

Attachment 2

SERVICE CONTRACTORS SAFETY MANUAL
&
ORIENTATION HANDBOOK

PPG Architectural Finishes
Aurora, IL
Last revised July 2007

All contract employees performing work for PPG must adhere in detail to the requirements and procedures outlined in this manual. PPG or the contractor will remove and replace any contract employee who fails to comply with these rules. The PPG representative must be notified of any additional contractor employees who arrive on-site after the initial safety and security instruction orientation. All contract employees must complete the "Contractor Safety Orientation" prior to beginning work and/or entrance to the site. The orientation must be completed annually. All interpretations will be made by the designated representative for PPG.



Hazardous or Potentially Hazardous Environments

1. PPG Industries uses a large variety of chemicals. Treat all materials as hazardous and avoid contact with chemicals. If a chemical does contact your skin, wash it off with water immediately.
2. Electrical, mechanical, pneumatic, and hydraulic equipment must be properly locked and tagged out prior to the onset of work. The PPG representative must be notified before any electrical equipment is shut off and/or locked out. Requirements of the LOTO SOP must be followed.
3. Under no circumstances should a contract employee enter a confined space without first having obtained a Confined Space Entry Permit from their PPG representative.
4. Before starting any excavations, the contractor must consult with the PPG representative for all known underground utilities or other pipe lines.
5. All hazardous outside pits, trenches, excavations, etc. must be barricaded. Excavations greater than 5 feet in depth must be properly sloped or shored to prevent wall collapse.
6. All hazardous openings or excavations must be barricaded at all times unless the work requires its temporary removal. The area will be lighted one hour before sunset until one hour after sunrise.
7. While overhead work is being performed, signs must be posted in a conspicuous manner "Danger – Work Overhead". If sparks from cutting or other materials are falling, the area below must be roped off completely.
8. A special written permit will be required for each specific job requiring the use of open flames or spark producing equipment. These permits are for one shift only and a new permit must be issued each shift. The permit must be conspicuous displayed at the job location. This permit is NOT permission to smoke. The contractor must supply at least one Class ABC fire extinguisher per burning and welding station.
9. Use of explosives must be reviewed and approved by PPG prior to use.

Personal Protective Equipment

4. The contractor will be informed of PPG Aurora's requirements in all manufacturing areas. In general, safety glasses with side shields, steel-toed shoes and hearing protection in designated areas.
5. It is the responsibility of the contractor or subcontractor to enforce the use of required personnel protective equipment by their employees.
6. The contractor and/or subcontractor will supply personal protective equipment to their employees as needed unless instructed otherwise, in writing, by PPG.



General Safety & Health Rules and Requirements

1. The contractor is responsible for the conduct of their employees and shall enforce good order and conduct at all times. Horseplay is not permitted.
2. Work shall not be performed under or immediately adjacent to loads being hoisted and all loose items of equipment shall be secured from falling.
3. No riders are permitted on moving equipment, rigging, or loads.
4. Acetylene, oxygen, nitrogen and other compressed gas cylinders must be securely fastened in an upright position.
5. Jumping from docks, trucks, or other platforms and running is prohibited.
6. Do not use packages, drums, or other items in the place of ladders.
7. Lockout/tagout procedures must be used when work is performed on machinery or equipment that can be operated.
8. While overhead work is being performed, the area below must be roped off or other equivalent measures taken to protect workers in that area.
9. Excavations:
 - a. Before starting any excavation, the contractor must consult with the PPG representative from engineering to determine the location of underground utilities such as conduct, pipelines or tanks.
 - b. Necessary temporary railings and barricades of substantial construction shall be erected by the contractor. Excavation areas shall be well marked at all times.
10. Food and beverage items are not to be carried into or consumed in the plant. Eating is only permitted in the break room.

Security & Plant Access Procedures

1. Contract employees must sign in and out at the front entrance every time they enter or exit the facility. The Maintenance Manager will track contractors that have completed this orientation and he is responsible for ensuring that all contract employees admitted orientation was within the last 12 months.
2. Special arrangement must be made with the PPG representative for access beyond the normal work day, on weekends, or holidays.
3. The contractor's employees will be permitted access only to those areas necessary for the performance of contractual work. Under no circumstances are the contractor's employees allowed to tour or roam around the facility or to enter areas not necessary for the performance of their work.
4. All closed type vans, car trunks, tool boxes and other contractor vehicles and equipment are subject to inspection by a duly authorized PPG representative while on company premises.
5. Contractor employees may park in the facility parking lot while working at the facility.
6. The contractor shall observe a facility speed limit of 10 MPH when moving any type of vehicle outdoors.
7. Contract employees are permitted to utilize plant restrooms and break rooms. Contract employees should avoid utilizing these facilities during times that coincide with normal plant breaks.
8. The possession of any type of weapon on PPG property is prohibited.
9. Cameras are not permitted on plant premises unless previously approved. This includes cell phones or other portable devices that are equipped with a camera.

Environmental Requirements

1. All personnel are responsible for preventing spills or releases. Contractors should utilize proper procedures, as instructed by the PPG representative, to prevent any accidental releases of materials into the environment.
2. Contractors should report any spills immediately.

Injury Reporting

1. The treatment of injuries sustained by the contractor and/or subcontractor employees shall be the responsibility of the contractor.
2. First aid for serious injuries may be provided on a one-time basis at the plant first aid station. The contractor and/or subcontractor should have available emergency treatment procedures and emergency medical telephone numbers.
3. All OSHA recordable injuries or illnesses sustained on PPG premises must be reported, in writing, to the PPG representative and Plant Manager within 24 hours of the occurrence.
4. PPG must be notified of any accident that damages PPG equipment or real property.

Waste Handling Requirements

1. Sewers, ditches, drains, sumps, and trenches are not to be used for disposal of waste.
2. Dumpsters and other normal rubbish receptacles may be used only with the permission of the PPG representative.
3. The PPG representative will provide guidance for proper disposal of any waste generated from work on-site.

Housekeeping Requirements

1. Housekeeping is the contractor's responsibility. Good housekeeping is necessary at all times in the prevention of incidents and injuries.
2. No dumping of dry or liquid trash on the plant grounds.
3. The job site must be as clean and orderly as possible while work is being performed.
4. Should the contractor fail to remove rubbish, such removal will be done by PPG at the contractor's expense.
5. At the end of the work, the job site must be left in an acceptable condition. The PPG representative will make a final inspection to determine the adequacy of the final clean-up.





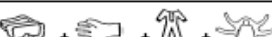
General Safety & Health Rules and Requirements *continued*

11. Contractor employees who must work in any are of the warehouse will be required to wear safety glasses with side shields and safety shoes. Additional PPE requirements will be communicated by the PPG representative.
12. Fall protection will be required for work performed at heights greater than 6 feet from floor level including when working on aerial lifts. Provision of fall protection and use enforcement is the responsibility of the contractor and/or subcontractor.
13. Cell phones are prohibited for use in the plant and warehouse areas. Cell phones shall only be used during the designated break time in the lunch room or outside eating area.

Hazard Communication Labeling

1. This PPG facility has a Hazard Communication Program which keeps employees informed of the hazards of the chemicals with which they work. If you would like to review the written Hazard Communication Program or the MSDS for any material, ask the PPG representative.

2. Hazard warning information for finished products and some maintenance chemicals can be found on the product warning label. Hazard warning information raw materials and some maintenance chemicals is provided by a safety and health index (SHIS) number assignment. This system assigns a number between 0 and 4, relative to the hazard with regard health, flammability, and reactivity. All materials have either a SHIS label or a finished product warning label.

<p>A  Eye hazard</p> <hr/> <p>B  Eye/hand hazard</p> <hr/> <p>C  Eye/skin hazard</p> <hr/> <p>D  Eye/skin corrosive hazard</p> <hr/> <p>E  Eye/skin/lung dust hazard</p>	<table border="1"> <thead> <tr> <th colspan="2">HAZARD INDEX</th> </tr> </thead> <tbody> <tr> <td>4</td> <td>Severe Hazard</td> </tr> <tr> <td>3</td> <td>Serious Hazard</td> </tr> <tr> <td>2</td> <td>Moderate Hazard</td> </tr> <tr> <td>1</td> <td>Slight Hazard</td> </tr> <tr> <td>0</td> <td>Minimal Hazard</td> </tr> <tr> <td>*</td> <td>Chronic Hazard (The health hazard rating for this material is based on chronic, or long-term, health hazard(s). The material may also present acute, or short-term, health hazards.)</td> </tr> </tbody> </table>	HAZARD INDEX		4	Severe Hazard	3	Serious Hazard	2	Moderate Hazard	1	Slight Hazard	0	Minimal Hazard	*	Chronic Hazard (The health hazard rating for this material is based on chronic, or long-term, health hazard(s). The material may also present acute, or short-term, health hazards.)
HAZARD INDEX															
4	Severe Hazard														
3	Serious Hazard														
2	Moderate Hazard														
1	Slight Hazard														
0	Minimal Hazard														
*	Chronic Hazard (The health hazard rating for this material is based on chronic, or long-term, health hazard(s). The material may also present acute, or short-term, health hazards.)														

for
to

3. At no time should you ever work with a material which you do not understand or are not aware of the hazards. If you have any questions about the materials with which you are working, ask your PPG contact.

Contractor's Tools and Equipment

1. Contractors will furnish all tools and equipment. All equipment must be well maintained and meet applicable standards.
2. All electrical or spark producing equipment or internal combustion engines must be approved for use in any area. Use of tools not properly rated is strictly prohibited.
3. Regardless of the type of fuel used, all fuel-driven equipment must be shut down for refueling and refueled outdoors and in compliance with storm water management and spill prevention plans.
4. Safety guards or devices shall not be removed from tools or equipment except for repairs and must be replaced upon completion of repair
5. Scaffold planks, ladders, ropes, ground wires, portable tools, and all other equipment shall be inspected by the contractor and replaced if found to be damaged or defective.
6. Portable metal ladders are not permitted for electrical work.
7. All portable electrically powered tools and equipment shall be individually grounded. Insulated tools and use of a GFCI when available. Generally grounds for welding should be through the work piece rather than using the plant structure for ground.
8. **Borrowing PPG tools and equipment is permitted in extreme cases and written authorization and release must be completed prior to use.**



Flammable & Combustible Liquids

1. Flammable liquids must be stored inside an approval (UL) metal safety can. The can must be clearly labeled to identify the contents.
2. Storage locations must be approved by a PPG representative.
3. Bonding and/or Grounding is required whenever flammable or combustible liquids are transferred between two containers, from a pipe outlet into a container, or during liquid agitation.

Process Safety Management

This facility has a program for the storage of flammable aerosols. Any work including maintenance, repair or renovation on fencing, racks or fire protection systems must adhere to applicable safety work practices concerning flammable aerosol storage.

1. Any changes to equipment or utilities affecting a covered process must be managed in accordance with the facilities Management of Change (MOC) procedures.
2. All safety requirements and procedures shall be complied with when working in or near the flammable aerosol storage area.
3. The affected contract employer shall be responsible for ensuring that each contract employee is trained in the work practices necessary to perform his/her job including:
 - a) Instruction known potential fire, explosion, or toxic release of hazards related to job and provisions of the emergency action plan
 - b) Document that each contract employee has received and understands the training required and prepare a record which contains the identity of the employee, date of training and means used to verify that the employee understood the training.
 - c) Assure that each contract employee follows the safety rules of the facility including the safe work practices
 - d) How a contract employee can advise their employer of any unique hazards presented by the contract employer's work or any hazards found.

Flammable Aerosol Storage and Handling

1. Damage to cage unit structure or racks shall be reported immediately to a PPG representative.
2. Combustibles and satellite waste units shall not be stored within 35 feet of the flammable aerosol storage unit.
3. This area is a "covered process" as defined under 29CFR 1910.119 for Process Safety Management.
4. Work in this area will require additional safety orientation information concerning the potential for fire/explosion, required safe work practices, emergency procedures, specific safety and health hazards associated with storage of flammable aerosols.

Emergency Procedures

1. Evacuation: In the event of a facility evacuation, the contractor and their employees should immediately stop their work and secure the job into a safe position, and proceed to evacuate via the closest exit. Report to the north parking lot outside of the front office to be accounted for.
2. All unusual incidents, including but not limited to accidents, injuries, property damage, etc., should be reported immediately to the PPG representative.
3. A 24-hour phone number will be left with the PPG representative while the contractor has workers or material on PPG premises. Likewise, a 24-hour PPG number will be supplied to the contractor representative.
4. If the contractor sees a fire, they should first notify a PPG representative either verbally or by pulling a fire alarm box. If it is safe to do so and the contractor is comfortable in doing so, they may use the nearest fire extinguisher to put out the fire. Report any fire extinguisher use to the PPG representative.
5. Fire fighting tools, extinguishers, hydrants, and hoses must not be used for anything except fighting a fire. It is the responsibility of the contractor or subcontractor to know the locations of fire alarms, fire extinguishers, and fire exits at the work site.
6. If it becomes necessary to turn off a sprinkler system, use a hydrant or other fire fighting equipment for anything except a fire, the PPG representative must be informed before this occurs.
7. Any work requiring the disconnection of an active fire protection system must be planned and scheduled to minimize the actual downtime.
8. Fire doors, exits, equipment, etc. shall not be blocked by contractor equipment or vehicles. Wires, cables, hoses, etc. shall not be passed through doorways or wall openings if the wire, cable, or hose would prevent fire doors from closing properly.

Electrical Equipment

1. An Electrical Safe Work Permit must be acquired before performing work on live electrical equipment.
2. Electrical equipment shall be installed, maintained and used in accordance with applicable codes and standards.
3. The flammable liquid warehouse room is electrically classified as Class IA, Division I. Electrical equipment operated in these areas must be UL approved for hazardous locations.
4. Ground fault interruption (GFI) protection must be used when portable electrical equipment will be operated in wet or damp areas.
5. Whenever possible, deenergize, lockout/tagout and test electrical components and equipment prior to wiring and/or performing work.

General Requirements

1. PPG General Terms and Conditions shall apply to all contractor work and may be supplied by the PPG representative.
2. The contractor and the contract employees shall comply with all federal, state, and local safety regulations.
3. The use of or the possession of alcoholic beverages or drugs is not permitted on PPG premises.
4. The contractor is responsible for the conduct of his/her employees; fighting, gambling, theft or other inappropriate behavior is not allowed.
5. Horseplay is not permitted and Obscene or abusive language or any form of harassment will not be tolerated.
6. Solicitation of any type is prohibited.
7. Report any malfunction or potential safety hazard to the PPG representative.
8. The contractor is responsible for noting the clearance under pipe racks, conduit racks, doors, ramps, and other such overhead obstructions and reconciling any possible interference with equipment.
9. Contractor personnel shall not connect to, adjust, or otherwise tamper with PPG equipment, unless authorized by the PPG representative.
10. Any use of equipment, change of work methods, or movement of PPG material or equipment not described by the PPG representative at the onset of work shall be cleared prior to performance of the work.
11. All equipment and accessories supplied by PPG or purchased by PPG for installation are the property of PPG. Excess materials shall not be removed from the Plant without written permission from the PPG representative.
12. Smoking is prohibited everywhere within the plant grounds except the designated outside smoking area outside.

Attachment 2A
Service Contractor
Orientation & Safety Manual Sign-off Form

PPG Industries, Inc. has provided and reviewed with me the contents of the “Contractor Service Safety Manual” for purposes of briefing employees under my supervision. I understand it is my responsibility to brief all employees under my supervision on all safety requirements included in the manual.

Signature of Contract Employee: _____

Contractor Employer: _____ Date: _____

PPG Representative: _____

Hold Harmless Agreement

I, the undersigned contract employee, understand that my use of the below tool, hereinafter referred to as “equipment”, is totally voluntary and that the equipment is being provided to me by PPG Industries, Inc. at my request. I hereby assume all risks in connection with my use of this equipment; and further, release PPG Industries, Inc., its employees, and agents, from liability for any harm, injury, or damage which may befall me, including all risks connected therewith, whether foreseen or unforeseen. Only PPG certified personnel are authorized to operate industrial powered equipment.

Signature of Contract Employee: _____

Contractor Employer: _____ Date: _____

Equipment Loaned to Contractor: _____

Signature of PPG Representative: _____

Valid for 1 year

