

# ***KCNSC Service Subcontractor Safety Handbook***



**January 2025**

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

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# January 2025

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# 1. Introduction

Honeywell is committed to working with you to ensure a safe and healthy workplace for both your employees and ours. With your help, we can remain one of the safest and most environmentally friendly facilities in the National Nuclear Security Administration (NNSA) community.

This handbook will assist you in producing a project-specific safety plan for service contract work to be performed for Honeywell. However, not all service contracts will require a written site-specific safety plan. You will be notified if your work requires a written safety plan. **If you are not required to produce a safety plan, you must still follow the rules and requirements with in this book.**

This document is not intended to cover all aspects of a safety program, but it is intended to provide guidelines to assist in developing a quality safety plan. Local policies and practices can be added to these guidelines, providing a more practical vehicle for each contractor's immediate needs.

Notice: This handbook provides requirements and illustrations in effect on the date of publication. Requirements are subject to change without notice. If you currently have an active service contract, you will receive changes and updates as they become available.

Service Contractors shall take all reasonable precautions in the performance of the work under contract to ensure the safety and health of all employees and to ensure the protection of plant properties from damage.

## A. Our Mission

We will achieve a World Class level of safety performance for contractors working at Honeywell locations through increased safety awareness, communication of expectations, and following work processes which reduce at-risk behaviors.

## B. Our Commitment

We recognize that outstanding safety performance is essential to the welfare of all employees, contractors, and to business excellence. We will continue to improve our global competitiveness by making safety an integral part of all business activities.



**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 and CEO, Honeywell FM&T

# Our Commitment to Health, Safety & Environment

## HSE Policy

- Our health, safety and environmental management systems reflect our values and help us meet our business objectives
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- Our senior leadership and individual employees are accountable for their role in meeting our commitments



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At CEOVP Signature Page 1, 2024 V9 Document  
Number 3-1101-4662

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**

## 2. References

These are a few selected references that may help you with preparing your site-specific safety plan.

### A. Regulatory Documents

- Safety & Health record keeping required 300 & 300A logs. (See [www.osha.gov](http://www.osha.gov))
- Safety and Health Regulations for Construction, Code of Federal Regulations (CFR), Title 29, Part 1926
- Chronic Beryllium Disease Prevention Program, 10 CFR 850
- DOE Worker Safety and Health Program 10 CFR 851
- Occupational Safety and Health Standards, 29 CFR 1910
- Environmental Protection Agency Regulations, 40 CFR 61, Subpart M, National Emission Standard for Asbestos.
- Environmental Protection Agency Regulations, 40 CFR 262, Subpart C, Pre-transport Requirements for Hazardous Wastes
- Department of Transportation Regulations (Parts 100-177)
- Occupational Radiation Protection Program 10 CFR 835

### B. National Fire Protection Association Standards

- NFPA 70-E, "Standard for Electrical Safety Requirements for Employee Workplaces", 2015 Edition
- NFPA 30, Flammable and Combustible Liquids Code
- NFPA 33, Standard for Spray Application Using Flammable and Combustible Materials
- NFPA 241, Safeguarding Construction, Alteration and Demolition Operations
- NFPA 70, National Electric Code, 2017 Edition

## 3. Department of Energy Orders

To review the current Department of Energy and NNSA requirements, check out [www.Directives.doe.gov](http://www.Directives.doe.gov)

## 4. WORKER SAFETY AND HEALTH PROGRAM – 10 CFR 851

Contractor shall comply with 10 CFR 851.10 CFR 851 which requires all DOE/NNSA contractors and subcontractors to comply with OSHA safety and health regulations. The DOE/NNSA may audit the Contractor’s activities to ensure compliance with the regulation. 10 CFR 851 can easily be accessed on the internet. This handbook will assist you in complying with 10 CFR 851 requirements. 10 CFR 851 also identifies that subcontractors have the right and responsibility to report HS&E concerns. Those can be reported to your supervisor, the HS&E Concern Line at 816-488-3181, or by contacting any Honeywell FM&T HS&E staff member. If a technical concern related to HS&E cannot be resolved using routine processes, subcontractors can elect to use the Department of Energy's Differing Professional Opinion (DPO) process to raise the concern to the DOE This process is described in DOE Order 442.2 and the submittal form and Table of Assigned DPO Managers are available on the DOE's Differing Professional Opinions website (use the "Any Facility" or the "For All Other Facilities" choice).

## 5. Definitions

Basic contract definitions are included in the General Conditions and in the Terms and Conditions of Purchase. In addition to those definitions, the following definitions apply to this Service Contract Safety Handbook:

Area Owner	Honeywell representative with oversight responsibilities for the space in which work is occurring.
Activity Hazard Analysis	A Contractor document that includes identification of principal work steps, site hazard and controls, task hazards and controls and necessary permits and training.
Buyer	Honeywell operated NNSA facilities.
Competent Person	One who meets OSHA requirements for monitoring Contractor activities and is capable of identifying existing and predictable hazards in the surroundings or working conditions which are unsanitary, hazardous, or dangerous to employees, and who has authorization to take prompt corrective measures to eliminate them.
Construction Manager	The Construction Manager is an agent of the Buyer to the extent expressly authorized by the purchase order documents and will, in general, inspect, observe, and report concerning Contractor work. The Construction Manager is authorized to stop work, whenever necessary in their opinion, to ensure the safe and proper execution of the work. The Construction Manager can be either a contract engineer or Honeywell employee.
CPZ	CenterPoint Zimmer
Contractor	Corporation, partnership, joint venture, or individual which enters into a purchase order with Honeywell.
DOE	United States Department of Energy
FES	Facility Engineering Services, LLC, a subsidiary of Burns and McDonnell Engineering.

Honeywell	The KCNSC sites (South, West, and Main campuses), and NMNSC facilities collectively managed by Honeywell.
HSE&F	Buyer's Health, Safety, Environmental, & Facilities Organization.
KCFO	Kansas City Field Operations. (DOE/NNSA)
LOTO	Lockout/Tagout Program, used to minimize risk of interaction between workers and a dangerous energy source. The program is located in appendix D.
NFPA	National Fire Protection Association.
NNSA	National Nuclear Security Administration, an agency of the Department of Energy.
KCNSC	The NNSA's National Security Campus located at 14526 Botts Road, Kansas City MO.
KCNSC South	The NNSA's annex (Building 20) located at 15431 Andrews Rd, Kansas City MO.
KCNSC West	The NNSA's annex (Building 21) located at 6700 W115th St, Overland Park, KS.
KCNSC North	The NNSA's annex (Building 22) located at 9221 Ward Parkway, Kansas City MO.
KCNSC East	The NNSA's annex (Building 23) located at approximately 14792 Andrews Rd, Kansas City MO.
Purchase Order	Same as the term "contract" or "contract documents" and refers to the purchase order issued between Contractor and Buyer.
Site TA193	Located south of Belton MO on South Mullen Road.
RCRA	Resource Conservation and Recovery Act.
Safety Professional	Individual who has academic credentials and/or work experience in a relevant discipline, such as environmental protection, industrial hygiene, industrial safety or health physics and who has practical knowledge of the work activities.
Contractor	Corporation, partnership, joint venture, or individual which enters into a purchase order with Honeywell.

## 6. Handbook Changes

The most up-to-date version of this handbook and the Site's Health, Safety, and Security Orientation can be access at <https://supplier.kcncs.doe.gov/> Then Click on "Subcontractor Safety".

## 7. Emergency Evacuation and Emergency Reporting

If a plant evacuation should occur, an announcement will be given over the plant's emergency notification system. The Service Contractor's personnel shall proceed to designated areas for safety. If accountability is required, contractors shall report to their employer's assembly point to ensure proper accounting.

## 8. Safety Plan

For those contracts/projects required to have a safety plan, the service contractor shall furnish a written Safety Plan to Honeywell for approval prior to commencement of any on-site activity. Your Safety Plan may require all or some of the following to be addressed depending on your project.

- Cover page: Include your company name, address, date, and project name and contract number as well as a contact person.
- A description of safety, health, fire, and environmental hazards expected to be encountered during contract work. Include actions that will be taken to eliminate or minimize such hazards (see Appendix A for elements to have in your plan).
- A pollution prevention statement: “Consistent with the national policy, pollution shall be prevented or reduced at the source whenever feasible.” Describe the activities you will undertake and /or procedures your company will employ to meet this policy. This applies to all forms of pollution such as air emissions, water discharges, and solid waste.
- The service contractor’s foreman or “qualified person” shall conduct daily or routine safety inspections as required by “OSHA” standards.
- Service contracts that require additional areas of specialization added to their safety plan will receive notification prior to contract issuance.

## 9. Contractor Site Safety & Orientation

All personnel who will be working at the Honeywell managed sites will be required to review the Honeywell Subcontractor Health, Safety, and Security Orientation Handbook and complete the signature page at the end of the document. All completed signature pages are to be submitted to HS&E as instructed at the bottom of the signature page. The orientation handbook can be found at: <https://supplier.kcnscc.doe.gov/> Then click on Subcontractor HS&E and Security Site Orientation.

Those personnel who have computer access will require additional security training.

## 10. Security Badge Requirements

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 that meets the criteria from the Real Id Act.

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

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

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

The security badge you are issued must be worn at all times. Wear it so that it is visible at all times between your shoulder and waist.

If you do not have a security clearance, you will be issued an uncleared visitor badge. You will be assigned an authorized escort who will accompany you during your visit if you are to enter secure areas. Security procedures require that you remain under the control of an authorized escort.

## **Parking Decal Requirements**

A parking permit is a requirement to park in the KCNSC parking lots.

To receive a parking permit Contractor and lower-tier sub-contract employees must have the following information available:

- The make, model, and year of the vehicle
- License plate state and number of the vehicle

Take this information to Personnel Security located in the lobby of the KCNSC. Personnel Security will notify you when the decal is ready to be picked up. Place the decal on the lower passenger side of the windshield. Before you dispose of your vehicle, please be sure to remove the Honeywell parking decal.

## **11. Occupational Safety & Health Required Training**

Any contractor or lower-tier employees engaged in abatement or remediation activities that require OSHA or other mandated training and/or certification shall have available original documentation verifying completion of required training.

Examples:

- Confined Space Entry
- Lead Abatement
- Asbestos Abatement
- Fork Truck Operator
- Powder Actuated Tool Operation
- Hazardous Waste Operations
- Hazardous Waste Operations Training

## **12. Safety Inspections**

## A. HS&E Inspections of Service Contractor Operations

All subcontractors are responsible for ensuring compliance with their safety plan. However, the service subcontractor holding the purchase order assumes prime responsibility for transmitting safety requirements to its subcontractors as well as ultimate responsibility for any citations.

All Service Contractor operations will be inspected at random. Warning tickets may be issued for non-serious violations of regulations and requirements.

Periodically Honeywell is visited by auditing organizations that perform audits to include:

- State or EPA environmental audits;
- International Standards Organization for certification renewal audits;
- NNSA/KCFO Inspections;
- NNSA/KCFO officials may inspect Service Contractor operations on a routine basis; and
- Honeywell internal auditors.

## 12. Warning Tickets and Citations

### A. Warning Tickets

Warning tickets can be issued by personnel from HS&E, NNSA/KCFO, and Service Contract Requisitioners.

All minor violations will be documented by Honeywell's HS&E organization by a warning ticket. Facts such as description of activity, date, time, place, and reasons for which the violation was issued will be included in the ticket. A copy will be kept by the Requisitioner and a copy forwarded to the contractor. These will be kept as a record of the violation for the duration of the contract.

Three warnings in a thirty-day period for similar activities will result in the issuance of a citation.

Minor violations noted by HS&E or NNSA/KCFO personnel may result in the issuance of a warning ticket.

The Service Contractor has one day to correct minor violations.

## B. Citations

A Citation will be issued when:

A violation could reasonably be expected to cause death, serious physical harm, or extensive property/environmental damage if not stopped (imminent danger).

A violation intentionally and knowingly committed by the Service Contractor or when a hazardous condition exists and no efforts were made to resolve the problem (willful).

A violation of any standard, regulation or rule exists where upon re-inspection, a substantially similar violation is found (repeat).

A violation exists where there is a substantial probability of death or serious physical harm and the Service Contractor knows of, or should have known of it and failed to make efforts to resolve the situation (serious).

Citations can be issued by personnel from HS&E, NNSA/KCFO, and Service Contract Coordinators.

Note: Audits or inspections by external organizations (NNSA/AL, NNSA/HQ, ISO) which could result in issuance of warning or citation memos may be counted against the Service Contractor.

## C. Warning/Citation Process

Three warnings in a thirty-day period for a similar concern will result in the issuance of a citation.

The Buyer reserves the right to remove the service subcontractors from bidding on future projects as follows:

- Two citations in thirty days will result in a thirty-day removal from bidding.
- Additional citations in the same thirty-day period results in an additional thirty days removal from bidding for each citation.
- Six citations in twelve months results in a twelve-month removal from bidding.
- Ten citations in twelve months results in an indefinite removal from the bidding.

## D. Imminent Danger Violation

In the event of an imminent danger violation (a condition or practice which could reasonably be expected to cause death, serious physical harm, or extensive environmental / property damage if it were not stopped), a stop work memo and citation will be issued to the Service Contractor.

The following are authorized to issue a stop work order:

- a. Service Contract Requisitioner;
- b. HS&E authorized personnel (Safety, Environmental, or Industrial Hygiene);
- c. Service Contractor Coordinator;
- d. National Nuclear Security Administration (NNSA).

## 13. Reporting Requirements

### A. Injuries

Report to Honeywell HS&E all injuries, illnesses and first aid cases which occur at the KCNSC. Call HS&E at x3181 immediately. Report the employee's name, work location, activity taking place and any medical treatment being given.

### B. Incidents

All fires, property damage, or losses to government property must be reported to the Honeywell Service Contract Requisitioner.

### C. Spills

Spills or leaks of any materials including: oil, fuel, solvents, paint, coolants, acids, caustics, equipment leaks, overflows, toxic solids, asbestos or any other materials, must be reported immediately to Waste Management through the SPIL Hotline, extension 7745 (SPIL).

### D. Work Hours

Some service contracts may be required to report actual hours worked at the KCNSC. You will be notified if your contract requires this work hour reporting.

## 14. Safety and Health Concern line

The Service Contractor's employees may file a safety and health concern or report unsafe conditions in the facility by contacting the HS&E concern line at 816-488-3181.

## 15. Employee Expulsion Policy

Any contract employee who is removed from the KCNSC for failure to follow established HS&E or Security requirements may not be allowed to return to the those sites as a contractor or under employment for another seller. Additionally, any contract employee who does not meet performance expectations may not be allowed to return to the Kansas City NNSA sites. Each individual case will be reviewed. Names of individuals that have been removed will be tracked by the Security Department to deny entry to the facility. This rule applies to any sellers' employee who is removed from the plant by either Honeywell or the sellers' management.

## 16. Permits

Various work permits and Honeywell forms may be required for construction-related service activities such as:

- Confined Space Entry Permit, (form 2359)
- Construction Safe Work Permit, (form E2974)
- Notice of Work (NOW) - Required if work impacts utilities, production, or safety.
- Hot Work.

### A. Demolition Activities

If your work includes demolition, a project specific-plan to address demolition activities shall be included in your safety plan. The demolition plan shall state the hazards expected to be encountered during the course of normal demolition activities. Include what will be done to minimize the identified hazards.

**EXAMPLE:** This project includes the demolition of electrical circuits. Hazards normally encountered in electrical demolition include exposure to electrical injury. To ensure worker safety, only qualified electricians trained to recognize and eliminate electrical hazards will be utilized to perform electrical demolition activities. Before laborers can begin demolition, they shall observe points of electrical disconnection. The electrician(s) will remove the end of the empty conduit from the electrical device and plug the resulting hole in the live device. The laborer will also verify covers are removed from junction boxes and other access points in runs of conduit are empty. These actions will provide a positive visual indication prior to performing demolition work, ensuring electrical systems are not energized.

## 17. Environmental Protection

- The disposal of hazardous wastes (examples: chemicals, toxic metals) shall be approved by the Service Subcontractor Requisitioner. This effort shall be coordinated with Waste Management.
- All storage of hazardous wastes (such as chemicals, toxic metals, or other materials) shall be in accordance with requirements of 40 CFR 262, Subpart C, and the approval of the Service Contract Requisitioner.
- NO chemicals/materials are permitted to be brought on-site that contain either as a pure chemical or mixture ingredient, a listed Extremely Hazardous Substance (EHS) (40 CFR Part 355 Appendix B) without written approval from the HS&E organization. Additionally, NO chemicals/materials are permitted to be brought on-site, for which a Safety Data Sheet is required, in excess of 10,000 lbs. without written approval from HS&E.
- Subcontractors are encouraged to prevent pollution at the source and to use less toxic materials wherever feasible. This applies to all air emissions, water discharges, and solid waste generated.

Outside storage of material or equipment of any kind is not allowed at the KCNSC.

### A. Decontamination

Water, steam, or other materials used to clean areas or equipment that may be contaminated with toxic or hazardous substances shall be containerized by the Service contractor. Disposal of these materials will be done by Honeywell's Waste Management.

### B. Discharge to Drain Systems

No wastes, spills, or leaks (including oil, cleaning solvents, acids, caustics, coolants, concrete, gravel, sand, or fuel oil) shall be discharged to any sanitary or industrial drains unless directed by the project specifications. Repeat or willful noncompliance to this requirement shall be sufficient reason for termination of the contract.

### C. Refrigerant Systems

Equipment using a refrigerant that is a class 1 Ozone Depleting Substance (ODS) requires a technician that has received certification from an EPA-approved course.

## 18. Fire Protection

### A. Fire Protection Equipment

- 1) Fire alarm panels, fire hose reels, fire extinguishers, sprinklers, alarm systems, or other fire protection equipment shall not be blocked, removed, or disconnected without the approval of Honeywell and the building owner.
- 2) The fixed fire protection systems include: fire sprinkler systems, alarms systems, smoke and heat ventilation systems, fire doors, fire dampers, Inergen systems, dry chemical systems, carbon dioxide systems, wet chemical systems, fire pumps, and water supply valves shall be shut down or placed in service by Honeywell or the building owner. Requests for Fire Protection Impairment shall be made through the Service Contract Requisitioner 24 hours prior to the planned shutdown or impairment.

## **B. Internal Combustion and Propane Powered Vehicles and Equipment**

Propane-powered vehicles and propane-powered equipment shall comply with NFPA 58, NFPA 505, and be approved by the requisitioner and HS&E prior to using on-site.

- 1) Gasoline and diesel fueled vehicles and equipment shall not be permitted in or on buildings, except where permitted by the requisitioner, the building owner, and HS&E. When a diesel or LP powered industrial tool is needed, the following requirements shall apply:
  - a. All diesel-powered equipment operated inside the facility must be equipped with a properly operating scrubber/purification system or be directly connected to an exhaust extraction system.
  - b. All diesel-powered equipment should be removed from the building when not in use. If the equipment must remain in the facility, contact HS&E for approval.
  - c. Routing of the exhaust must be reviewed and accepted by the Project Engineer. If an exhaust system must be installed, the installation and removal of the system is the responsibility of the Contractor. Existing systems may be used with acceptance of the requisitioner.
  - d. Refueling activities shall be approved by HS&E.
  - e. During equipment operation, the work area shall be monitored for carbon monoxide, explosive vapors, and oxygen levels as a minimum. Any elevated levels will require the equipment to be shut down and the area ventilated before work can resume.

- 2) Gasoline and diesel powered vehicles and other equipment not in use shall not be left within the buildings.
- 3) Liquefied petroleum gas shall not be stored within any building or on any roof.
- 4) Gasoline and diesel engines shall be refueled outside of buildings unless otherwise specifically permitted in writing by HS&E. LP gas containers shall be changed outside of the building when possible.

### **C. Flammable Liquid Storage and Use**

#### **1) Storage Inside of Buildings**

Storage of flammable liquids inside the buildings must comply with NFPA 30 Flammable and Combustible Liquids Code and the requirements listed below:

- a) The amount of flammable, combustible, or hazardous chemicals stored or used on site shall not exceed the Maximum Allowable Quantity (MAQ) as defined by the International Fire Code, 2006 Edition; and integrated into the KCNSC Chemical Management system.
- b) Store all flammable liquids containers with a hazard of 3 or 4 in the fire quadrant of the NFPA diamond in a flammable storage cabinet.
- c) Combustible liquids may be, but are not required to be, stored within the cabinet (hazard of 1 or 2 in the fire quadrant of the NFPA diamond)
- d) Combustible liquids shall not displace or supersede requirements for flammable liquids to be in the cabinet.
- e) Flammable aerosols shall be stored in a flammable liquid cabinet.
- f) Flammable liquids which are used in daily operations shall be stored in approved containers within the cabinet, or shall be removed from the building at the end of work each day.
- g) Combustible materials, such as empty cardboard boxes, paper, wood, tote boxes, and rags shall not be stored in flammable liquid cabinets.
- h) Store any flammable liquid not in use during the shift in an approved flammable liquid cabinet. This includes aerosol spray cans, red plastic squeeze bottles, flammable liquid safety cans, and dip cans.

#### **2) Storage Outside of Buildings**

Storage of flammable liquids outside of the buildings must comply with NFPA 30 and the requirements listed below:

- a) The amount of flammable, combustible, or hazards chemical stored or used on site shall not exceed the Maximum Allowable Quantity (MAQ) as defined by the International Fire Code, 2006 Edition; and integrated into the KCNSC Chemical Management system.
- b) Containers 5 gallons and less must meet the following criteria:
  - NRTL (UL/FM) approved metal Safety Cans;
  - Have self-closing (spring) lids and flash arrestor screens; and
  - Maximum sized container allowed is five gallons.
- c) Limit quantities to the amount needed for efficient operations (2-day supply) not to exceed 25 gallons (five 5-gallon containers).
- d) Maintain separation distances from important combustible buildings and or materials of not less than fifty (50) feet.
- e) Maintain separation distances from important noncombustible storage or solid masonry walls with no penetrations of not less than twenty-five (25) feet.
- f) Important buildings are considered NNSA-owned buildings, buildings with high value or mission-critical functions, and buildings operated by Honeywell for the NNSA/DOE. Construction trailers are not considered important buildings.
- g) Outside storage must be protected from weather, theft, and provide spill containment (that is, a watertight, leak-proof job box or flammable liquid cabinet secured such that wind will not tip over the box/cabinet).
- h) The flammable cabinet or box shall be clearly labeled “Flammable – Keep Fire Away” and shall contain the NFPA Diamond Label (Gasoline is 1-3-0) on all four sides.
- i) Flammable/combustible liquids must be separated from flammable gas (LP, acetylene, etc.) and oxygen cylinders by at least 20 feet.
- j) The storage location must not impede or present a danger to any building exit route (including exits from construction trailers).
- k) The area surrounding flammable storage areas shall be kept clear of all trash, debris, weeds, and other combustible material.
- l) Provide a minimum 40B:C portable fire extinguisher located within 30 feet of the storage area.

- m) For outside storage in containers larger than 5-gallon (drums, portable tanks, etc.) containers or quantities exceeding 25 gallons, please contact HS&E for required guidance.
- 3) Flammable Liquid use
- a) Refueling operations shall be conducted outside in an area that is safe to dispense flammable liquids.
  - b) Report spills promptly to Waste Management at ext. SPIL (7745).
  - c) Contact HS&E and the building owner prior to taking flammable liquids onto the roof.
  - d) Contractor personnel must be trained on the appropriate use and hazards of the flammable liquid.
- 4) Portable Heaters

Use of portable heaters is allowed only if they are NRTL listed and prior permission is obtained from HS&E.

## 19. Housekeeping

Housekeeping practices shall include, at a minimum, daily disposal of wastes and emptying containers.

Housekeeping shall be considered a part of each job procedure. All areas shall be kept clean. Materials and equipment shall be placed and stored in an orderly fashion in an area designated by the Service Contract Requisitioner.

All contractor equipment brought on the Honeywell premises should be permanently marked to show ownership.

## 20. Storage of Combustible Materials

Storage of combustible materials shall not be allowed in building areas without automatic sprinkler protection. Storage areas shall not block or obstruct exits or access to fire department equipment or utilities shutoff controls.

## 21. Smoking Policy

All KCNSC sites are considered tobacco free. This includes vaping on site. Use of tobacco products at any site at any time is prohibited.

## 22. Industrial Hygiene

### A. Employee Protection Systems

Exhaust systems, emergency eyewash/shower units, or breathing apparatus equipment shall not be blocked, made inoperable, removed, or disconnected without first contacting the HS&E Department. **NOTE:** Any inadvertent impairment of these systems shall be brought to the immediate attention of the Service Contract Requisitioner.

### B. Ventilation and Dust Control

Exhaust ventilation shall be provided in conditions where fumes, vapors, dusts or mists could pose a potential health risk to Honeywell associates or the Service Contractor's personnel. This also includes the use of internal combustion equipment inside the plant that may generate exhaust fumes.

The routing of the exhaust must be reviewed and accepted by the Honeywell Service Contract Requisitioner. If an exhaust system must be installed, the installation and removal of the system is the responsibility of the Service Contractor. Existing systems may be used with the acceptance of the Service Contract Requisitioner.

### C. Noise

Hearing Protection is mandatory for the Service Contractor's personnel if they are exposed to noise levels which exceed the requirements of 29CFR 1910.95 which is an 8-hour time weighted average of 90 decibels (A-scale.) Noise exposure that exceeds an 8-hour time weighted average of 85 decibels (A-scale) will require the Service contractor to provide a Hearing Conservation Program for their affected employees. Hearing protection is required for the Service Contractor's personnel in any area of the facility so posted. Service sites requiring hearing protection shall be posted.

The Service contractor will conduct activities in such a way that Honeywell associates are not exposed above an 8-hour time weighted average of 85 decibels (A-scale.) Activities producing excessive noise (over 80 decibels) that impede normal activity in adjacent areas must be conducted with the least impact to operations. Coordination with the affected area owner will be necessary to determine the optimum time this work can be accomplished to minimize additional costs.

### D. Food Sanitation

Cafeteria Service and food vending contractors contracted by Honeywell shall comply with the Kansas City Missouri Food Code (current edition) published by the KCMO Health Department Food Protection Program.

## **E. Pesticide Application**

All applicators of pesticides must submit with the safety plan copies of their current commercial applicators license and pesticide technician license issued by State of Missouri Department of Agriculture Plant Industries division.

## **F. Asbestos-Containing Material**

If material suspected to contain asbestos is encountered, your employees shall immediately halt work and contact the Honeywell Service Contract Requisitioner. Testing will be done to determine if the material is asbestos. If asbestos is present, Honeywell will issue a change order to the contract for removal of the asbestos material.

## G. Beryllium Metals

Beryllium alloys have been used in operations. Do not enter a posted area unless you have protective clothing and personal protective equipment required to enter the area. In posted areas, trace amounts of beryllium may be present in dust and dirt on equipment surfaces. Any operation which may disturb beryllium-containing or suspected beryllium-containing materials presents the potential for exposure to beryllium for the Contractor's employees and Honeywell associates. Exposure to beryllium can result in toxic response depending on the concentration level and length of exposure. The Department of Energy has provided mandatory employee protective measures for working with or around beryllium compounds. Airborne beryllium is a respiratory hazard. The worker protection portion of 10 CFR 850 - Chronic Beryllium Disease Prevention Program must be addressed in the seller's safety plan. The safety plan shall address protective clothing (such as coveralls and gloves) preventing contact to shoes and personal clothing as well as respiratory protection if airborne exposure is anticipated.

## H. Beryllium Tools

In a continuing effort to remove unnecessary beryllium-containing items in the facilities, all contractors are to remove beryllium alloy non-sparking tools. Due to the range of applications for non-sparking tools, Honeywell is alerting its contractors to this potential concern. These tools are typically used around flammable gases and flammable liquids. They can include hammers, sockets, bung wrenches, and open-end wrenches etc. (some are marked with becu, beco, or belco). If you need assistance in identifying these tools or have any other questions, feel free to contact Honeywell HS&E for assistance at extension 3181.

## I. Hazard Communication Program

If you are working in areas posted with hazardous material warnings your Service Contract Requisitioner will inform you of the hazardous materials so that you can include proper precautions in your Safety Plan. The Service Contractor shall have a written Hazard Communication Program on-site that complies with 29 CFR 1910.1200 and shall include Safety Data Sheets (SDS) for all hazardous materials used in support of the contract work.

- Ensure your chemicals are properly labeled
- Have Safety Data Sheets (SDSs) available; and
- Obtain approval by Health, Safety, & Environment (HS&E) prior to bringing and using chemicals.
- Honeywell's SDSs are available on line through Portal or by contacting HS&E at extension 3181.

## 23. Confined Space Entry

- A. The Service Contractor may use Honeywell's web form e2359 or their own Confined Space Permit if submitted and approved as part of their safety plan. (WI\_5.16.3 Confined Spaces)
- B. The Service contractor is fully responsible for monitoring the atmospheric conditions in confined spaces.
- C. The Service Contractor is fully responsible for providing qualified Rescue Services to support their confined space entry. Honeywell does not provide any confined space rescue service. HS&E can recommend a currently qualified Rescue Service at your request.
- D. The contractor performing the confined space entry is responsible to ensure their employees are trained in confined space entry and hazard recognition.
- E. Failure to have adequately trained personnel will stop the confined space entry.
- F. The group entering the confined space shall request authorization to enter a confined space from Honeywell HS&E Department.
- G. Estimate of how long the confined space will be occupied.
- H. The contractor must wear the appropriate personal protective equipment where required.
- I. The Contractor Confined Space Entry Permit shall be posted during the confined space entry. Once completed, return the confined space entry permit to the HS&E Department. The permit shall remain posted until the confined space entry is terminated.
- J. A Post-Entry Safety Briefing must be performed to identify any previously unidentified hazards in the confined space. Any additional hazards must be indicated on the confined space permit.

## 24. Hazardous Material Labeling Requirements

The Service Contractor shall:

- A) Ensure employees understand the information on the warning label.
- B) Properly label a container with a replacement label containing identical information if the label falls off or is removed.

- C) Label the container if contents are transferred to a new container for either moving or storing a portion of the original.
- D) Inform Honeywell associates who may be exposed to materials brought into the plant of the hazards of such materials.
- E) Notify Honeywell associates working near you of any hazardous exposures that may be encountered due to work performed.
- F) Store chemicals in such a manner to prevent the release of toxic substances or excessive heat in the event of a spill or other accident.

## **25. Safety**

### **A. General Requirements**

- 1) Service contractors are to inform department personnel when entering departments for inspection or maintenance.

### **B. Personal Protective Equipment Requirements**

- 1) The Service Contractor's personnel shall wear the appropriate personal protective equipment. Hard hats are mandatory in all posted areas. Safety glasses with side shields are required in posted areas and for any work activity that could make the eyes susceptible to injury.
- 2) Minimum clothing requirements for the Service Contractor's personnel are as follows: Full length pants, shirts (no tank tops) and footwear that covers the entire foot and has a heel height less than 2 inches. Skirts, dresses, and shorts are not allowed in the factory areas.
- 3) All personal protective equipment used by the Service Contractor shall be used, stored, and maintained in accordance with applicable regulatory requirements (that is, respiratory equipment, fall protection, electrical personal protective equipment).
- 4) The Service Contractor's personnel working in areas posted where there is the potential for hazardous conditions capable of causing foot injury shall wear protective footwear.

### **C. Electrical Safety**

- 1) PREMISES WIRING - All electrical installations, modifications, and related work shall be in accordance with the pertinent provisions of the National Electrical Code (NEC), NFPA 70 2014 edition and the National Electrical Safety Code,

ANSI C-2 2017 edition unless otherwise modified by requirements of this section. These standards shall apply on the job site for both permanent and temporary wiring. All electrical work shall comply with Honeywell's construction standard specifications for design and product specifications. All electrical work shall be subject to inspection and shall be acceptable to the appropriate Authority Having Jurisdiction (AHJ).

- 2) **WORK PRACTICES** - All electrical work practices shall be in accordance with the pertinent provisions of the Standard for Electrical Safety in the Workplace, NFPA 70-E, latest edition and the Electrical Safety-Related Work Practices (ESRWP) found in OSHA 1926.416 and OSHA 1910.331-335. All required personal protective equipment (PPE) shall be identified and supplied by the Contractor and used in the appropriate manner. All electrical work practices shall be subject to review and shall be acceptable to the appropriate Authority Having Jurisdiction (AHJ).
- 3) **ARC FLASH RATED CLOTHING** - In addition to any dielectric products required for protection from electrical shock, personnel exposed to potential electrical hazards shall wear clothing of a type that will not contribute to an injury due to arc flash burn or thermal burn. This clothing shall be recognized ARC Flash Rated garments with a minimum Arc Thermal Performance Value (ATPV) of 4 for shirts, 8 for pants, or 4 for a coverall. Clothing with a higher corresponding ATPV shall be worn if the arc flash hazard is determined to exceed these values during the job hazard analysis.
- 4) This clothing shall be worn as a system in accordance with NFPA 70-E "Standard for Electrical Safety in the Workplace" latest edition. Contractors shall identify in their project safety plan the specific method of implementation that will be used for determining AFR clothing compliance (calculations / tables / standard everyday work clothes).
- 5) **HIGH VOLTAGE** -- All premises wiring high voltage activities shall be conducted in accordance with the pertinent provisions of the OSHA standards contained in Subpart V - Power Transmission and Distribution, 29 CFR 1926.950, and Subpart R - Power Transmission and Distribution, 29 CFR 1910.269.
- 6) **BUSWAYS** -- Electrical shutdown must be coordinated and permission must be obtained from the service contract coordinator prior to working on any 480 volt busway or bus duct, including the installation and removal of any bus plugs (tap switches). At the KCNSC, 208 volt bus plugs may be installed/removed with the busway or bus duct energized.
- 7) **ENERGIZED WORK** -- All energized work (beyond testing and troubleshooting) must be coordinated with Honeywell's Project Representative. A Permit for Energized Electrical Safety (PEET) is required when performing work on energized electrical systems over 50 volts to ground. Personnel shall be trained

for energized electrical work. Proper apparel and safety equipment required to be worn and used during energized electrical work.

- 8) GFCIs -- Ground Fault Circuit Interrupter (GFCI) devices are required for personnel protection during all construction, demolition, remodeling, maintenance, repair, and similar activities. This protection shall be required even if using double-insulated tools. GFCIs shall be an integral part of the branch circuit (fixed breaker or receptacle types) or installed directly to the premises wiring (portable plug or portable in-line types).

GFCIs shall be used in any of the following locations:

- Outdoors
- On or within any wet or damp location, (for example, i.e., sump pits, condensate pits, and wet floors);
- On all building roofs;
- On conductive flooring; and
- On or about grounded structures: (for example, piping ducts, conduits, metal tanks, and platforms).

- 9) LOTO

- Lockout and tagout are required for all servicing and maintenance of machines, equipment, and systems in which the unexpected energization or startup of the machine, equipment, or system, or the release of stored energy could cause injury to personnel. LOTO may only be applied by authorized personnel.
- Activities which occur during normal production operations do not require lockout/tagout. These activities include minor tool changes and adjustments and other minor servicing which is routine, repetitive, and integral to the use of the equipment and does not expose the employee to additional hazards.
- Equipment interlocks are not acceptable for de-energizing equipment for maintenance.

LOTO Exceptions:

- LOTO does not apply when working on equipment with a cord and plug connection if exposure to unexpected start-up is controlled by unplugging the

unit from its energy source. The authorized person must have exclusive control of the plug.

- LOTO does not apply to hot tap operations on pressurized pipe involving transmission and distribution systems for utilities provided.
- Continuity of service is essential, shutdown is not authorized, documented procedures are followed, and special equipment is used which provides proven effective protection to the employees.

LOTO applies to equipment service when:

- A guard, interlock, or other safety device is removed or bypassed.
  - An employee places part of the body into an area on a machine, equipment, or system or into an associated danger zone where work is being performed upon the material being processed (point of operation) or where an associated danger exists during equipment operating cycle.
  - Employee(s) are exposed to hazardous energy.
- 10) FLEXIBLE CORD SETS -- Flexible cords and cables (including extension cords and power supply cords) shall be protected from damage and abuse. Protection shall include cable shields where exposed to pedestrian and/or vehicle traffic. Cords shall have intact insulation, be without splice, have adequate strain relief, and be suitable for the environment involved. All cord caps (plugs) shall be dead front, with all blades, pins, and connector components intact. Cords shall be inspected prior to use and shall be tagged and removed from service if any defect is identified.
  - 11) TEMPORARY LIGHTING -- All temporary lights shall be designed or equipped with guards to prevent accidental contact with the bulb. Temporary lighting shall not be suspended by electrical cord unless specifically designed as the means of suspension.

#### **D. Office Safety**

The following items are to be reviewed regularly if you are assigned an office space at the Honeywell Facilities. Should you find problems, correct them yourself or bring them to the attention of your Service Contract Requisitioner:

- 1) Store hot liquids away from edges and locations where they could be accidentally spilled. For equipment with hot internal components, allow sufficient cooling time prior to removing paper jams, adjusting, or relocating.

- 2) Check flooring for condition (carpet tiles secured, cords not strung across walkways, tiles intact, spills cleaned up, etc.). Do not climb on chairs, desks, or furnishings. Ensure housekeeping is orderly to avoid slipping and falling.
- 3) Ensure drawers, binder bins, and similar covers are closed. Ensure housekeeping is orderly to avoid slipping into furnishings.
- 4) Keep access to emergency exits clear at all times.

## **E. Musculo-Skeletal Disorders Prevention**

The following guidelines will assist your workers by improving ergonomic positioning for office work. Musculo-skeletal disorders may develop from improperly set up and adjusted work stations. To help prevent injuries to your workers, we recommend the following:

- 1) An easily adjusted work surface or an adjustable keyboard holder is required. Keyboard holders should adjust in height, tilt, and horizontal location.
- 2) A mouse pad holder either at the keyboard holder or a separate adjustable mouse pad holder. The intent is to reduce reaching to use the mouse.
- 3) The keyboard and monitor are directly in front of the user while they are in a normal work position in their chair. An arrangement that requires the user to constantly look to one side is not acceptable.
- 4) The top of the monitor screen is no higher than eye level of the user.
- 5) Use padded surfaces where hands, wrists, or arms contact hard surfaces or sharp edges. Adjust work area to appropriate height for the individual associate. Arrange work area to reduce long reaches (more than 15 inches).
- 6) Evaluate keyboard use to identify and correct potentially harmful behaviors such as excessive reaching with fingers, hitting keys too hard, hand /wrist deviation, extending fingers or thumb while typing. Take regular breaks.

## **F. Material Handling**

If lifting more than 35 pounds is required, consider job redesign or lifting assistance. Heavier loads may be handled if well designed and arranged. Lighter loads may need additional attention due to size, location, frequency of lift. Proper lifting practices are:

- 1) Keep material to be lifted off the floor to assist in lifting; 30 inches is ideal height.
- 2) Lifting is best done between knuckle height and shoulder height.

- 3) Consider reducing container size, improving handles, reducing the frequency of lifts, reducing the frequency or distance carrying requirements as factors to consider to reduce lifting strains.
- 4) Remove obstacles to the use of proper lifting techniques such as postural constraints or slick floors.
- 5) When lifting, keep the load close, keep the curves in the lower back and avoid twisting while holding a load. Use team lifts when appropriate.
- 6) If lifting more than 35 pounds is required, consider job redesign or lifting assistance. Heavier loads may be handled if well designed and arranged. Lighter loads may need additional attention due to size, location, frequency of lift.
- 7) Use mechanical tools for highly repetitive tasks.
- 8) Keep the work surface height low enough to permit the operator to work with elbows close to the sides and wrists near their neutral position.
- 9) Keep reaches within 20 inches of the front of the work surface so the elbow is not fully extended when the forces are applied. Keep within 16 inches for frequent reaches.
- 10) Keep motions within 20-30 degrees of the wrists' neutral position
- 11) An ergonomics evaluation is recommended for operations that require more than 90 degrees of rotation around the wrist or gripping requirements in repetitive operations that spread the fingers and thumb apart more than 2.5 inches. Cylindrical grips should not exceed 2 inches diameter. Grips should be padded where possible and without sharp edges. Hand tools that produce vibrations, require wide grip spans or repetitively abrade the wrist area during use are of particular concern.

## **G. Fall Protection**

- 1) OSHA requires fall protection be used by persons working 4 feet or more above the floors and outside the confines of protective guardrails.
- 2) Fall protection is required when working within 15 feet or less of an unprotected edge that is 4 feet or more above lower level.
- 3) Fall protection harness/lanyard is required in any mobile elevated work platform such as scissor lift, vertical life, boom lifts, cherry picker, ect.
- 4) Fall protection is required when working from pipes/ducts.

- 5) Contractors are responsible for ensuring anchor points can support the fall protection system being used.
- 6) Fall protection rescue plan is to be established before work occurs.
- 7) Fall protection shall be used when working at heights less than 4 feet if the area below the worker is hazardous, such as when working over machinery or impaling objects.
- 8) Guardrails are barriers that prevent persons from falling through wall openings or stepping into temporary openings. Guardrails shall be constructed of a standard top rail, mid-rail, and toe board and be capable of withstanding 200 pounds lateral force, or provide the equivalent protective factor.

## 26. Securing the Work Zone

The Service Contractor is responsible for protecting their personnel, including Honeywell's employees, and property against potential damage. Service Contractor shall post warning signs and place barricades as appropriate.

### A. Barricades

A barricade is a portable or fixed device having from one to three rails with appropriate markings and is used to control traffic by closing, restricting, or delineating all or a portion of the right-of-way. Barricades shall be used in the following instances: areas below overhead work; hazardous leaks or spills; and temporary open trenches, ditches, or holes.

### B. Falling Materials

When the potential for falling materials (for example, bolts, hangers, nuts, pipe, insulation) exists, the Service Contractor shall barricade and protect the area and/or equipment from damage. The Service Contractor shall provide an employee to be stationed below the work area to keep unauthorized personnel out.

### C. Hazardous Material Work Site

If your projects involves hazardous material clean-up or working with hazardous materials, the work area must be posted as to the hazard and appropriate warnings to keep unauthorized workers out of the exclusion zone.

## 27. Scaffolds

All scaffolding shall be built and used in conformance with OSHA standards, 29 CFR 1926.45.

## 28. Use of Honeywell Equipment by Contractors

Use or operation of any Honeywell equipment requiring specialized skills, training or licensing (i.e. powered industrial trucks, confined space equipment, fall protection equipment, etc.) by Contractor employees is prohibited unless:

- Permission is granted by the Honeywell Representative, and is either:
  - written as part of the service agreement or contract, or
  - documented by using the Contractor Use of Honeywell Equipment Form (see appendix J)
- Contractors have appropriate training on the use of equipment.

## 29. Ladders and Aerial Lifts

### A. Ladders

- 1) Nonconductive ladders shall be used where the potential for energized electrical hazards exist. No aluminum or wooden ladders are allowed.
- 2) Portable ladders in use shall be tied, blocked, or otherwise secured to prevent displacement.
- 3) Do not climb higher than the second step from the top on step ladders.
- 4) The area around the top and bottom of ladders shall be kept clear.
- 5) Ladders shall not be used on slippery surfaces unless secured or provided with slip-resistant feet to prevent displacement.
- 6) Step ladders shall always be used with the spreader fully extended.

### B. Aerial Lifts

- 1) All aerial lifts equipped with outriggers shall have the outriggers fully extended when in use.
- 2) When using extendible and articulating boom lifts, it is required that the employee be tied off to the basket or boom.

## 30. Public Address/Emergency Notification System

No portion of the public address/emergency notification system shall be rendered inoperable, except upon written approval of the Service Contract Requisitioner.

## 31. In-Plant Vehicles (Powered Industrial Trucks and Carts)

- A. All contractor vehicles that will be used within the facility must be equipped with a horn and a flashing amber beacon visible from all directions. Battery powered vehicles are encouraged. All utility carts to be used inside of buildings must be battery powered.
- B. All vehicles entering the facilities shall be in proper working order. This includes: brakes, lights, alarms, etc. Speed limit is 5 mph inside the building. Vehicles shall stop at all marked intersections and follow all posted aisle restrictions.

## **32. GENERAL SECURITY AWARENESS**

### **A. Overview of Safeguards and Security Program Responsibilities**

The Honeywell security organization provides all aspects of security protection for classified and sensitive material and information, government property, and associates on a year-round, 24-hour, seven-days-a-week basis. Security is provided for unclassified and classified information and material from theft and unauthorized disclosure, destruction, and modification. Also, property and other assets are protected against theft, sabotage, misuse, or hostile actions.

### **B. Escort Procedures**

Access to secure areas of the facilities is limited to authorized personnel possessing access authorization and a need-to-know. Uncleared U.S. citizens, on official business, may be granted access to secure areas as a visitor. However, they must be under the control of an authorized escort with the appropriate level of access authorization.

### **C. Protection of Government Property**

All property purchased and used by Honeywell, as an operating contractor to the NNSA, is actually the property of the United States Government. Federal law, Honeywell's contract, and internal regulations all require that government property be used for official government work, or as otherwise specified by general management. Any individual accessing Honeywell facilities that uses government property for other than specified above is subject to appropriate disciplinary action.

### **D. Badge Procedures**

The security badge you are issued must be worn at all times. Wear it so that it is visible at all times between your shoulder and waist. Display or remove and surrender the badge as requested at guard posts.

If you do not have a security clearance, you will be issued an uncleared visitor badge. If you need to access secure areas of the facility, you will be assigned an authorized escort who will accompany you during your visit to those areas. Security procedures require that you remain under the control of an authorized escort while in these areas.

### **E. Identification of Controlled and Prohibited Articles**

The following items are not allowed to be brought in to secure plant areas, unless special provisions have been made. If you have any of the below listed items in your possession, you must inform the Protective Force Officer prior to accessing the facility:

- **Cellular Phones** – personal, company, and government owned
- **Computer equipment** – including Palm Pilots, Laptops, USB pen drives, and memory sticks
- **Any item equipped with a data exchange port**
- **Cameras and camera storage media**– including undeveloped film and negatives
- **Firearms, explosives, incendiary devices**
- **Illegal drugs, drug paraphernalia, controlled substances, alcohol**
- **Recording and transmitting devices**
  - audio, video, optical, data recorders
  - pagers with transmitting capabilities
  - remote controlled objects
  - any object with RF transmit capability
- **Copying devices**

## F. Protection of Unclassified Controlled Nuclear Information

Information that is not classified is called unclassified information. Some unclassified information may require additional protection or special handling due to its sensitivity and the potential for adverse impact on its owners or others. Unclassified Controlled Nuclear Information (UNCI) is one example of this type of information.

## G. Procedures for Reporting Safeguards and Security Concerns

Any individual can report a Safeguards and Security Concern by contacting a security representative or any member of Honeywell's management team. You may also provide comments or ask questions by calling the Security at x3601.

## 33. Equipment & Supplies Delivery

All equipment and supply deliveries are to be directed to the north side of the facility. All delivery vehicles and their contents are subject to search when entering or leaving the facility grounds.

Avoid deliveries to the front (south side of the facility), since security gates with height restrictors control access.

**CAUTION: NO VEHICLES OVER 7'6" WILL CLEAR THE SECURITY GATES. YOUR VEHICLE WILL SUSTAIN SERIOUS DAMAGE!** All deliveries to the front of the building must enter and exit the facility through the north entrance. All delivery vehicles will be required to pass a security inspection before being allowed to approach the building.

## APPENDIX A

### Service Contract Safety Plan Outline

The following information is provided as a guide to assist you writing a safety plan. Depending on the type of work you perform, sections that do not apply to your particular project can be omitted.

Mandatory elements are noted with an asterisk (\*). These items must be identified or addressed in your plan.

#### I. Documentation Requirements

- Written safety plan \*
- Required certified personnel

#### II. Regulatory Guidelines

- OSHA requirements (29 CFR 1910/1926)
- Service Contractor Safety Handbook
- Contractor Safety and Health Handbook
- DOE Worker Safety and Health Program 10 CFR 851\*
- Chronic Beryllium Disease Prevention Program 10 CFR 850

#### III. General Safety and Health Provisions

- Safety and health responsibilities \*
- Safety training and education
- Recording and reporting of injuries \*
- First aid and medical attention \*
- Communications (tool box meetings) weekly
- Fire protection and prevention
- Housekeeping measures \*
- Personal protective equipment to be provided
- Excavations and blind penetrations
- First aid kits
- Telephone contacts \*

#### IV. Occupational Health and Environmental Controls

- Emergency response/evacuation and sheltering \*
  - Include a preplanned assembly point and the method to account for each employee.
- Occupational Noise Exposure, projected levels and protective measures
- Ionizing radiation, Protection Standards 10 CFR Parts 20, 34, and 10 CFR 835, Occupational Radiation Protection measures.
- Radiography procedures and safety measures
- Non-Ionizing radiation
- Laser safety measures
- Toxic gases, mists, vapors, fumes, and dusts
- Detection methods (sampling and analysis)
- Ventilation

- Local exhaust measures
- Duration of work in area
- Design and operation of system
- Disposal of filter media

## V. Personal Protective and Life Safety Equipment

- Head protection
- Hearing protection (if sound level > 84 dbA for 8 hours)
- Eye and face protection
- Foot protection
- Respiratory protection
  - Selection, issuance, use and care
  - Maintenance program
- Fall protection, lifelines and lanyards
- Safety nets

## VI. Fire Protection and Prevention

- General requirements
  - Accessible firefighting equipment
    - Portable equipment
- Fire prevention
  - Identification of ignition hazards
  - Indoor storage
- Flammable and combustible liquids
  - General requirements (<1 gallon)
  - Indoor storage of flammable and combustible liquids
  - Storage outside buildings
  - Fire control for flammable or combustible liquid storage
  - Temporary heating devices
  - Ventilation

## VII. Signs, Signals, and Barricades

Accident prevention signs and tags

- Sign types and uses (for example, danger, caution, exit, safety)

## VIII. Materials Handling, Storage, Use, and Disposal

- General housekeeping requirements
- Material storage requirements
- Proper disposal of waste materials
- Identification of hazardous waste

- Fire protection

## **IX. Electrical**

- Regulatory compliance (NEC, NFPA, ANSI)
- Protection of employees
- Electrical protective clothing
- Passageways and open spaces
- Work space around equipment
- Lockout and tagging of circuits
- Ground fault protection (no exceptions)\*
- Flexible cable and cords

## **X. Ladders and Scaffolding**

Scaffolding general requirements

## **XI. Floor and Wall Openings and Stairways**

Guardrails, handrails, and covers

## **XII. Welding and Cutting**

- Transportation and storage of compressed gas cylinders
- Hot Work Permits
- Fire extinguishers

## Helpful Telephone Numbers

*Note: All numbers begin with area code 816. If calling from within the plant, dial last 4 digits only.*

<b>Event</b>	<b>Phone</b>
<b>Emergency KCNCS</b>	<b>488-3600</b>
Spill Hotline	488-7745

### Honeywell Health & Safety

<b>Name</b>	<b>Pager</b>	<b>Phone</b>
Trae Venerable	458-1440	488-5017
Zach Dapron	458-1254	488-8754
Austin Carsel	458-1036	488-5169
Matt Werle	458-0435	488-2894
Zach Parks	458-1090	488-6535
Brandon Stark	893-1285	488-7814

<b>Event</b>	<b>Phone</b>
Medical Department	488-3200
Safety And Health Concern Line	488-3181
Safety Data Sheets	488-3181
Patrol KCNCS (Non-Emergency)	488-3601

Hazard Waste Pickup	488-5500
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### CONTRACTOR USE OF HONEYWELL EQUIPMENT

Honeywell is willing to allow Contractor to use Honeywell Equipment only if Contractor assumes complete responsibility for associated costs and potential liabilities that may arise from its use. The Contractor shall not operate any equipment owned or leased by Honeywell, whether to complete the work or for any other purpose, unless authorized in writing by the Honeywell Representative. The Honeywell Representative shall have an authorized representative of the Contractor sign this Agreement prior to use.

Equipment Use Agreement date: \_\_\_\_\_,

Contractor \_\_\_\_\_

\_\_\_\_\_.

#### Equipment Identification and Timing of Use

The following Honeywell Equipment may be used by Contractor:

\_\_\_\_\_  
\_\_\_\_\_

Contractor may use the Honeywell Equipment during the following time period:

Beginning: \_\_\_\_\_

Ending: \_\_\_\_\_

#### Representation by Contractor; No Representation or Warranties by HONEYWELL

- A. HONEYWELL DOES NOT MAKE ANY WARRANTIES OR REPRESENTATIONS, EITHER EXPRESS OR IMPLIED, RELATING TO THE QUALITY, CONDITION, USE, CARE OR MAINTENANCE OF HONEYWELL EQUIPMENT. HONEYWELL EXPRESSLY DISCLAIMS ANY WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE.
- B. Contractor acknowledges that Honeywell has not made any warranties or representations relating to the quality, condition, use, care or maintenance of the Honeywell Equipment. Contractor further acknowledges that Honeywell is not a "merchant" of the Honeywell Equipment as the term "merchant" is defined in Article 2.104(1) of the Uniform Commercial Code. Contractor agrees that its use of the Honeywell Equipment is at Contractor's sole risk.
- C. For purposes of this Agreement, the term "use" encompasses all Contractor activities involving the Honeywell Equipment, including, but not limited to employing, operating, handling, testing, transporting, storage, care and maintenance.

#### Contractor's Responsibilities; Proper Care of the Equipment

Before using the equipment, Contractor will ensure the equipment is in safe and proper operating condition for its intended purpose, and that Contractor's personnel who use the equipment are properly trained and familiar with the equipment and knowledgeable as to the safe and proper use and care of the equipment, and all applicable legal requirements governing the use and care of the equipment.

Contractor will return the equipment to Honeywell promptly at the end of the time period.

If any of the equipment is damaged beyond ordinary wear and tear, but not beyond repair, Contractor will, on demand, immediately either: (a) restore the equipment to good repair and proper operating condition; or (b) replace the equipment with an equivalent item that (i) is in good repair and proper operating condition, (ii) is of the same make as the equipment and (iii) is of the same or later model as the equipment.

If any of the Honeywell Equipment is lost, stolen, destroyed, or damaged beyond repair, Contractor will, on demand, immediately replace the equipment with an equivalent item which (a) is in good repair and proper operating condition, (b) is of the same make as the equipment, and (C) is of the same or later model as the equipment.

**Special Contractor Responsibilities when the equipment is a Powered Industrial Truck:**

Contractor acknowledges that it is responsible for and will ensure that, before an employee of Contractor operates a powered industrial truck (PIT) under this agreement:

That employee is competent to operate a PIT safely, as demonstrated by successful completion of the training and evaluation as required by Honeywell and country requirements;

**Indemnification**

Contractor will defend, indemnify and hold harmless Honeywell and any related entities (which includes, but is not limited to, Honeywell, Incorporated), and the agents, employees, officers and directors of Honeywell and any related entities (all of which are collectively referred to as the "Indemnified Parties") from any loss, claim or expense on account of any personal injury, property damage or other harm to any person, property or business arising from or connected to Contractor's possession, use or maintenance of the Honeywell Equipment. Except to the extent prohibited by law, this indemnity applies regardless of the extent to which the underlying harm is attributable to the negligence (including sole negligence) of the Indemnified Parties and regardless of the extent to which the underlying harm is attributable to the negligent or otherwise wrongful act or omission (including breach of contract) of Contractor or Contractor's agents or employees.

Accepted and Agreed to:

<p>Honeywell, FM&amp;T</p> <p>By: _____</p> <p>Print Name: _____</p> <p>Title: _____</p>	<p>CONTRACTOR</p> <p>By: _____</p> <p>Print Name: _____</p> <p>Title: _____</p>
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