

RENK AMERICA EHS CONTRACTOR HANDBOOK

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Change history

Ver.	Effective Date	Creator	Changes
1	07.28.2021	C. Heatherington	Initial RENK
2	03.03.2022	P.Boucon	Author and minor spelling, content, and punctuation changes

1. Purpose

Construction activities are inherently dangerous work that can be performed in a safe and healthy manner. An important objective of RENK America is to prevent injury and illness to contractor personnel as well as our own employees. The top priority and goal of every contractor must be to get the job done safely, efficiently, and on schedule. All three can be accomplished harmoniously. Our health and safety programs cannot be successful unless each of us does our part. Individual responsibility is the key element in these loss control programs and requires that each employee work safely, obey all safety rules and regulations, and correct or report unsafe conditions and practices. Contractor personnel are required to accept this responsibility also. Contractor personnel who have questions about health, safety, or environmental matters are to consult with their site supervisor, sponsor, or the Environmental, Health and Safety (EHS) team.

The purpose of this booklet is to highlight some of the significant accident prevention measures which can make a construction job a safe one. The contents must be reviewed and understood by all contractors, subcontractors, and their respective employees prior to performing work at any RENK America facility. It is the responsibility of the general or primary contractor to ensure that the contents of this booklet are made known to and understood by all subcontractor personnel. Any questions by the contractor relating to the contents or intent of this booklet should be directed to the Environmental, Health and Safety Department (EHS) through your RENK America Point of Contact.

This booklet is not intended to address every possible work situation or hazard. Each construction job must be initiated and maintained in a safe manner. The guidelines contained in this booklet will assist each contractor in accomplishing this goal.

2. Scope

Prior to the start of any contractor activity, your RENK America Point of Contact will coordinate your activities with RENK America EHS, Security, Maintenance and all other departments on site your work could affect, to ensure that all necessary fire, safety and environmental precautions and necessary safeguards have been established and followed. RENK America EHS will conduct a contractor briefing to review contracted work.

3. Terms and definitions – Not applicable

4. Regulatory Compliance

It is recommended that all contractors obtain copies of the latest Michigan Occupational Safety and Health Administration (MIOSHA) General Industry and Construction Safety Standards prior to starting any construction work. Standards are available at www.michigan.gov/lara.

Contractors are expected to be cognizant of, and comply with all other applicable federal, state, local, and site regulations, laws, requirements, and permits including Energy (10 CFR) and Transportation (49 CFR).

Contractors employed in connection with the construction, repairing, painting, maintenance, renovation, removal, or wrecking of any fixed structure or its parts at any RENK America location shall comply with applicable MIOSHA requirements. Both the primary contractor and any subcontractors are subject to the enforcement provisions of MIOSHA. Any major violations of MIOSHA safety standards, briefing items discussed herein, or continued violation of RENK America safety requirements or procedures could result in the restriction of contractor's activities within RENK America facilities and possible termination of contract.

Contractors are expected to be cognizant of and comply with all applicable environmental regulations including those found in 40 CFR and as in effect by state and local agencies. Michigan environmental laws are consolidated into the Natural Resources and Environmental Protection Act, 1994, PA 451, as amended (Act 451) and available at www.michigan.gov/deq. When an environmental permit or agency approval is required, the RENK America EHS staff person shall be involved.

5. General Requirements

- 5.1 The following items must be addressed and reviewed with all contractor personnel prior to startup of activities.
- 5.2 All contractors and their employees will be expected to follow and observe all RENK America Environmental, Health and Safety requirements when working on its premises. VIOLATIONS MAY RESULT IN CONTRACT TERMINATION BY RENK America.
- 5.3 Contractors must verify with security the current site COVID-19 requirements and comply.
- 5.4 All contractor employees shall conduct themselves in a professional manner: No acts of violence, horseplay, or practical jokes will be permitted on our property at any time.
- 5.5 The use of tobacco products, including but not limited to cigarettes, cigars, pipes and electronic cigarettes is PROHIBITED at RENK America except in designated areas.
- 5.6 Contractors are responsible to provide all tools and equipment necessary to perform their work. RENK America WILL NOT PROVIDE ANY TOOLS OR EQUIPMENT TO CONTRACTOR PERSONNEL UNDER ANY CIRCUMSTANCES.
- 5.7 Contractor lead personnel are required to control their employees. They are not to leave designated contractor work areas nor wander freely about the premises at any time. In addition, contractor employees must not interfere with production activities or RENK America employees.
- 5.8 All contractor employees must comply with, and heed all posted signs, markings, sirens, signals, and any other warnings while on RENK America property.
- 5.9 At the beginning of every work shift, contractor personnel shall inspect their work area, equipment, machinery, vehicles, and tools to ensure proper safeguards and personnel safety have been established, and any noted hazards corrected.
- 5.10 At the end of every work shift, all contractors shall inspect their work areas to ensure that all litter and debris have been cleaned up and that all required barricades, guardrails, or roped off areas are properly secured.
- 5.11 Alcoholic beverages and illegal drugs are not allowed on RENK America property at any time. Reporting to work under the influence of either is strictly forbidden. Any contractor personnel suspected of being under the influence of alcohol or drugs will be escorted off the site immediately.
- 5.12 Safety Data Sheets (SDS's/MSDS's) shall be kept AT THE WORK LOCATION for all chemicals utilized by contractor personnel in the performance of their work. Copies shall always be immediately accessible at the work location and shall be provided to RENK America personnel upon request.
- 5.13 No firearms or other weapons shall be allowed on RENK America property at any time.
- 5.14 The use of cameras or recording devices is strictly forbidden on RENK America property, unless approved in advance by Security.
- 5.15 Defacing, removal, or willful damage of RENK America property is strictly forbidden.

6. Emergency Services / Communications

6.1 All on-site RENK America emergencies and injuries shall be reported by calling 2900 from any internal plant phone or (231) 724-2900 from any outside phone line. These numbers should be called if fire, ambulance, security, or EHS emergency services are required. Phone numbers can also be found on the back cover of the contractor's handbook.



6.2 Note: If emergency is life threatening, call 911 and then call 2900 and RENK America point of contact, if possible.

6.3 During RENK America security incoming briefing, RENK America security will apprise the contractors of the emergency evacuation plan for the facility and the actions to be taken for various situations. Contractors working on the roof shall be required to leave a cell phone number with security to enable security to contact them in case of an emergency evacuation.

6.4 All personal injury or property damage incidents shall be reported immediately to RENK America security. Serious incidents shall be called in to the emergency number, (231) 724-2900.

6.5 Arrangements shall be made by each contractor to make first aid available for their employees prior to the start of any work activity. If necessary, RENK America security will request an outside ambulance in emergencies upon notification.

6.6 Report any fire emergency to RENK America security at once by calling the emergency number, (231) 724-2900. Be sure to give the exact location of the fire when you report it. At RENK America, post numbers are the best location references.



Post # H19

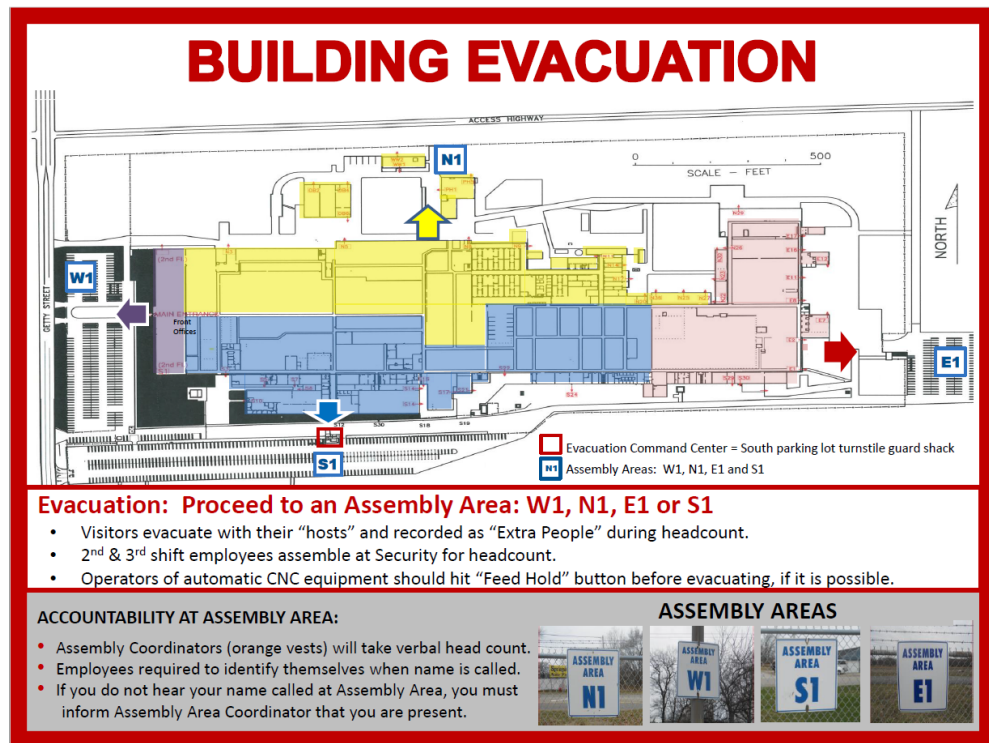
7. Emergency Response Evacuation

7.1 Contractor will exit through the closest exit and proceed to the closest assembly area should the evacuation alarm activate.

7.2 Contractor to provide their name at the assembly area (employee with orange vest).

7.3 Contractor to remain at the assembly area until instructed to re-enter the facility. Do not leave the property during an evacuation unless instructed to do so by the emergency personnel.

7.4 Contractor will follow any instructions issued by security and/or the emergency response team.



8. Contractor Parking / Vehicle Operation

- 8.1 Contractors and their employees shall operate their equipment and vehicles in a safe manner and only in designated traffic lanes and parking areas. Always be alert for pedestrians and other industrial vehicle traffic. Exercise caution when going in and out of buildings or around building corners. If Powered Industrial Vehicles (PIVs) are used in the facility by contractor personnel, the driver shall be able to produce a PIV operator permit. All PIVs shall be maintained per MIOSHA regulations and manufacturer’s recommendations.
- 8.2 Aerial work platforms (scissor lifts and boom lifts) shall be maintained and inspected per MIOSHA regulation and manufacturer’s recommendations. Each piece of equipment shall have a readily visible sticker indicating the date of the last inspection. All operators shall be able to produce a proper operating permit.
- 8.3 All posted traffic control and speed limit signs are to be obeyed. The maximum speed is 5 mph for mobile equipment and vehicles when inside buildings, 10 mph outside at building corners; and 15 mph on facility roads and in parking lots. All original safety equipment including flashers, lights and back-up alarms must be operational.
- 8.4 Headphone radios, I-Pods and/or other musical devices interfere with ability to hear instructions or warnings and are prohibited from use on PIV’s.
- 8.5 When using cell phones, all employees operating vehicles (to include Golf Carts) at RENK America, shall pull the vehicle out of the traffic aisle and stop until the cell phone conversation is completed. Cell phones are not to be used while operating any PIV at RENK America.
- 8.6 All mobile construction equipment is to be provided with rollover protection structures and seat belts as required by MIOSHA standards and operational back-up warning devices, either visual or audible types.
- 8.7 Contractor equipment left unattended at night, next to a roadway or active construction

area, must have lights or reflectors to identify their location.

- 8.8 Signalmen, flagmen, and vehicle spotters shall be used by the contractor when the conditions warrant, and such personnel shall wear reflective vests when required.
- 8.9 No personnel shall ride on vehicles unless seating is provided, and the number of riders shall not exceed the number of seats.
- 8.10 Contractors shall obtain express permission prior to using any gasoline powered equipment or vehicles inside RENK America buildings.

9. Personal Protective Equipment / Apparel

- 9.1 Contractor personnel shall wear appropriate safety apparel as dictated by the hazards involved. RENK America WILL NOT provide contractor personnel with any protective or other health and safety equipment.
- 9.2 Proper work clothing and attire are required. Wearing shorts and/or sleeveless shirts (Tank Tops) is prohibited at RENK America.
- 9.3 Approved eye protection shall always be worn in the manufacturing area. Safety glasses shall be equipped with side shields and shall not be tinted. Safety glasses and side shields shall meet the ANSI Z87.1 standard.
- 9.4 Steel-toed shoes/boots are required footwear. Open-toed or open-heeled shoes, sandals, slippers, any high heeled or spiked footwear, and ALL non-steel toe types of athletic shoes are prohibited in manufacturing and construction areas.
- 9.5 All construction areas requiring the wearing of hard hats shall be posted as such by the contractor. In addition, approved hard hats shall be worn by all personnel in these areas.
- 9.6 Approved hearing protection shall be worn by contractors while on-site at RENK America (unless in a posted office/area where hearing protection is not required).
- 9.7 Approved respiratory protection devices shall be worn by contractors when required by exposures or if posted by RENK America EHS.

10. Fire Prevention and Protection

- 10.1 No fire protection devices, sprinklers, or fixed extinguishing systems, hydrants, riser valves, or other systems will be activated, shutdown, or worked on until notification and permission granted by the Security Fire Marshal.
- 10.2 Aisles, roads, and exits shall not be blocked or closed (even temporarily) without prior contact with the RENK America engineer and approval from security / fire department.
- 10.3 Good housekeeping at work sites shall always be maintained.
- 10.4 Flammable, combustible, and other hazardous materials, liquids and wastes shall be labeled, kept in approved containers (Underwriter's Laboratory – UL, Factory Mutual FM, or Department of Transportation – DOT) and stored and transported in accordance with MIOSHA safety standards, federal environmental, Michigan DNRE and applicable safety / fire procedures.
- 10.5 Contractors are responsible for removing from the RENK America facility all their unused and unopened chemicals including paint, coatings, empty containers and other construction materials.
- 10.6 Contractors shall provide appropriate types and adequate numbers of fire extinguishers at the work site for the hazards involved and as required by the Security Fire Marshal. The equipment must be inspected, maintained, and readily available by the contractor.

- 10.7 Contractor employees shall be instructed by their employer on the location and use of the fire extinguisher made available to them.
- 10.8 Dispensing of flammable and combustible liquids must be approved by RENK America security / fire protection personnel. The contractor must provide proper grounding and bonding for their operations.
- 10.9 If contractors have been given special permission to temporarily store or dispense flammable and combustible liquids and materials, these areas must post and provided with approved storage cabinets and/or containment.
- 10.10 Contractor storage tanks will only be allowed on the site with approval of the Fire Marshal and EHS staff. If tanks are allowed, the contractor shall place a plastic liner beneath the storage tank and up the sides of either an earthen dike or sandbag dike, large enough to contain 150% of the tank's capacity.
- 10.11 Open or solid fuel heating units are prohibited at RENK America. Open burning is not permitted.

11. Required Permits: Welding/Burning/Confined Space Entry/High Work

- 11.1 Contractors shall obtain permits before beginning any hot work, entering any confined space or performing elevated work. New permits shall be obtained for each shift worked.
- 11.2 Contractors must obtain, through either security or the Fire Marshal, a hot work permit prior to any welding or hot work operations being started.
- 11.3 Proper precautions and safeguards must be taken to prevent fire or explosion hazards prior to any welding or other hot work being performed by the contractor.
- 11.4 Contractors must complete a confined space entry permit prior to entering or performing work in a confined space. RENK America has attempted to physically identify all spaces believed to meet the criteria for confined spaces. The contractor must notify RENK America personnel of any space in which work is to be performed that could be considered a confined space for evaluation by RENK America EHS.
- 11.5 It is required that all work on unprotected surfaces more than four feet high (including work while on the roof) must be done using compliant fall protection measures that are to be reviewed beforehand with EHS. Elevated work permits shall be obtained from security or EHS.
- 11.6 All permits shall be turned in to RENK America security at the end of each shift.

12. Handling & Disposal fo Non-Hazardous Waste

- 12.1 Contractors shall provide proper containers and receptacles to handle and dispose off-site all non-hazardous scrap, trash, and non-hazardous waste materials in a safe manner. Scrap and other non-hazardous waste materials shall be removed by the contractor daily.

13. Handling & Disposal of Liquid and Hazardous Wastes

- 13.1 RENK America complies with all applicable local, state, and federal requirements concerning air, land, and water pollution. During the EHS contractor briefing (prior to starting job), the contractor shall, provide safety data sheets (SDS/MSDS's) to RENK America EHS staff for all chemicals brought onto the facility. All containers utilized for the storage of waste must be DOT approved, in good condition, covered, and properly labeled. Location for temporary storage of waste containers is to be approved by the EHS staff. Only limited quantities of hazardous materials are to be stored on site.
- 13.2 Any material (liquid or solid) which becomes a hazardous waste shall be collected and

packaged by the contractor in approved containers (provided by RENK America) and shall notify the RENK America EHS Staff prior to generating the waste to arrange for disposal by RENK America.

- 13.3 Accidental releases into the environment are to be reported immediately by calling the emergency number at (231) 724- 2900.
- 13.4 RENK requires that all contractors / subcontractors:
 - 13.4.1 Be responsible for the proper accumulation and management of all waste materials created as a result of construction work.
 - 13.4.2 Notify RENK America EHS prior to the initiation of work activities that will require hazardous waste disposal, will generate solvent emissions, will involve sub-surface work or will generally affect the environment at the RENK America facility.
 - 13.4.3 Notify RENK America Security (Phone # (231) 724-2900) immediately of any spills or leaks of any flammable, hazardous, or toxic substances or liquids.
- 13.5 Contractor shall contact the EHS staff as to the proper disposal of any wastewater or liquid wastes. Absolutely NO DUMPING of waste waters or liquids shall be permitted anywhere on the grounds of the RENK America site.

14. Utilities & Overhead Power Lines

- 14.1 Any work requiring the interruption or shut down of utilities shall be coordinated with the RENK America facilities and EHS teams.
- 14.2 All power lines shall be considered energized unless positively known to be dead or locked out and identified.
- 14.3 All equipment and circuits shutdown by contractor personnel shall be properly locked and tagged out of service until ready to be restored to service. Contractors shall provide their own lockout locks and devices. Contractors shall follow approved equipment lock-out procedures and contact RENK America maintenance personnel to provide LOTO oversight.
- 14.4 Contractor equipment, such as booms on cranes, dump trucks, mobile and crawler equipment, backhoes, etc., shall stay clear of all energized overhead power lines by a minimum safe distance of ten (10) feet. Greater distances may be required depending upon conditions and voltages present.

15. Compressed Gasses & Compressed Air

- 15.1 All compressed gas cylinders used by contractors shall be properly used, stored, secured, labeled and handled, always.
- 15.2 All compressed gas / air equipment, hoses, tools, etc., shall be properly maintained, inspected regularly by the contractor.
- 15.3 All electrical cables, air / gas lines or hoses, etc., shall be protected from damage by vehicles and other mobile equipment. Tripping hazards created from running hoses, cables, etc., shall be avoided.

16. High Work Areas / Ladders / Scaffolding

- 16.1 When working in high places, contractor personnel shall take care in handling materials and tools. When working in areas that present a hazard to personnel or vehicles below, contractor personnel shall place warning signs and barricades in effective locations to exclude individuals from areas where falling objects and/or other dangers exist.

- 16.2 Scaffolding shall be in good condition, of required strength and stability, and properly secured and provided with appropriate guardrails, toe boards, outriggers, etc.
- 16.3 Ladders with non-skid feet, ramps, and other temporary work platforms or walkways used by personnel shall be rigidly constructed and properly secured and maintained for the duration of the construction project.
- 16.4 All floor and roof openings shall be guarded by railings or secured coverings or planking of the required strength.
- 16.5 Disposal chutes to handle waste and scrap material shall be properly constructed and maintained. Regularly used travel ways shall be properly maintained and kept clear of obstructions. During winter months, they shall be kept cleared of snow and ice as soon as practical.
- 16.6 Adequate illumination shall be provided and maintained during nighttime hours and when natural light is inadequate at a construction site.

17. Tools / Machinery / Equipment

- 17.1 All electrically operated power tools and equipment shall be properly grounded, insulated, and in good repair. They shall be inspected for defects prior to each use by contractor personnel.
- 17.2 All equipment, tools, and machinery shall be properly guarded. Equipment controls shall also be effectively guarded or protected from unintentional startup or activation.
- 17.3 Powder actuated tools shall be operated according to manufacturer instructions and applicable safety procedures.

18. Hoisting of Material & Personnel

- 18.1 Suspended loads must never be placed over anyone nor shall anyone walk or work under a suspended load at any time.
- 18.2 All rigging equipment, cranes, and lifting devices must be weight stamped, regularly inspected and documented, properly maintained, and designed and operated to safely handle the loads to be lifted.
- 18.3 Construction personnel shall be hoisted or lifted only by approved equipment designed for such application.

19. Trenching / Excavating Work

- 19.1 Prior to the initiation of trenching, subsurface or excavation work, the EHS staff shall be contacted. EHS will communicate with Teledyne's site remediation contractors to determine what precautions, if any, are necessary to avoid adversely impacting Teledyne's remediation efforts. EHS will determine if there are special PPE or other protective measures for the area or work.
- 19.2 Contractors shall ensure that all trenching and excavating work is inspected, sloped, shored, guarded, and barricaded, with excavated material retained a safe distance away from the edge. Proper egress in and out of trenches shall also be established. Compliance with OSHA Subpart P of 29 CFR 1926 and Michigan OSHA Construction Part 9 is required. Contractors shall always consult with facility engineering and local utility companies prior to any excavation work.

20. Toilet Facilities

- 20.1 Where normal facilities and washrooms are not provided, sanitary portable toilets shall be provided by the contractor for its workforce. Such toilet and wash facilities shall be

serviced and maintained by the contractor during the period of work.

21. Hazard Communication Program

- 21.1 RENK America has a Hazard Communication Program. Safety Data Sheets (SDS/MSDS's) are available to the contractor through RENK America EHS.
- 21.2 The contractor shall avoid or minimize the use of hazardous or environmentally unacceptable materials to the extent practical. When a choice exists between a hazardous and a non-hazardous material, the use of the non-hazardous material is preferred.
- 21.3 Contractors may also have the need to bring chemicals on site to complete their work. During the RENK America EHS contractor briefing, EHS will review with the contractor the chemicals that they may be exposed to while on-site, any chemicals the contractors will be bringing with them on-site (SDS's are required), the specifics of their tasks, and any other hazards. If there are any special precautions needed to protect the contractors from these hazards, this information will be discussed during the contractor briefing.
- 21.4 RENK America EHS may request the contractor to complete the RENK America contractor EHS checklist prior to arriving on-site which is maintained electronically by RENK America EHS.
- 21.5 RENK Americas Hazardous Communication Program is available upon request.

22. Security Requirements Prior to Arrival

- 22.1 Any contractor wishing to perform work on RENK America property must submit a certificate of liability insurance to RENK Security and RENK point of contact. This certificate must be current and a new one submitted when the one on file expires. RENK America security will give one reminder as the expiration date nears. Once it expires, the entire process of certification and training must be repeated.
- 22.2 Prior to working on-site, the contractor must submit, on company letterhead, a list of all employees who will be working on RENK America property. The list must include the employees' full name and verification of the employee's US citizenship. If the company was given a training CD by RENK America, the letter must also certify that the employee viewed the mandatory briefing. If powered industrial vehicles (PIVs) will be used on-site at RENK America, the licensed operator(s) and authorized vehicles must be listed.
- 22.3 Prior to any contractor being issued a special workman badge = SW Badge (no escort required), the contractor EHS/security briefing must be administered by security which covers RENK America EHS/security requirements.

23. Emergency Telephone Numbers



Internal phones: **2900** External phones: **(231) 724-2900**

24. Telephone Numbers For all Non-Emergencies and Permits

BUILDING EVACUATION

Evacuation Command Center = South parking lot turnstile guard shack
 Assembly Areas: W1, N1, E1 and S1

Evacuation: Proceed to an Assembly Area: W1, N1, E1 or S1

- Visitors evacuate with their "hosts" and recorded as "Extra People" during headcount.
- 2nd & 3rd shift employees assemble at Security for headcount.
- Operators of automatic CNC equipment should hit "Feed Hold" button before evacuating, if it is possible.

ACCOUNTABILITY AT ASSEMBLY AREA:

- Assembly Coordinators (orange vests) will take verbal head count.
- Employees required to identify themselves when name is called.
- If you do not hear your name called at Assembly Area, you must inform Assembly Area Coordinator that you are present.

ASSEMBLY AREAS

Internal phones: **2033** External phones: **(231) 724-2033**