



Contractor Compliance & Safety Briefing Lockheed Martin (LM)



6 October 2020

Introduction, LM Safety Briefing

Lockheed Martin (LM) is committed to mission success with a proactive, predictive and preventive strategy to enable SAFE program performance by our teams.

We strive to operate our facilities in a regulatory compliant, **responsible manner that provides a safe and healthy workplace for employees, contractors, and visitors.** We work to prevent occupational injuries and illnesses, protect our products and facilities, as well as the environment and surrounding communities, while committing to pollution prevention and conservation of natural resources.

Applicability

The Purpose of the “Contractor Compliance & Safety Briefing LM” is for LM PLSSS to **provide information to all contractors (non-LM employees) with key Environmental, Safety and Health (ESH) requirements** and site protocols to safeguard contractors, visitors, LM PLSSS employees, facilities, equipment, and the environment, while working at LM PLSSS work sites. **This briefing is a SDRL in your SOW.**

This Safety briefing applies to any organization or individual (Contractor) and its subcontractors to perform work at LM PLSSS operated facilities as per the SOW.

Contact your LM RSE (Responsible System Engineer) or LM ESH for assistance. **Ensure a copy of signed last page needs to go the LM SCA to show the SDRL is completed.**

Scope of LM Safety Briefing

- General Safety Rules
- Prohibited Items & Activities
- Contractor Hazardous Activities
- Potential Site Hazards
- Emergencies (EAP Locations) Evacuations
- Reporting Accidents/Close Calls
- Warnings/Signs & Barricades

Scope of Briefing (Continued)

- Housekeeping
- Personal Protective Equipment (PPE)
- Smoking/Eating/Drinking Rules
- Hazardous Communication & Waste
- Asbestos & Lead
- On Base Driving Policy
- Summary
- SDRL Credit for your SOW

General Safety Rules

- Important Contact Numbers
 - Fire or Medical Emergency: **911**
 - LM Operations Support Center (OSC):
 - (805) 606-4339 or (805) 606-2700
 - Your RSE, SOW specific
 - Environmental Health & Safety (**ESH**):
 - Shane Cooper (805) 875-1026
 - Mark Inguaggiato (805) 875-1088
 - Al Palacio (805) 875-1031
 - Katie Youngstrom (805) 875-1008

General Safety Rules

- Contractors employed in connection with construction, painting, repairing, abatement, maintenance, renovation, demolition of any fixed structure or its parts shall comply with OSHA Standard **29 CFR Part 1926** for the Construction Industry.
- Contractors must also comply with other applicable requirements regarding OSHA Standard **29 CFR Part 1910** for General Industry
- Other Federal, State and local regulations including any SOW Requirements.

Prohibited Items & Activities

Entry onto LM PLSSS operated premises constitutes your consent to the search of your person, vehicle, packages, briefcases, other containers.

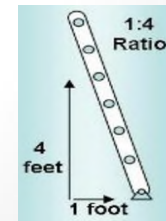
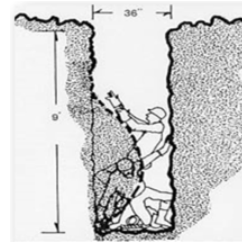
VAFB Security Prohibits:

- Weapons to include explosives, fireworks, and knives in excess of 3.5"
- Firearms consistent with local state or federal laws
- Offensive, pornographic, sexually explicit or degrading material
- **Unauthorized use of cameras, recording devices, PEDs within buildings or within our fences without LM approval**
- Unauthorized use of tobacco or alcohol beverages
- Any item that violates local state or federal law to include illegal substances

Contractor Hazardous Activities

Contractor and LM PLSSS RSE POC and/or LM ESH, shall exchange SAFETY information and coordinate actions regarding regulatory compliance and site-specific requirements / procedures:

- Chemical Handling and Use / Hazardous Material / Hazardous Waste
- Lock Out / Tag Out (LOTO)
- Electrical Work PPE and Buddy System
- Demolition, Excavation, Trenching
- Asbestos / Lead / Sampling and Abatement
- Confined Spaces
- Hot Work (welding), need Hot Work Permit before starting
- Fall Protection with working at Heights (e.g. roofs, scaffolding)
- Lifting (use proper back lifting techniques to reduce back injuries)
- Cranes (do not get under overhead loads), use spotters
- Ladder Safety



Potential Site Hazards

Contractor may encounter hazards at LM PLSSS work sites. Contractor shall identify applicable hazards and take appropriate steps to mitigate these hazards.

These hazards include, but are not limited to:

- Hazardous Materials / Hazardous Waste
- Ionizing Radiation / Non-Ionizing Radiation (lasers)
- Ordnance / Explosives / Cryogenics
- Heat and Cold Stress, VAFB can often get be over 90° F
- Oxygen Deficient Atmospheres
- **Confined Spaces**
- Asbestos & Lead Exposure With Demolition
- Rattlesnakes, Black Widows and Poison Oak



DANGER HAZARDOUS MATERIAL DO NOT ENTER



COVID-19 Potential Site Hazards

- Stay at home if you are sick!
- Maintain social distancing (6 ft or more) to the maximum extent possible
- Face masks/coverings are required in all areas outside your regular workspace. Face masks are not a replacement for social distancing.
- Ensure disciplined personal hygiene by washing your hands frequently.
- Limit gatherings to less than 10 people when possible (social distancing should still be maintained).
- Follow your company COVID-19 procedures too.

Emergency Action Plan

PA Announcement Will Provide **Emergency** Direction

- If unsure of route or actions, follow your escort or crowd
- **Fire**
 - Proceed to nearest clearly marked safe exit
 - **Do Not Use Elevators or Vehicles during evacuations**
 - Evacuation routes are posted in hallways
 - Assembly (EAP) points located in parking lots
 - Stay 75 feet away from buildings, evacuation distances may vary based on specific incident/conditions
 - Check in with your supervisor before leaving assembly point for accountability
- **Shelter-In-Place**
 - Proceed to designated Shelter-In-Place area and follow instructions provided by authorized representative

Reporting Accidents/Close Calls

Accident prevention is the responsibility of the contractor to initiate and maintain programs to:

- Ensure that affected employee(s) receive necessary first aid or medical treatment.
- **Promptly report all accidents / illnesses / close calls to your supervisor.**
 - If blood or other bodily fluids are present, secure the area and equipment and immediately contact your supervisor for proper cleanup to reduce exposure to others.
- **Medical Emergencies Call 911**
 - Then report to the OSC (805) 606-4339 / (805) 606-2700
- **First Aid Kits & Automated External Defibrillator (AED)**
 - First Aid Kits and AEDs are staged throughout all facilities

Warning Signs, Barricades & Housekeeping



- **Warning Signs and Barricades**

- Place cones and caution tape signage around work areas
- **Keep out of other facility barricaded/posted areas**



- **Housekeeping**

- All places of employment shall be kept clean and orderly. Materials and equipment shall be stored in designated places and proper storage containers.
- Sharp projections, where injury may occur, shall be eliminated.
- **Aisles and Exits must be kept clear at all times.**

Housekeeping (Continued)

- **Electrical cord sets and air hoses** used in work areas shall **not create a tripping hazard**.
- Chemical containers shall be stored properly at the end of the work shift.
- Do not use facility trash cans or dumpsters - all trash and recyclable materials need to be removed by contractor.
- Keep all indoor and outdoor work and lay down areas clean and free of hazards.



Personal Protective Equipment (PPE)

- Many areas may require breathing, foot, hand, hearing and/or eye protection as examples of PPE.



- Many areas are noted through warning signs, but particular operations may require PPPE (personal Potable electronic devices) that is not noted by signage.



- When in doubt ask if PPE is needed!

- PPE can be obtained through your company.

Smoking/Eating/Drinking Rules

Smoking Restrictions

- Smoke only in designated smoking areas.



Eating/Drinking Restrictions

- **Do not eat or drink in work areas** to avoid contamination of food and drinks.



Fog and Wildlife

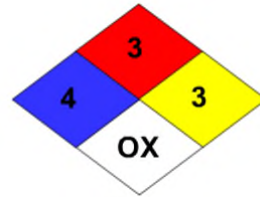
- VAFB is famous for fog which reduces visibility and dampens the roads.
- VAFB is the home to lots of wildlife, especially deer. Be attentive and remember there is usually not just one deer in the vicinity. Watch speeds with fog and at night.



Hazard Communication

- Only use approved hazardous materials.
- Report any HAZMAT exposure to your Supervisor.
- Use HAZMAT SDSs for safety direction on usage, recommended PPE and First Aid measures.

Safety Data Sheet



- ***NOTE: Facilities may contain one or more chemicals known to the State of California to cause cancer, birth defects or productive harm.***

Hazardous Waste

- Notify the LM RSE or LM ESH when generating Hazardous Waste at LM facility.
- Collect wire and electronic waste to recycle and reduce waste.
- **Never place HAZMAT or Hazardous Waste in facility trash cans, down drains, or on the ground.**
- All waste, trash and recyclables are to be removed by contractor.

Asbestos and Lead

Asbestos Containing Material (ACM) and Lead Containing Paint has been identified in buildings and is being managed in place. Common building materials with asbestos and lead include:

- Drywall joint compound and wall texturing
- Floor tiles, Mastic and Ceiling tiles
- Wall plaster
- Pipe Insulation, mainly for hot water pipes
- Roofing materials
- Older equipment (lead paint)



- Only Certified ACM/lead abatement contractors shall perform LM approved abatement Tasks

Asbestos and Lead(Continued)

- The physical disturbance (such as drilling, sawing or sanding) of Asbestos Containing Materials (ACM) and lead paint is prohibited without authorization from prior approval for a certified asbestos or lead abatement contractor.
 - These actions will cause ACM to be released into the air increasing human exposure through inhalation.
- Information on the specific locations of Asbestos Containing Material and Lead Paint located within buildings can be accessed by contacting the LM RSE or LM ESH.

On-Base Driving Reminders

- Follow all posted speed limits
 - Some areas have daytime and night time speed limits
- **Vehicles shall not block loading docks, entrance gates, facility exit doors, obstruct fire lanes or impede traffic**
- Do not enter or park in areas that are barricaded or roped off
- Do not park running vehicles near Heating Ventilation & Air Conditioning (HVAC) equipment so vehicle exhaust does not get into the HVAC intake vents
- “Hands Free” device required during mobile phone usage
- Seatbelts are mandatory at all times



Summary

Your completion of this “Contractor Compliance & Safety Briefing” gives your company a better understanding of key ESH Safety items and site protocols to safeguard you, our employees and environment while conducting work at LM PLSSS facilities.

If you have any questions or concerns, please contact your LM RSE or LM ESH.

Your LM RSE will request you to complete this briefing for facility access and to complete the SOW SDRL.

Keep an Eye on your Situational Awareness Every Day!



SDRL Credit For Your SOW

- To receive LM PLSSS Facility Escort Badges, you must complete the “Contractor Acknowledgement – Contractor Compliance & Safety Briefing” form on the next page.
- This is the SDRL of your SOW and a signature page should have been returned to LM RSE or LM ESH prior to getting Escort Badges at the OSC, B-2526.
- **Complete the next 2, duplicate signature pages, for proof of SDRL Completion.**
- **Keep First copy for you and return second copy to LM SCA/RSE/ESH.**

Contractor Acknowledgement of “Contractor Compliance & Safety Briefing”

To receive LM PLSSS Escort Badge you must complete this form.

I acknowledge that I have reviewed and understand LM PLSSS –
Contractor Compliance & Safety Briefing (SDRL)

Date: _____

Company: _____

SOW Number/Title: _____

Name (Last, First): _____

Signature: _____

THIS PAGE IS CONTRACTOR'S COPY OF PROOF OF COMPLETION.

Contractor Acknowledgement of “Contractor Compliance & Safety Briefing”

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Date: _____

Company: _____

SOW Number/Title: _____

Name (Last, First): _____

Signature: _____

THIS SIGNED PAGE IS FOR LM SCA TO SHOW SDRL IS COMPLETE.