



June 2018

## SUBCONTRACTOR HS&E AND SECURITY SITE ORIENTATION



# Contractor Site Orientation Instructions

- For all contractors (administration, consultation work, or vendors) complete the:
  - HS&E and Security sections (Sections I & II)
- For work requiring LOTO:
  - Review the section for LOTO. (Section IV)
- For work requiring Confined Space:
  - Review the section on confined space. (Section V)
- Construction contractors complete: (All Sections)
  - The HS&E and security sections.
  - LOTO and Confined Space.
  - Construction Safety Requirements.

# Section I

## General HS&E Requirements

**This Section Required for all contractors**



Sustainable Opportunity Policy  
Honeywell's Commitment to Health, Safety and the Environment

By integrating health, safety and environmental considerations into all aspects of our business, we protect our employees, our communities and the environment, achieve sustainable growth and accelerated productivity, drive compliance with all applicable regulations and develop technologies that expand the sustainable capacity of our world. Our health, safety and environmental management systems reflect our values and help us meet our business objectives.

- We protect the safety and health of our employees, and minimize the environmental footprint of our operations through efforts to prevent illness, injury and pollution.
- We actively promote and develop opportunities for expanding sustainable capacity by increasing energy and water efficiency, improving security and safety, and reducing emissions of harmful pollutants.
- We are committed to compliance with all of our health, safety, environmental and legal requirements everywhere we operate.
- Our commitment to health, safety and the environment is an integral aspect of our design of products, processes and services, and of the lifecycle management of our products.
- Our management systems apply a global standard that provides protection of both human health and the environment during normal and emergency situations.
- We identify, control and endeavor to reduce emissions, waste and inefficient use of resources, including energy and water.
- We are open with stakeholders and work within our communities to advance laws, regulation and practices that safeguard the public.
- We abide by the company's own strict standards in cases where local laws are less stringent.
- Our senior leadership and individual employees are accountable for their role in meeting our commitments.
- We measure and periodically review our progress and strive for continuous improvement.

These are our commitments to health, safety, and the environment, and to creating Sustainable Opportunity everywhere we operate.

Dave Cote  
Chairman and CEO

Tim Mahoney  
President and CEO - Honeywell Aerospace

John Ricciardelli

President Honeywell FMT

## Facilities Management System Policy

### Aerospace's Commitment to People, the Community, the Environment and Assets

The integration of a Facilities Management System (FMS) into all aspects of our global real estate, facilities, and maintenance operations enables business growth and maximizes utilization. The FMS aligns with Honeywell's "Sustainable Opportunity Policy" and leverages Honeywell Operating System (HOS) practices. By effectively managing our facilities and real estate we ensure continuity of operations and prevent facilities-related business interruption.

- We protect people, the community, the environment, and assets by assuring our facilities meet federal, state, and local regulations.
- We actively manage space and building footprint to minimize waste and drive efficiency.
- We manage natural resources to minimize consumption through sustainable practices.
- We align with corporate business continuity and risk management to ensure facilities-related business interruptions are minimized.
- We prioritize and align facilities cost and investments to maximize business value.
- We ensure effective integration of operational transitions, expansions, contractions, mergers, and acquisitions.
- We align with and facilitate corporate Real Estate, Information Technologies, Health Safety and Environment, and Security standards.

These are the FMS commitments for all Aerospace Facilities, Maintenance, and Real Estate operations, creating sustainable opportunity everywhere we operate.



Mike Madsen  
Vice President Integrated Supply Chain  
Aerospace



Scott Harczynski  
Vice President HSE and Facilities  
Aerospace



Robin Stubenhofer  
Vice President, Integrated Supply Chain  
Honeywell Federal Manufacturing and Technologies

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# KCNSC Plant Layout

- The KCNSC layout is in a grid pattern, numbers run from west to east, letters from south to north.
- Post location **D04** is marked on the grid to the right.
- Use these post locations to tell others your location in the plant.
- Additional letters placed ahead of the post location are used to identify buildings and floors such as 02.1.D04 would be building 2, 1<sup>st</sup> floor, post D04.

	01	02	03	04	05	06	07
G							
F							
E							
D							
C							
B							
A							

# Emergency Procedures

- Evacuations / Sheltering
  - Listen for announcements on the public address system for one of two types of emergencies:
    - Sheltering – Go to designated shelters within the building. (Storms or external chemical release.)
    - Evacuation – Exit the plant by following the exiting group to an external gathering space, usually in the parking lots.
  - Maps identifying sheltering areas are posted at major plant intersections.

# Emergency Procedures Cont'

- Accidents
  - All work related injuries are to be reported to Honeywell through either:
    - ◆ Your company's chain of management,
    - ◆ Directly to your Honeywell contract representative, or
    - ◆ HS&E at 816-488-3181

# Emergency Information

The Honeywell's emergency phone number at the **KCNSC Main is X3600.**

- This is a direct line to Honeywell Security.
- Use for any medical, fire, or other emergency situation.
- Honeywell Security will contact local fire and ambulance, if required.
- Lines are manned 24 hours a day, 7 days a week.

# Emergency Information Cont'

The Honeywell's emergency phone number at the **KCNSC West 9\_911 and KCNSC South is 911.**

- You will be connected directly to Overland Park (West) or KCMO (South) Emergency Management System.
- Use for any medical, fire, or other emergency situation.
- EMS will dispatch fire and ambulance, if required.
- Honeywell Security will be notified of any 911 calls made from these buildings.

# General Information

- **Contractors are to inform department personnel when entering a department for inspection or maintenance.**
  - **Be sure to review any potential slips trips and falls hazards within this area.**
  - **At the KCNSC, department entrances have an informational sign that includes special safety considerations, that are to be reviewed by all personnel prior to entry.**

# Tobacco Policy

Honeywell has a tobacco-free policy at all of the National Security Campus locations.

This policy includes all buildings, parking lots, and grounds.

# Safety Intervention

**We need you to help us improve plant safety:**

- If you see an unsafe act, stop the person
- If you see an unsafe situation, such as spills, leaking lines, or other safety hazard, intervene and notify HS&E at X3181.

# Hazardous Communications

- Chemicals are required to be labeled properly.
- Have Safety Data Sheets (SDS) available on site with materials.
- Ensure personnel using hazardous chemicals are aware of the hazards and how to protect themselves.
- Notify project engineer or contracting officer when hazardous chemicals are in use.
- If using or have a question about a Honeywell material, SDS are available on line, through your contract representative, or the HS&E hotline at X3181.

# Spill Cleanup

- If a chemical, fuel oil, asbestos or other hazardous material is spilled, whether inside or outside the building, or in the parking lot contact the spill hot line for assistance.
- At the KCNSC a spill can be reported by dialing SPIL or X7745. The Honeywell Spill response team will be dispatched to the site.

# Warning Tickets/Citations

- **Failure to follow Health, Safety, and Environment requirements can result in:**
  - A warning ticket or citation.
  - Stop work in your job or project.
  - Your removal from the plant.
  - Loss of a companies right to bid on future work at Honeywell.

# Waste Management

- Waste containers are ordered for specific locations in the plant.
- Waste containers are not to be moved to another plant location or used for anything other than waste disposal:
  - They are to be returned to Waste Management when full or when the job is complete.
- Containers with hazardous waste labels have strict rules for use and return.
- Only the waste designated on the container's label or stenciling may be placed in the container.

# In Plant Vehicle Requirements

- Motorized vehicles such as golf carts, choreboys, fork trucks and personnel lifts are require to:
  - Be maintained in good condition, clean, functional, and safe.
  - Inspected daily for deficiencies and documented.
  - Only transport personnel in appropriate seating.
    - ◆ No riding in truck beds.
    - ◆ Only one person per seat.
- All vehicles are required to stop at all stop lines and stop signs.
- In plant speed limit is 5 mph.

# Section II

# Security Requirements

This Section Required for all contractors



Honeywell FM&T Proprietary Do Not Copy or Distribute without the Written Permission of  
Honeywell FM&T.



# Security Welcomes You

Honeywell is committed to operating a comprehensive security program to protect the Department of Energy's assets in a cost-effective and efficient manner.

Security makes every effort to ensure your safety and health. Please help by educating yourself with the following plant policies and procedures.

Security is the responsibility of site resident employee and subcontractor to protect the buildings, equipment, tooling, products, information and technologies.

Security personnel and systems provide only a portion of the protection.

**SECURITY IS EVERYBODY'S BUSINESS AND EVERYBODY'S JOB.**



# Safeguards and Security Program

Honeywell provides security protection for classified, sensitive, and unclassified material and information, government property, site residents, and visitors on a year-round, 24-hour, seven-day-a-week basis.

Security Services handles personnel security, incident investigation, classified matter protection and control, official and unofficial foreign travel, foreign visits and assignments, and security education.

Protective Force Officers are available at all times.

Technical Security manages physical security systems and technical surveillance countermeasures.

Cyber Security provides classified and unclassified cyber security and communications security.



# Security Definitions

Site residents : include Honeywell, KCFO, and laboratory employees, subcontractors, and building owners and their support contractors working at the Honeywell sites.

Visitor : is a person who is not a site resident or is not authorized access (i.e., not on the badge reader) to a security area.

Host : is a site resident who has badge reader access to specific security areas.

Vetting : is the examination and evaluation of a person's credentials to ensure the appropriate clearance and need-to-access for an area.

Shadowing : is allowing a person into an area without examining the person's credentials or need-to-access. When entering through **ANY** controlled door, make sure it closes behind you **BEFORE** walking away from the door.

**SHADOWING IS NOT ALLOWED THROUGH A BADGE READER/TURNSTILE**

# Security Areas

Security areas are established to protect a wide array of security interests. The KCNSC defines its security areas as Outer, Middle, and Inner.

## Outer Area

- Outer Area is a government owned or leased property which is accessible by the general public.

## Middle Area

- Middle Area is a controlled security area inside a fence or building, used for the protection of government property and unclassified sensitive information.

## Inner Area

- Inner Area is a controlled security area in the building used for the protection of classified matter. Two kinds of Inner Areas exist based upon how classified is controlled and stored.

# Security Areas Cont.

## Two types of Inner Areas

### Inner – Restricted Area

- An access-controlled area, where classified material is controlled by a custodian / authorized user or stored in a GSA-approved repository.

### Inner – Closed Area

- An access controlled area, where classified matter is openly stored in the area.

# Prohibited Articles

Each site resident and visitor is responsible to ensure unauthorized prohibited articles do not enter **any Honeywell** site unless prior security authorization is received.

If a prohibited article is accidentally brought into a Honeywell facility, contact Security immediately.

The following items are not allowed to be brought on-site:

- Explosives,
- Dangerous weapons,
- Instruments or material likely to produce substantial injury to persons or damage to persons or property,
- Controlled substances (e.g., illegal drugs and/or associated paraphernalia but not prescription medicine), and
- Other items prohibited by law.

# Controlled Articles

Each site resident and visitor is responsible to ensure unauthorized controlled articles do not enter posted facility areas unless prior authorization is received from Security.

If a controlled article is accidentally brought into a posted area, contact Security immediately.

Controlled Articles are those that can record, store, access, or transmit information without authorization, which includes both single and multiple function electronic devices. Examples include

- Cellular telephones - personal, company, and government owned
- Electronic equipment with a data exchange port capable of being connected to automated information system equipment
- Radio-frequency-transmitting equipment
- Computers and associated media
- Fitbits, Smartwatches, Applewatches or anything that connect to a cell phone line.

# Controlled Items (cont.)

General use lockers may be available for temporary use to secure your small electronic devices before your entrance into certain secure areas.

Keys must be returned before you leave the area or at the end of the day.

A good practice is to check your pockets, belt, bags, or purse for unauthorized controlled articles before entering posted areas.

Protective Force Officers conduct random hand carry searches at KCNSC entrances and exits.

Video, image and audio recording is NOT allowed in Middle or Inner Areas without Honeywell Security approval.

No photos, from a camera or phone, can be taken in any building.

Personally owned devices should never be physically connected to any government information system not even to charge the battery.

# Technical Surveillance Countermeasures (TSCM)

TSCM is a program to detect and/or deter technologies and techniques used to obtain unauthorized access to classified and sensitive unclassified information.

If you think you may have discovered a surveillance device:

- Make every effort to continue normal, routine activities
- Don't mention what you have found
- Maintain continuous surveillance over the device
- Immediately call a TSCM specialist at one of the following numbers (488-):
  - X2908
  - X5337
  - X7480
- Notification must be done either in person or by other secure means

# Vehicle Access

- The KCNSC is open to vehicle traffic 24 hours a day, 7 days a week.
- Small vehicles can enter without assistance.
- Larger vehicles (taller than 7'6") should enter the site through the North vehicle entrance and pass through Truck Inspection. (If Truck Inspection is not open, call the BOC at 816-488-3601.)
- Vehicles entering our gated perimeter **MUST STOP** after entering or leaving and ensure the gate closes behind them. Do not let vehicles enter or exit behind your vehicles.

# Badges

Uncleared visitors will be issued a Local Site Specific Only (LSSO) badge. The visitor must be a U.S. citizen and have a valid state driver's license.

Badges will be valid for the dates of your visit or completion of your work assignment.

Badges must be worn between shoulders and waist with the photo side visible at all times when on Honeywell controlled property.

You must return badge to the Honeywell Badge Office when no longer needed.

If you lose or misplace your badge, contact the Badge Office immediately.

# Escort Procedures

Escorting may be imposed to allow access to secure areas. You must be a U.S. citizen or have a security approval to enter the facility.

Authorized uncleared personnel on official business with a badge may access the Middle Areas unescorted.

Persons not meeting the requirements for unrestricted access to Inner areas of the facility must be escorted by site resident authorized for the areas being visited.

Each escort can escort from 1 to 6 persons.

In the event of an emergency, the escort is responsible to take the visitor to an approved evacuation or shelter area.

# Penetrations

- Security must approve any penetration to any roof, wall, or floor prior to the work beginning.
- Any opening that is larger than 96 square inches (619.20 square centimeters) in area and larger than 6 inches (15.24 centimeters) in the smallest dimension and/or the opening is located within 18 feet (5.48 meters) of the ground, roof, or ledge of a lower security area; must have a barrier or alarm.

# Self-Reporting Guidelines

**Employees shall immediately self-report any damage, incident, near miss, security violation, or any accidental violation of Honeywell Policy.**

- ❖ **Equipment/property damage**
  - ❖ **Accidentally setting off a security alarm**
  - ❖ **Accidentally bringing a cell phone or other controlled item into an unauthorized area**
  - ❖ **Entering unauthorized areas**
- 
- **Phone BOC: (816) 488-3601**

# **Section III**

# **Construction Safety**

# **Requirements**

**For people working on activities  
identified as construction projects**

# Securing the Work Zone

- All project sites must be protected to prevent unauthorized people from entering.
- Caution tape, traffic cones, sawhorses, guard rails or portable screens must be in-place.
- Barricade areas must be identified with some type of signage with a name and contact number.

# Project Posting

All major construction projects require posting.

Project information centers should contain:

- Telephone numbers for project contacts.
- Project engineer's name.
- General contractor's name.
- Project name
- NNSA and OSHA information.

# Pre-Demolition Survey

- Check utilities for support above and below ceiling or roof before demolition.
- Ensure supports are adequate to prevent components from falling.
- Contact area owner and ensure to barricade area underneath work before demolition.

# Personal Protective Equipment (PPE)

- Areas and operations throughout Honeywell require various kinds of PPE such as:
  - Head Protection – Hard hats.
  - Eye Protection – Safety glasses, goggles, and face shields.
  - Fall Protection – Lanyards and shock absorbing harnesses, or retractable lifeline.
  - Skin Protection – Gloves or suits.
- At a minimum, Honeywell requires Head and Eye protection for all construction activities.

# Fall Protection

Fall protection is required:

- Within 15 feet of an unprotected edge that is 4 feet or more above a lower level.
- In buckets of articulating boom lifts, or standing above the floor of a scissor-lift.
- Working off of pipes/ducts.
- Safety monitoring system is a last resort and requires a permit posted during use.

# Tools / Equipment

- Only fiberglass ladders in good condition are to be used.
- Portable power tools must be double insulated and GFCI protected.
- All equipment and tools must be in good condition.

# Electrical Safety, Requirements

- Ground Fault Circuit Interrupters (GFCIs)
  - Required on all cord and plug operated tools on construction sites.
- Extension cords must be designed for hard or extra hard usage and be free of damage.
- No flat cords are to be used at the KCNSC.
- Arc flash protection (FR clothing) is required per NFPA 70 E
- All installations will comply with National Electric Code (NEC).

# Crane Use

- A Construction Safe Work Permit is required to be completed for all mobile cranes.
- All cranes must have a current inspection certification certificate and be in good condition.
- All hoisting and rigging equipment shall be properly maintained and inspected.
- Areas under suspended loads must be clear at all times.
- Clearance from overhead electrical lines must be maintained.

# Fire Protection

- **All flammable liquids shall:**
  - Have storage approved by project engineer.
  - Be stored in approved cans with flash arrestors.
    - ◆ **No plastic containers.**
- **Hot work permits**
  - Required for welding, cutting, open flame, or spark producing operations.
  - Required to be issued for each work shift.
  - Issued by the building owner at KCNSC.

# Facilities Drain Systems

## The KCNSC has 3 different drain systems

- Sanitary drains – sinks, toilets.
- Industrial waste – dilute industrial wastewater (acids, caustics).
- Storm drains – only rain water, nothing else.

**It is important not to put anything down the drain systems unless you have approval to do so from your Honeywell contact.**

# Beryllium

**Beryllium (Be) is used in some operations at the KCNSC.**

- **Beryllium is:**
  - **Naturally occurring metallic element.**
  - **Often to strengthen copper.**
  - **Lighter than aluminum**

# Beryllium Continued

- At the KCNSC, beryllium has been used in a beryllium-copper alloy which is approximately 2% by mass.
- Beryllium use is controlled in accordance with the DOE's Chronic Beryllium Disease Prevention Program, 10 CFR 850.

# Beryllium Continued

- Over-exposure may cause Chronic Beryllium Disease (CBD)
  - CBD is caused by inhalation exposure of beryllium particles.
  - CBD causes inflammation and scarring in the lungs.
  - CBD may take many years to develop.
  - It can be mild or severe.
  - It typically develops in about 1% of those exposed.
  - It can be treated with medications that can slow its progress – if there are symptoms.
- Questions regarding CBD or the beryllium program can be directed to 816-488-3181.

# Excavations

- Any contact with soil (digging or grounding rods) requires approval from the building owner.
- Area to be worked will be reviewed for buried utilities before approval is given.

# Building Penetrations

All building penetration require approval by the building owner.

- Penetrations include:
  - Saw cutting, drilling, or jack-hammering into building roofs, walls, ceilings or floors, sidewalks, and roads.

# Honeywell Required Permits

- Hot work
- Confined Space
- High Hazard Construction Safe Work
- KCNSC Notice of Work (NOW).

# Section IV Honeywell Lockout/Tagout (LOTO) Requirements

- For contractors potentially exposed to hazardous energy
- Contractor must have completed their own company's LOTO training program prior to performing LOTO at the Honeywell Facilities.

# Lockout / Tagout (LOTO)

**LOTO is required prior to servicing equipment where workers are exposed to hazardous energy:**

- Electrical energy over 50 volts
- Gas pressure over 30 psi
- Water Pressure over 100 psi
- Temperature below 35 or above 100F.

# Lock Out / Tag Out Process

- Only locks and tags identified specifically as LOTO equipment can be used for LOTO. The Honeywell will provide locks, tags, and other LOTO equipment if needed. Contact your Honeywell representative.
- All contractors will follow Honeywell's' lockout and tagout policy.
- Each person issued locks and tags, is responsible for those items.
- Each worker who is exposed to an energy source, must perform LOTO on that source, even if locked out by another person.

# Section V

## Honeywell Confined Space Entry Requirements

- For workers who will enter posted confined spaces.
- Contractors must have completed their company's OSHA compliant Confined Space training program prior to entering a confined space at a Honeywell Facility.

# Confined Space Requirements

- Contractor shall use either Honeywell's "KCD-2359 Entry Permit" or the contractor's own if approved by Honeywell. Contact your Honeywell contract representative before entering any confined space.

# Confined Space Requirements Continued

- Contractors are responsible for providing Rescue Services and a means for atmospheric monitoring.
- Confined spaces shall be tested for oxygen/combustible gases prior to entry by the contractor, and the entrant must wear gas monitor during entry.
- Appropriate PPE is required – head protection, harness, retrieval rope and tripod.
- Post the permit and air monitoring results at the entry point.

# Confined Spaces Continued

- **Only trained persons can enter a confined space or be an attendant.**
- **Perform a post-entry briefing to note any hazards not previously identified in the confined space.**

# Training Completion Validation

Please check the box next to the training you have completed:

- Section I Honeywell General HS&E Requirements.
- Section II Honeywell Contractor Security Requirements.
- Section III Honeywell Construction Safety Requirements.
- Section IV Honeywell Lockout/Tagout (LOTO) Requirements.
- Section V Honeywell Confined Space Entry Requirements.

I certify that I have completed the training checked above and will comply with the requirements identified in the training..

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ (Please Print legibly)

Soc. Sec. # Last 4 digits \_\_\_\_\_

Company: \_\_\_\_\_

Return to HS&E by email [dstedem@kcp.com](mailto:dstedem@kcp.com), [adamaranville@kcp.com](mailto:adamaranville@kcp.com), [ttrutzel@kcp.com](mailto:ttrutzel@kcp.com), or [dwerle@kcp.com](mailto:dwerle@kcp.com), or have your host deliver to HS&E at 01.1.F11.F140.I at the KCNSC.