Personal Owned Vehicles (POV).

Personal and Contractor vehicles shall not be serviced (e.g., oil changes, tune-ups, washing/detailing, brake changes, etc.) while on LMMFC property except in emergency situations (e.g., towing for repairs, flat tire repair, jump start, windshield replacement, etc.). These occurrences shall be immediately reported to Security and/or LMMFC ESH.
Warning Signs and Barricades
The Contractor shall erect and properly maintain necessary safeguards to protect Contractor personnel, LMMFC employees and the general public from unauthorized entry to designated construction areas. Isolate work areas from LMMFC operations and employees by using warning tape, barricades or any another effective means.

- Before beginning work, inform the LMMFC Contract Monitor of work posing a potential danger to LMMFC personnel and obtain a written authorization to proceed.
- Barricades can be, “A” frame barricades, stanchions, etc. Barriers shall be substantial.
- Overhead work conducted in aisles where objects could fall and possibly strike passerby shall have sufficient safeguards in place (i.e., overhead protective barrier, netting, hard barrier, detour routes or consider working off-shifts).
- Signs shall also be posted to indicate to unauthorized personnel that entry through the construction area is strictly prohibited. In addition, a detour route shall be pre-selected and marked appropriately.
- Floor and wall openings shall be guarded by substantial barriers, railings, netting, fences, guardrails, steel plates and covering material to prevent slip, trips and falls.
- Hole covers shall be placed over floor holes 2” or greater that present a hazard to the workers, pedestrian traffic or general public at lower levels. They shall be secured against movement and clearly marked as “OPEN HOLE”, “HOLE COVER” OR “DO NOT REMOVE”.

"Environmental, Safety and Health Contractor Manual"

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Working Alone

Contractors shall evaluate work tasks to determine when a 2-person process is required to ensure the safety of the employee performing the work.

When it is necessary to work off-shift, weekends or holiday hours, arrangements shall be made with the LMMFC Contract Monitor two days in advance of such work.

Examples of hazardous activities include, but are not limited to:

- Electrical
- Welding operations where a fire watch is required
- Machinery and equipment operation
- Confined space entry
- Trenching and excavation
- Isolated work on rooftops
- Emergency rescue operations
- Quick-acting acutely toxic material/chemicals
- While using supplied air respiratory equipment or self-contained breathing apparatus
- Sprinkler work

It is the Contractor’s responsibility to inform the LMMFC Contract Monitor as to when off-shift, weekend or holiday work is planned and to inform the LMMFC Contract Monitor the type of work to be performed.
## APPENDIX A - Terms and Definitions

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
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</thead>
<tbody>
<tr>
<td>Approved Substitute</td>
<td>A substance listed under the EPA’s Significant New Alternative Program (SNAP) as a replacement for a class I or Class II Ozone Depleting Substances (ODS).</td>
</tr>
<tr>
<td>Buyer</td>
<td>Lockheed Martin Missiles and Fire Control Company (LMMFC). Any reference to “Buyer” shall include its duly appointed representatives i.e., Contract Monitor.</td>
</tr>
<tr>
<td>Chemical Waste</td>
<td>This includes, but is not limited to salts, acids, alkalis, herbicides, pesticides, and organic and inorganic chemicals.</td>
</tr>
<tr>
<td>Contractor</td>
<td>Any organization or individual (Contractor) and its subcontractors, engaged by Lockheed Martin through written agreement to perform work at Lockheed Martin-owned, leased, controlled, and/or operated facilities or at sites where Lockheed Martin has work performance responsibilities. Contractors include, but are not limited to, construction contractors, service/technical representatives, vendors and suppliers, maintenance/renovation, consultants, cafeteria and security service providers contracted software developers or support personnel. For purposes of brevity the above will be referred to in this document simply as “Contractors”.</td>
</tr>
<tr>
<td>Contingent Non-Employee Labor</td>
<td>Persons acquired from managed service provider, leased labor agency or other third party provider of temporary labor for the limited purpose of fulfilling the short-term labor requirements of Lockheed Martin elements. These employees are supervised by the organizations they are supporting.</td>
</tr>
<tr>
<td>Debris</td>
<td>Combustible and noncombustible wastes such as ashes and waste materials resulting from construction or maintenance and repair work, leaves and tree trimmings.</td>
</tr>
<tr>
<td>ESH</td>
<td>LMMFC Environmental, Safety and Health Department</td>
</tr>
<tr>
<td>Excavation</td>
<td>Any man-made cut, cavity, trench or depression in an earth surface, formed by earth removal.</td>
</tr>
<tr>
<td>Garbage</td>
<td>Refuse and scraps resulting from preparation, dispensing and consumption of food.</td>
</tr>
<tr>
<td>Hazardous Material</td>
<td>Any chemical or substance which is a physical hazard or an environmentally hazardous substance, hazardous waste, marine pollutant, elevated temperature material, material designated as hazardous in the 49CFR 172.101 Hazardous Materials Table, samples believed to be hazardous and materials that meet the hazard class and division defining criteria in 49CFR Part 173.</td>
</tr>
<tr>
<td>Hazardous Waste</td>
<td>Hazardous substances as defined in 40 CFR 261 or as defined by applicable state and local regulations.</td>
</tr>
<tr>
<td>Health and Safety Plan (HASP)</td>
<td>A job specific health and safety plan, providing details to the health and safety aspects of the job.</td>
</tr>
<tr>
<td>LMMFC</td>
<td>See Buyer (LMMFC)</td>
</tr>
<tr>
<td>LMMFC Contract Monitor</td>
<td>A Lockheed Martin employee that has been designated to manage a contractual agreement to include but not limited to Environmental, Safety and Health requirements for the project.</td>
</tr>
<tr>
<td>Oily Waste</td>
<td>Petroleum products and bituminous materials.</td>
</tr>
<tr>
<td>Personnel</td>
<td>Any Contractor employee, subcontractor employee, Lockheed Martin employee, customer or visitor.</td>
</tr>
<tr>
<td>Rubbish</td>
<td>Combustible and noncombustible wastes such as paper, boxes, glass, crockery, metal, lumber, cans and bones.</td>
</tr>
<tr>
<td>Sediment</td>
<td>All and other debris that have eroded and have been transported by runoff water or wind.</td>
</tr>
<tr>
<td>Sewage</td>
<td>Waste characterized as domestic sanitary sewage.</td>
</tr>
<tr>
<td>Solid Waste</td>
<td>Waste characterized as domestic sanitary sewage, debris, garbage, and other discarded solid materials, excluding hazardous waste as defined in paragraph entitled “Hazardous Waste”, resulting from industrial, commercial and agricultural operations and from community activities.</td>
</tr>
<tr>
<td>Vehicle</td>
<td>Any means of transportation used to transport personnel and/or property/equipment (e.g., automobiles, trucks, lift trucks, scooters, and golf carts).</td>
</tr>
</tbody>
</table>
### APPENDIX B - Acronyms

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>ACGIH</td>
<td>American Conference of Governmental Industrial Hygienists</td>
</tr>
<tr>
<td>ACM</td>
<td>Asbestos Containing Material</td>
</tr>
<tr>
<td>ANSI</td>
<td>American National Standards Institute</td>
</tr>
<tr>
<td>ATV</td>
<td>All-terrain (ATV)</td>
</tr>
<tr>
<td>BBP</td>
<td>Blood borne Pathogens (BBP)</td>
</tr>
<tr>
<td>CAZ</td>
<td>Controlled Access Zones</td>
</tr>
<tr>
<td>CFC</td>
<td>Chlorofluorocarbons</td>
</tr>
<tr>
<td>CFR</td>
<td>Code of Federal Regulations</td>
</tr>
<tr>
<td>CO</td>
<td>Carbon Monoxide</td>
</tr>
<tr>
<td>DOT</td>
<td>Department Of Transportation</td>
</tr>
<tr>
<td>EMR</td>
<td>Experience Modification Ratio</td>
</tr>
<tr>
<td>ENV</td>
<td>Environmental Resources</td>
</tr>
<tr>
<td>EPA</td>
<td>Environmental Protection Agency</td>
</tr>
<tr>
<td>ESH</td>
<td>Environmental, Safety and Health</td>
</tr>
<tr>
<td>FM</td>
<td>Factory Mutual</td>
</tr>
<tr>
<td>FPS</td>
<td>Fire Protection Services</td>
</tr>
<tr>
<td>GFCI</td>
<td>Ground Fault Circuit Interrupter</td>
</tr>
<tr>
<td>GHS</td>
<td>Global Harmonized System</td>
</tr>
<tr>
<td>GSCO</td>
<td>Supply Chain Operations</td>
</tr>
<tr>
<td>HASPs</td>
<td>Health and Safety Plans</td>
</tr>
<tr>
<td>IAQ</td>
<td>Indoor Air Quality</td>
</tr>
<tr>
<td>JHA</td>
<td>Job Hazard Analysis</td>
</tr>
<tr>
<td>LMC</td>
<td>Lockheed Martin Corporation</td>
</tr>
<tr>
<td>LMMFC</td>
<td>Lockheed Martin Missiles and Fire Control</td>
</tr>
<tr>
<td>LO/TO</td>
<td>Lockout/Tagout</td>
</tr>
<tr>
<td>LP</td>
<td>Liquefied petroleum</td>
</tr>
<tr>
<td>NAICS</td>
<td>North American Industry Classification System</td>
</tr>
<tr>
<td>NEC</td>
<td>National Electric Code</td>
</tr>
<tr>
<td>NFPA</td>
<td>National Fire Protection Association</td>
</tr>
<tr>
<td>NIOSH</td>
<td>National Institute for Occupational Safety and Health</td>
</tr>
<tr>
<td>NRC</td>
<td>Nuclear Regulatory Commission</td>
</tr>
<tr>
<td>OEM</td>
<td>Original Equipment Manufacturer</td>
</tr>
<tr>
<td>ODS</td>
<td>Ozone Depleting Substance</td>
</tr>
<tr>
<td>OHS</td>
<td>Occupational Health Service</td>
</tr>
<tr>
<td>OSHA</td>
<td>Occupational Safety and Health Administration</td>
</tr>
<tr>
<td>PACM</td>
<td>Potential Asbestos-Containing Material</td>
</tr>
<tr>
<td>POV</td>
<td>Personal Owned Vehicles</td>
</tr>
<tr>
<td>PPE</td>
<td>Personal Protection Equipment</td>
</tr>
<tr>
<td>PSI</td>
<td>Pounds per Square Inch</td>
</tr>
<tr>
<td>PSM</td>
<td>Process Safety Management</td>
</tr>
<tr>
<td>RCRA</td>
<td>Resource Conservation and Recovery Act</td>
</tr>
<tr>
<td>SDS</td>
<td>Safety Data Sheet</td>
</tr>
<tr>
<td>SIC</td>
<td>Standard Industrial Classification</td>
</tr>
<tr>
<td>SNAP</td>
<td>Significant New Alternative Program</td>
</tr>
<tr>
<td>TWA</td>
<td>Time Weighted Average</td>
</tr>
<tr>
<td>USACE</td>
<td>U.S. Army Corps of Engineers</td>
</tr>
<tr>
<td>ZMS</td>
<td>Zero Mechanical State</td>
</tr>
</tbody>
</table>

### APPENDIX C - References

<table>
<thead>
<tr>
<th>Reference</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>29 CFR Part 1910</td>
<td>Occupational Safety and Health Standards for General Industry</td>
</tr>
<tr>
<td>29 CFR Part 1926</td>
<td>Occupational Safety and Health Standards for the Construction Industry</td>
</tr>
<tr>
<td>Policy 1-1-003</td>
<td>Environmental, Safety, and Health (ESH) policy</td>
</tr>
<tr>
<td>1-2-274</td>
<td>Environmental, Safety and Health Rules and Requirements for Construction and Services Contractors</td>
</tr>
<tr>
<td>ESH-05</td>
<td>Contractor Management</td>
</tr>
<tr>
<td>CPS-113</td>
<td>Acquisition of Goods and Services</td>
</tr>
</tbody>
</table>
APPENDIX D – Third Party User Loaned Tool / Equipment Indemnity Agreement

Whereas, _____________________________________________("User") is performing work for Lockheed Martin Corporation (LMC) at its plant in location:________________________ State:__________________); and whereas, LMC has certain tools, equipment, manned or unmanned or other items ("Items") on this site for use in performance of its work and User has requested that User be allowed to use Items in connection with work it is performing at the site, all of which work is important to Owner.

Now, therefore, in consideration of LMC agreeing to allow the use of Items by the User, the parties hereby covenant and agree as follows:

- User shall maintain the following insurance coverages on the Items:
  1. Comprehensive physical damage insurance against risks of theft, fire or other loss, damage or diminution in value in any amount not less than 50,000;
  2. General public liability insurance in such amounts as is commonly maintained by companies similarly situated; and
  3. Any other insurance to such extent against such risks, hazards, and liabilities as is commonly maintained by companies similarly situated. LMC agrees that the User may use Items as described below, but only at times convenient to LMC, and User agrees to request and receive LMC permission before each use of any Items.

- User agrees that LMC can terminate the right of User to make use of Items at any time by giving written notice of such termination to User. User warrants that all personnel operating the equipment shall be properly qualified and trained prior to use.

- LMC MAKES NO WARRANTIES, EXPRESS OR IMPLIED, AS TO THE SUITABILITY OR FITNESS OF ANY ITEMS SUPPLIED, AND USER SHALL INSPECT, ACCEPT AND UTILIZE SUCH ITEMS AT ITS SOLE RISK AND EXPENSE. USE OF ANY ITEM BY USER SHALL CONSTITUTE AN ABSOLUTE AND IRREBUTTABLE PRESUMPTION THAT USER ACCEPTS SUCH ITEMS AND SERVICES OF ANY OPERATOR “AS IS” AND USER SHALL BE SOLELY RESPONSIBLE FOR THE SAFE OPERATION THEREOF.

- To the fullest extent permitted by law, User agrees to defend, indemnify and hold harmless LMC and their agents, employees, directors, successors, and assigns against any and all claims, damages, losses, and expenses (including attorney's fees) arising out of, resulting from or related to the use of Items by User, including but not limited to bodily injury to persons (including operators) and damage to property (including Items), regardless of whether or not such claim, damage, loss or expense is caused, in whole or in part, by LMC’s negligence. This agreement shall be governed in accordance with the laws of the state where the work is performed.

Company Name

User/Requestor
(Print Name) User/Requestor
(Signature) Title: Date:

Witness By
(Print Name) Witness
(Signature) Title: Date:
APPENDIX E - Contractor ESH Orientation

Lockheed Martin Missiles and Fire Control (LMMFC) believes that injuries and property loss arising from construction can be prevented through sound and reasonable safety procedures.

A safe operation contributes to a productive and economically viable operation. Strict environmental and safety prevention guidelines have been incorporated into our operations. Protection of our employees and equipment is a primary concern. Good communication between you, your co-workers, and LMMFC is absolutely essential to job safety. Each contractor shall utilize safe construction and work practices for each job to ensure the safety of their employees, Lockheed Martin employees and the facility.

A Contractor’s manual has been provided to you. This manual serves to summarize applicable 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 safety and health programs and/or requirements.

Any discrepancy between this manual and regulatory and contractual requirements shall be resolved by using the most stringent requirement.

The contractor is responsible for compliance with all the applicable regulations. This facility reserves the right to halt construction work, terminate contracts and ask that Contractor employees be removed and/or barred from the site if safe practices are not maintained. All contractors are required to enforce ESH rules and safe construction and environmental work practices among their workers.

For site specific questions, contact the appointed LMMFC Contract Monitor or ESH Office representative.

Return completed Forms 1 and 2 to the LMMFC Contract Monitor before commencing work activities and upon request by the LMMFC ESH Office.
Form - 1  
Certification of 
ESH Contractor Manual Review & ESH Orientation

<table>
<thead>
<tr>
<th>Contractor Company Name:</th>
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</thead>
<tbody>
<tr>
<td>Contractor Company Address:</td>
<td></td>
<td></td>
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<tr>
<td>Telephone:</td>
<td></td>
<td></td>
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<tr>
<td>Contractor Company Supervisor:</td>
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</table>

This is to certify that I am the representative or owner of the above listed Company. I also certify that I have received a copy of the ESH Contractor Manual and ESH Orientation package. I have reviewed this manual and discussed questions with our company employees and subcontractors before commencing work activities on LMMFC premises. I understand that it is my responsibility to discuss, train and assess my employees’ understanding of these policies/procedures. I will provide the LMMFC Contract Monitor with documentation of this training for each employee before they begin work at this facility.

Through this orientation I have had all questions answered and will to the best of my ability, provide a safe work environment for my employees and the employees of LMMFC. I understand that I am responsible for conducting a site specific ESH Contractor Orientation for the specific work to be performed as required by the ESH Contractor Manual.

**NOTE:** Any breach of LMMFC ESH Requirements may result in termination of the Contracted work.

Comments/Questions:

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</table>

**Signatures:**

<table>
<thead>
<tr>
<th>Contractor Representative:</th>
<th>Date:</th>
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<tbody>
<tr>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>LMMFC Contract Monitor:</th>
<th>Date:</th>
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<tbody>
<tr>
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</table>

<table>
<thead>
<tr>
<th>LMMFC ESH Representative: (Optional)</th>
<th>Date:</th>
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<td>(PRINT)</td>
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</tbody>
</table>

Return completed forms to the LMMFC Contract Monitor before commencing work activities and upon request by the LMMFC ESH Office.
Form - 2
Certification of
Contractor Employee ESH Orientation

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 hazards specific to our tasks and to this facility, safe work practices, safety and environmental aspects and emergency procedures.

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

Company Name: __________________________

Trainer Name (PRINT): ___________________ Title: __________________________

Signature: __________________________ Date: __________________________

Attendance Sheet

<table>
<thead>
<tr>
<th>No.:</th>
<th>EMPLOYEE NAME (PRINT)</th>
<th>SIGNATURE</th>
<th>DATE</th>
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</table>

Return completed forms to the LMMFC Contract Monitor before commencing work activities and upon request by the LMMFC ESH Office.
### APPENDIX F - ESH Contractor’s Revision History

<table>
<thead>
<tr>
<th>Issue</th>
<th>Date</th>
<th>Description or Reason for Change</th>
<th>Revised By</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>April 2017</td>
<td>ESH Contractor Manual Revised</td>
<td>Elio Romero</td>
</tr>
<tr>
<td>3</td>
<td>March 2015</td>
<td>Several pictures were updated</td>
<td>Nathan Miller</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Document formatting changes</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>January 2015</td>
<td>Deletions: LO/TO - LMMFC Lockout/Tagout program shall be followed. Your Contract Monitor or ESH can supply you with a copy of the Lockout/Tagout Program. (Contradicts other statements in document)</td>
<td>Nathan Miller</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Scissor lifts - A full body harness shall be worn and a lanyard attached to the manufacturer’s designated tie off point (consult the operator’s manual). (Bullet was redundant to prior statement)</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>March 2010</td>
<td>Original Issue</td>
<td>Mike Self</td>
</tr>
</tbody>
</table>