

KCNSC Subcontractor HS&E and Security Site Orientation

TRAE Q L VENERABLE
HS&E ENGINEER
CONSTRUCTION SAFETY ENGINEER

March 5, 2025



NSC-614-6792 Unclassified Unlimited Release



The Department of Energy's Kansas City National Security Campus is managed and operated by KCNSCFederal Manufacturing & Technologies, LLC under contract number DE-NA0002839



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 1

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 and contractors, 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 contractors, 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 hazards and associated risk (to employees and contractors), 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 engaged in aspects of health, safety and the environment and 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.

Vimal Kapur
Chairman and CEO

Jim Currier
President and CEO,
Honeywell Aerospace Technologies

Gregory Bopp
VP HSEF & Business Resilience
Honeywell Aerospace Technologies

Eric Wollerman
President, Honeywell FM&T

HSEPS Revised July 8 2024 V9
AT CEO/VP Signature Aug. 1 2024 V9 Document
Number: 3-1101-Aero2

Our Commitment to Health, Safety & Environment

HSE Policy

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Honeywell

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4. Accessible & communicated to KCNSC contractors & interested parties

3. Posted at each KCNSC facility & on the KCNSC Portal HSE page

2. Communicated to all New Employees & annually thereafter to all employees

1. Endorsed by Sr. Leadership

Protecting employees, our communities, and the environment

Department of Energy Differing Professional Opinions Process

- The Department of Energy requires its contractors ensure that all subcontractor employees are notified annually that they have the right to report environment, safety, and health technical concerns that have not been resolved through routine work processes through the Department of Energy Differing Professional Opinion (DPO) process.
- The DPO process can be found in DOE O 442.2, Contractor Requirements Document
- <https://www.directives.doe.gov/directives-documents/400-series/0442.2-BOrder-chg1-pgchg/@@images/file>
- Information regarding the DPO Process Description, DPO submittal form, and the DPO Manager list may be found on the DOE web site
- <https://www.energy.gov/ehss/doe-differing-professional-opinions>

National Security Campus 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, 1st 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 KCNSC through either:
 - ◆ Your company's chain of management,
 - ◆ Directly to your KCNSC contract representative, or HS&E at 816-488-3181

Emergency Information

- KCNSC Emergency phone number is 911 at the KCNSC Bott's Campus, Buildings 20 and 23.
- This is a direct line to KCNSC Security.
- Use for any medical, fire, or other emergency situation.
- KCNSC Security will contact local fire and ambulance, if required.
- Lines are manned 24 hours a day, 7 days a week.

Emergency Information Cont.'

- The KCNSC's emergency phone number at the KCNSC North and West Campuses is 9_911.
- You will be connected directly to Overland Park (West) or KCMO (North) Emergency Management System.
- Use for any medical, fire, or other emergency situation.
- EMS will dispatch fire and ambulance, if required.
- KCNSC's 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, production area entrances have an informational sign that includes special safety considerations, that are to be reviewed by all personnel prior to entry.

General Information Continued

- **Contractors are to inform HS&E anytime high power lasers (Class 3b & Class 4) are to be used.**
 - Use of these lasers requires the approval of HS&E's Laser Safety Officer.
- **Contractor use of KCNSC equipment.**
 - Contractor shall not operate any equipment owned or leased by KCNSC, whether to complete the work or for any other purpose, unless authorized in writing by the KCNSC Representative.

Tobacco Policy

- KCNSC has a tobacco-free policy at all of the National Security Campus locations. This includes vaping on property.
- 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 or 816-488-3181.

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 KCNSC material, SDS are available online, through your contract representative, or the HS&E hotline at X3181 or 816-488-3181.

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 sites a spill can be reported by dialing SPIL or X7745 (816-488-7745). The KCNSC 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 KCNSC.

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, chore boys, 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.

Hot Work

- Hot work processes are defined as activities such as brazing, cutting, welding, any open flames, or using ordinary electrical equipment in an area with potential flammable vapors or in an electrically classified or hazardous area, or where ignition sources must be controlled through the use of a hot work permit.
- To perform hot work activities, a hot work permit is required.
 - Contact your sponsor or construction manager if a permit is required.
 - Permits for the Botts Road facility are issued by the building owner.
 - Permits for other KCNSC sites are issued by KCNSC.

Fall Protection

- All work above 4 feet (CFR 1910) or 6 feet (CFR 1926) for construction related activities that present a fall hazard, must have fall protection.
- This does not apply to ladders.
- If fall protection is required, see the fall protection requirements identified in the Construction Safety section of this document.

Section II

Security Requirements

This Section Required for all contractors

Security Welcomes You

- KCSNC 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

- KCNSC 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 KCNSC 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 described below.
- General Access Area (GAA)
 - General Access Area is a government owned or leased property which is accessible by the general public.
- Property Protection Area (PAA)
 - Property Protection Area is a controlled security area inside a fence or building, used for the protection of government property and unclassified sensitive information.
- Vault Type Room(VTR)/ Limited Area (LA)
 - Vault Type Room and Limited Area is a controlled security area in the building used for the protection of classified matter. Two kinds of areas exist based upon how classified is controlled and stored.

Security Areas Cont.

- Two types of Inner Areas
 - Limited Area (LA) – Restricted Area
 - An access-controlled area, where classified material is controlled by a custodian / authorized user or stored in a GSA-approved repository.
 - Vault Type Room (VTR) – 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 KCNSC site unless prior security authorization is received.
- If a prohibited article is accidentally brought into a KCNSC 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, Smart watches, Apple watches 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 KCNSC 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 KCNSC Controlled property.
- You must return badge to the KCNSC 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 KCNSC 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

Contractor Health, Safety and Environment (HSE) Declaration

_____, hereafter called "Contractor", and Contractor's Representative (identified below), as the duly authorized and designated representative and agent of Contractor, hereby certify and agree as follows:

1. If during the course of the job, concerns arise pertaining to health, safety and environmental issues, immediate corrective action will be taken by the Contractor. Violation of any health, safety or environmental requirements, of which Contractor was made aware, may be grounds for termination of work and removal of Contractor from the premises.
2. Contractor and Contractor's Representative have been advised and instructed by Honeywell International, Inc. concerning working conditions including hazards, if any, involved in the job and/or job location in which Contractor and Contractor's agents and employees will be working or present;
3. Contractor has already instructed or will immediately instruct all such agents and employees with respect to such conditions and/or hazards and the proper HSE precautions to be observed in regard thereto;
4. All necessary, adequate and operative protective clothing and equipment have been or will be immediately issued to all such agents and employees, together with full instructions and training for their use;
5. Procedures including employee clothing and equipment requirements will be put into effect to ensure that all such agents and employees will be properly supervised and will comply with the requirements governing the use of protective clothing and equipment and strictly observe HSE rules and regulations; and

Section III

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 KCNSC 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, suits, or High visibility shirt/vest when needed.
- At a minimum, KCNSC requires Head and Eye protection for all construction activities.

Nuisance odors

- All work involving materials that could potentially off gas, create excessive odors or dusts that could affect KCNSC Employees (interrupt daily activities) contact KCNSC Construction HS&E POC prior to notice to proceeding.
 - Paints, caulks, solvents, cleaning solvents, and epoxies

Fall Protection

- Fall protection is required:
- Within 15 feet of an unprotected edge that is 4 feet or more above a lower level.
- A fall protection harness/lanyard is required in any mobile elevated work platform such as scissor lift, vertical lift, boom lifts, cherry picker, ect.
- Working off of pipes/duct
- Contractors are responsible for ensuring anchor points are capable of supporting the fall protection system being used.
- A fall protection rescue plan is to be established before work occurs.

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

- All cranes must have a current inspection certification certificate and be in good condition.
- All pick plans must be approved by KNCSC HS&E.
- 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, brazing, cutting, welding, any open flames, a spark producing operation, or using ordinary electrical equipment in an area with potential flammable vapors or in an electrically classified or hazardous area, or where ignition sources must be controlled through the use of a hot work permit.
 - Required to be issued for each work shift.
 - Issued by the building owner at KCNSC Main Campus.
 - Issued by KCNSC HS&E at KCNSC East
 - Hot work and fire watch training documentation required for hot work at KCNSC East.

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 KCNSC 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 x3181 or 816-488-3181.

Excavations

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

Building Penetrations

- All building penetrations require approval by the building owner for Botts or KCNSC for other sites. The permitting is done by FES Construction Managers.
- Penetrations include:
 - Saw cutting, drilling, or jack-hammering into building roofs, walls, ceilings or floors, sidewalks, and roads.

KCNSC Required Permits

- Hot work
- Confined Space
- Excavations
- KCNSC Notice of Work (NOW)
- Safe Work Permits

Section IV

KCNSC 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 KCNSC 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. KCNSC will provide locks, tags, and other LOTO equipment if needed. Contact your KCNSC representative.
- All contractors will follow KCNSC'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

KCNSC Confined Space Entry Requirements

For workers who will enter posted confined spaces.

Contractors must complete their company's OSHA compliant Confined Space training program and follow their companies KCNSC approved safety plan/AHA/Safe Work Permit to enter a confined space at a KCNSC Facility.

Confined Space Requirements

- Contractor shall use either KCNSC's "KCD-2359 Entry Permit" or the contractor's own KCNSC approved permit. Contact your KCNSC 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. Contractor is responsible for testing monitoring.
- 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 KCNSC General HS&E Requirements.
- ☐ • Acknowledge Contractor HSE Declaration
- ☐ • Section II KCNSC Contractor Security Requirements.
- ☐ • Section III KCNSC Construction Safety Requirements.
- ☐ • Section IV KCNSC Lockout/Tagout (LOTO) Requirements.
- ☐ • Section V KCNSC Confined Space Entry Requirements.

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

Company: _____ Soc. Sec. # Last 4 digits _____

Signature: _____ Date: _____

Print Name: _____ (Please Print legibly)

- Return to HS&E by email HSE@kcnsd.doe.gov, or have your host deliver it to the HSE lab in building 3 at 03.1.E06.D010 at the KCNSC.