CONAGRA POLICY # S-03-20-01	SPECIFICATION	ConAgra 9 ConAgra Drive Omaha, NE 68102
ISSUE DATE **Dec 2018**	**CONTRACTOR WORK RULES**	Specification Owner: Safety Engineering

THIS TITLE SHEET IS THE FIRST PAGE OF THE SPECIFICATION AND IS A RECORD OF EACH ISSUE OR REVISION AND THE DESCRIPTION OF THE REVISION SHOULD BE NOTED UNDER REMARKS.

APPROVALS BY SPEC TEAM MEMBERS			CONSULTATION BY CONAGRA TEAM MEMBERS				PAGES	REMARKS
REV	DATE	BY	Engineering	RQ&I	Safety	Purchasing		
1	02/02/10	R. Schertz	X					Added combustible gas installation
2	06/01/11	J. Smart			X			Update Safety Requirements
3	05/08/12	J. Smart			X			Update Safety Requirements
4	06/15/14	J. Smart			X			Update Safety Requirements
5	02/01/18	J. Smart			X			Update Safety Requirements

THE FOLLOWING REFERENCED DOCUMENTS ARE CONSIDERED A PART OF THIS SPECIFICATION.

DOCUMENT NO.	DESCRIPTION	TAG NO.	DATE	REV	PAGES

☐ ENTIRE SPECIFICATION ISSUED THIS REVISION

☐ REVISED PAGES ONLY ISSUED THIS REVISION

SPECIFICATION ISSUED FOR:

☐ CAG PLANT ENG. MGR. APPROVAL
☐ CAG ENGINEERING SVCS APPROVAL
☐ CAG PROJECT MGR. APPROVAL
☐ REVIEW
☐ PRICE
☐ BID
☐ PURCHASE
☐ CONSTRUCTION

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APPENDICES

1.0 ACKNOWLEDGMENTS

1.1 PURPOSE

1.1.1 To establish work rules outlining proper conduct for Contractors while on ConAgra property.

CONTRACTOR PERSONNEL SHALL KEEP THIS GUIDE FOR THEIR REFERENCE AND MUST HAVE IT AVAILABLE UPON REQUEST WHILE ON THE JOB SITE.

1.2 INTRODUCTION

ConAgra Brands intends to maintain the highest standards of good manufacturing practice (GMP) and worker health and safety. It is imperative that there be compliance with all applicable statutes under the Federal Food, Drug, and Cosmetic Act, FDA, USDA, EPA, SARA Title III, Community Right to Know; the Occupational Health and Safety Act (OSHA), state laws; and local ordinances. Additionally, there must be adherence to general requirements and operating procedures specific to ConAgra and to the plant in which the work is performed.

As a rule, the contractor is responsible for the health and safety of its employees to include sub-contractors, the protection of ConAgra Brands and processes adjacent to the work site. To this end, there shall be continuing communication on these matters between ConAgra and any contractors and / or sub-contractors operating on the premises. A representative shall be designated by the contractor to maintain liaison with the Project Manager / Construction Administrator in charge and the ConAgra sanitation and safety managers.

Apparent violations of these regulations or unacceptable industry work practices will be brought to the attention of the contractor's representative for prompt correction. While contractor personnel with special expertise may determine work and safety practices commensurate with their field of expertise, those practices differing from ConAgra policy are to be reviewed by ConAgra before the implementation. Corrections of unacceptable conditions are the responsibility of the "controlling employer", that is, the one in the best position to correct the situation or ensure its correction.

These work rules are deemed most applicable to contractors on ConAgra Brands sites. These are not to be construed as all-inclusive, but shall be general guidelines for contractor employees on ConAgra premises.

Contractors should include all bids the money necessary to ensure full compliance with all regulations within this document.

NOTE: CHRONIC OFFENDERS TO THE WORK RULES WILL BE REMOVED FROM THE JOB.

ANY QUESTIONS REGARDING SAFETY OR HEALTH OF CONTRACTORS OR CONAGRA BRANDS EMPLOYEES SHOULD BE DIRECTED FIRST TO THE PROJECT MANAGER, THEN TO EITHER SAFETY OR HEALTH OR HUMAN RESOURCES.

ALL CONTRACTORS ARE EXPECTED TO ABIDE BY SAFETY AND GMP RULES AT ALL TIMES WHILE ON CONAGRA PROPERTY.

1.2.1 DEFINITIONS

- Contractor – any person, partnership, or corporation, which has a contract with ConAgra and / or their Contractors, to furnish labor, material, or equipment as part of the work.
- Subcontractor – an outside party called upon a Contractor to perform a task, to provide a service or to provide personnel for ConAgra.
- Contractor Compliance Agreement (see Appendix A) – is a written agreement between the Contractor and ConAgra to ensure ConAgra Contractor Work Rules are followed.
- Project Management – The ConAgra designated individual who is responsible for coordinating all construction related activity specific to a project or projects. This designated individual may be the Plant Engineering Manager or designee, Project Manager, Project Engineer or Construction Administrator. This individual will be designated at the Pre-construction kick-off meeting.
- Imminent Danger – Any condition or work practices that exists which could cause death or serious physical harm. These conditions are considered zero tolerance issues and do not require multiple occurrences to warrant expulsion from the site. Examples of Imminent Danger includes, but are not limited to the following:

    - Falls from elevations.
    - Excavations not properly sloped or shored.
    - Potential electrocution hazards.
    - Operation of vehicles, machinery, or heavy equipment in an unsafe manner.
    - Work activities posing injury hazards to the general public / plant personnel.
    - Failure to lockout.
    - Not following confined space entry procedures.

1.2.2 GENERAL

- The provisions of this document do not in any way relieve the Contractor or subcontractors of the responsibility for safe work performance. It is intended to assist in conducting a safe, total operation. This document represents general requirements and organizations will be expected to establish specific rules, guidelines and controls as necessary.

- The provisions of this document are intended to supplement governmental regulations and codes. Where differences occur, the most stringent alternative will apply.

- Every reasonable effort should be taken to ensure the safety of workers in all situations. No unprotected worker should be required to knowingly work in an unsafe place. A worker may be in an unsafe work area only if it for the purpose of making the area safe. A full review on how to accomplish this task with the least possible risk to the worker should be made prior to the worker entering the unsafe area.

- ConAgra has the right to refuse or restrict personnel, and the use of certain tools, equipment, or materials in its facilities.

1.2.3 CONTRACTOR RESPONSIBILITIES

- Contractors are responsible for controlling the manner and methods of their operations and are directly responsible for the safety of their personnel. To this end, the Contractor and their supervisors shall do the following:

  - Complete the contractor safety video within the ISN system and pass the test with a minimum score of 80%. Subcontractors not in ISN will need to be trained on the Contractor Work Rules by the General Contractor and sign the Compliance Agreement (Appendix A) within the CWR document. The General Contractor is responsible for all training of subcontractors and the maintenance of the associated training records.

  - Adhere to the requirements contained in this document. No exception will be made unless requested by the contractor in writing and approved by the Plant Engineering Manager or designee.

  - Be responsible for all employees and subcontractor personnel for adhering to the rules in the document. All Contractor personnel, including subcontractor personnel, must comply with all plant rules, policies and procedures.

  - Appoint a person to be specifically responsible and accountable for job / food safety and for coordinating safety with the Plant Engineering Manager or designee to eliminate hazards, prevent accidents to all personnel and prevent food contamination.

  - Hold daily / weekly meetings with the Plant Engineering Manager or designee to discuss the status of current and future activities of the project.

  - Review a copy of this document with all personnel. Each person must read and fully understand the rules spelled out in this document and the importance of fully complying with them before they can do work in the ConAgra Plant. **Failure to comply can result in immediate dismissal from the plant site.**

  - Contractor must review the ConAgra Contractor Work Rules with all employees and subcontractor personnel who will be working on the project before mobilizing for the project on site.

  - The Construction Administrator (or plant personnel when no CA is assigned to the project) will be responsible for providing site specific orientation to all contractor employees working on the project to ensure understanding of any site specific rules / regulations / procedures.

  - Provide Project Manager a daily sign-in/sign-out list of all personnel working at the end of each shift.

  - Provide employees and supervisors who are competent and adequately trained. This should include training in the appropriate health and safety aspects of the job and the contract with the facility. Special emphasis should be given to new, inexperienced personnel.

  - Notify personnel of all hazards associated with the task to be performed, including any hazard information provided by the facility.

  - Keep the Plant Engineering Manager or designee fully advised of any work which may affect the safety of ConAgra personnel, process, product and property.

- Provide the necessary tools and equipment, including personal protective equipment. Assure that the equipment is properly maintained and suitable for safely accomplishing the task, according to the contract.

- Maintain all equipment and tools in safe operating condition.

- Keep the work area free from safety and health hazards and maintain ConAgra housekeeping standards.

- Conduct periodic safety audits of its operations. This should include continuous housekeeping and safety reviews of the work area.

- Ensure first aid and medical services are provided as well as transportation for injured personnel. Transport to occupational clinic should be managed by a senior member of the contractor's project team familiar with case management.

- Conduct (at a minimum) weekly safety meetings with his / her personnel. Signed copies for the weekly meeting reports shall be kept and be available to the Plant Engineering Manager or designee within 24 hours of the session.

- Serious Accidents (one which requires response of outside emergency response, etc.- see below for details) will be reported immediately per the notification matrix (Appendix P) and follow-up with completed incident investigation within 24 hours:

    - Any fatality
    - Amputation of a major member – foot, leg, arm, hard (more than one digit)
    - Any burn (3rd degree burn over 10% of the body or 2nd degree burn over 30% of the body).
    - Any fire or explosion that requires the response of the fire department or activations of the facility sprinkler system.
    - Any event that results in outside emergency medical response (i.e. Ambulance, Paramedic, EMT).
    - Any material released at or above its EPA designated Reportable Quantity (RQ), following emergency response notice to first responders.
    - Any unplanned visit by a representative of a State of Federal safety or environment-related public agency (OSHA, DOT, EPA).
    - Any event that has a potential for resulting in media contact.
    - Notice of violations with permit conditions.
    - Written complaints by the public related to environmental issues.
    - A manual extinguishment system or local automatic system (hood, fryer, and etc. protection) is used to extinguish a fire.
    - Bomb Threat.

- Incidents, injuries or violations of these rules must be reported immediately to your supervisor and communicated per the notification matrix (Appendix P). A formal accident investigation report will be submitted per the matrix within 24 hours of the occurrence.

- Inform the Project Manager immediately of any OSHA, EPA, or other safety or health regulatory agencies' inspection(s) involving the Contractor's work.

- **CONAGRA PROJECT MANAGEMENT** – All contractors within the High Risk Matrix will be required to maintain a subscription to ISN and are required to maintain a passing grade at all times, as related to the contactors scorecard in ISN.

  - Contractors shall review their sub-contractor's insurance, experience modification rate (EMR) and accident statistics (OSHA Recordable incident rates) as well as the Contractor's safety performance on completed ConAgra projects.

  - The Project Manager will be the primary contact for the project. The Project Manager will conduct daily briefings with the Plant Engineering Manager or designee.

  - The Plant Engineering Manager or designee is responsible for communicating important information to key individuals in the event of a safety incident food safety incident and / or incident which effects production (see Communication Matrix in Appendix P).

  - Hold a pre-construction meeting with the Plant Engineering Manager or designee, Project Manager, Facility Engineer, Operations Manager, Maintenance Manager, Quality / Food Safety Manager, Sanitation Manager and Safety Manager to discuss the project.

  - Project Management will hold daily or weekly meetings with Contractor(s) and / or subcontractor(s) to discuss the status of current and future activities of the project.

  - Project Management will notify the Contractor of any classified areas to which their personnel may be exposed.

  - The Contractor Work Rules orientation is the Contractor's responsibility and should be done before employees arrive on site.

  - The Project Manager will ensure that all contractors have completed the ConAgra contractor safety training within ISN and have attained a passing grade. The Project Manager will also ensure that all subcontractors have been properly trained by the General Contractor prior to coming on site and that **all subcontractors are escorted any time they are on ConAgra property by a General Contractor employee**.

  - ConAgra will inform Contractors of facility security regulations, including parking arrangements and requirements for entering and leaving the facility and any special rules for personnel, vehicles, tools or equipment.

  - The Plant Engineering Manager or designee, Project Manager, Sanitation Manager, and the Safety Manager shall conduct a periodic (minimum 1 per week) safety and housekeeping inspection of the worksite(s). Any safety discrepancy observed will be reported to the appropriate Contractor representative for immediate correction. If the safety discrepancy creates an imminent danger, work will be suspended immediately. Work may resume only after the safety concern(s) have been corrected, to the satisfaction of ConAgra. **These inspections do not relieve the Contractor of its responsibility to self-inspect their work and equipment and to conduct the work in a safe manner.**

  - The Plant Engineering Manager or designee shall limit the entry of ConAgra personnel to Contractor work areas to avoid hazards created by the contracted work. Advise Contractors when it is necessary for ConAgra personnel to be in the work area.

- The Plant Engineering Manager or designee shall ensure lockout / tag out, system entry, decontamination of ConAgra facilities and equipment, and restricted area access procedures are fully implemented.

- The Plant Engineering Manager or designee shall inform the Contractor of the required response of their personnel to emergency signals.

- The Plant Engineering Manager or designee shall identify connection points for all services, such as steam, water, electricity, etc. and define any limitations as to the use of these services.

- ConAgra will periodically audit Contractor activities to determine compliance with the safety and health terms of the contract.

- The Plant Engineering Manager or designee shall conduct a walk-through review of the project at the conclusion of the job. This should be done to evaluate that the completed scope of work is safe and works appropriately.

- ConAgra will review the safety performance of the Contractor at the time of the contract's completion (or termination) or annually for long-term projects. This review should include Operations, Safety and Purchasing personnel.

1.2.4 EH&S ADHERENCE POLICY

- Contractors are required to comply with the applicable EH&S requirements and regulations. The procedures below outline a three-step, progressively administered system to correct compliance problems. However, if in the opinion of the Plant Engineering Manager or designee, non-compliance issues are considered to be severe, Contractor's contracts may be terminated at any time. (See Appendix I).

  - **Action Level One**

    If a Contractor fails to comply with an applicable EH&S standard, the Plant Engineering Manager or designee will issue a written "Notice of EH&S Non-Compliance" (Appendix J) to the Contractor's site representative. The Plant Engineering Manager or designee will also forward a "Warning Letter for EH&S Non-Compliance" (Appendix K) and a copy of the Notice of EH&S Non-Compliance to the Contractor's President or Operations Manager. Copies of these documents shall be forwarded to the ConAgra Procurement Group.

  - **Action Level Two**

    If item(s) of EH&S non-compliance are not correction by Action Level One, or if the Contractor repeatedly fails to comply with the applicable EH&S regulations, the Project Manager will issue a "Written Notice of Temporary Job Suspension" to the Contractor (Appendix I). The Contractor's work may not resume until the Contractor's Operations Manager or equivalent has proposed and submitted correction actions in writing that are acceptable to the Plant Engineering Manager or designee. Copies of these documents shall be forwarded to the ConAgra Procurement Group.
    Actions that may be considered include, but are not limited to:
    - Removal of certain Contractor personnel from the project,
    - Alteration of the Contractor's job procedures, or
    - Implementation of corrective action by ConAgra with back charges to the Contractor.
    - The Contractor shall not resume work until the Plant Engineering Manager or designee accepts the proposed correction actions.

- **Action Level Three**

  If Action Levels One and Two do not result in the Contractor's EH&S performance being brought into compliance, contract termination may result. ConAgra Procurement may terminate the contract after verifying with the Plant Engineering Manager or designee that the EH&S adherence procedure has been followed and after giving the Contractor applicable notice. Contractors that have a contract terminated in accordance with this procedure are ineligible to participate in future projects until they have implemented and demonstrated corrective actions to improve their deficiencies. Only written approval from the ConAgra Procurement Director can reinstate a Contractor's eligibility in writing.

  Certain offenses are such that the first action will be immediate removal of the offender from the plant site and banning of offender from future work. These include, but are not limited to:

  - Bringing alcoholic beverages and / or drugs on the plant site.
  - Suspected of being intoxicated, alcohol consumption on the job or under the influence of drugs while on-site.
  - Possession of firearms or ammunition.
  - Stealing from plant site.
  - Contaminating ConAgra products.
  - Intentionally disrupting plant operations.
  - Disobeying a *ConAgra or Project Manager's / Construction Administrator's* direct instructions.
  - Smoking in areas other than those designated by ConAgra for smoking.
  - Any form of industrial espionage.
  - Failing to follow lockout / tag out program requirements.
  - Failing to follow electrical safety related work practices program requirements.
  - Failing to follow confined space requirements.
  - Failing to follow hot work program requirements.
  - Failure to follow fall protection / scaffolding requirements.
  - Excavations not properly sloped or shored.
  - Operation of vehicles or machinery in an unsafe manner.
  - Anything that may endanger site employees / product / property.

  Legal action may be taken, if appropriate, in addition to the above.

2.0 GENERAL POLICIES

2.1 IDENTIFICATION

2.1.1 All Contractor personnel must check in prior to entering or leaving ConAgra facility property. Contractor personnel will identify themselves and their employer. Verification may be required. The Security Department or Project Manager maintains a daily log of Contractor activity.

2.1.2 Security and Project Management has the authority to grant or deny access to the facility site.

2.2 SPECIFIC ITEMS

2.2.1 The following are prohibited on ConAgra property:

- Alcoholic beverages
- Narcotics or controlled substances
- Explosives
- Firearms and / or ammunition
- Concealed weapons
- Cameras
- Hazardous and toxic material
- Bottles or glass containers of any kind
- Nuts and food made from nuts including peanut butter, candy, cake, etc.
- Items as defined by ConAgra as undesirable in the facility
- Utility knives, razor knives, or any knife or scraper that contains a razor blade

2.3 WORK HOUR LIMITATIONS

2.3.1 To ensure workers safety, Contractors shall limit work days to no more than 12 hours.
2.3.1.1 Contractors may be permitted to work 16 hours per day with prior written approval from the Director of Construction Safety or designee.
2.3.1.2 Individuals are required to be OFF SITE for 8 hours after working 16 hours in any given day.

2.3.2 In order to ensure workers safety, Contractors shall limit all employees to NO MORE than 13 Straight days on site without prior written approval from the ConAgra Direction of Construction Safety.

2.4 EMPLOYEE CONDUCT

2.4.1 Contractor personnel must maintain high standards of personal cleanliness and hygiene. Personnel with any communicable disease are banned from work areas. (FD&C Part 110.10)

2.4.2 Cameras, firearms, weapons of any kind, intoxicating liquors, or illegal drugs are not permitted on plant premises.

2.4.3 Profane or abusive language is not permitted.

2.4.4 Gambling is not permitted on plant premises.

2.4.5 Spitting, chewing of tobacco, gum, or use of snuff is prohibited (FD&C Part 110.10)

2.4.6 Personnel shall not engage in any conduct, including running, fighting, or horseplay, that creates a safety hazard or disrupts plant operations.

2.4.7 Sexual harassment is prohibited.

2.4.8 Smoking is prohibited except in designated areas.

2.5 CONTRACTOR TRAILERS AND TEMPORARY ENCLOSURES

2.5.1 All Contractor trailers must be clearly marked with the Contractor company name and an emergency phone number.

2.5.2 No materials may be stored or used in these trailers or temporary enclosures that are not directly related to ConAgra work.

2.5.3 If these facilities are idle for an excessive period of time, as determined by the Plant Engineering Manager or designee, the Contractor will be asked to remove the facility at the Contractor's expense.

2.5.4 All trailers and temporary enclosures will contain an appropriate number of fire extinguishers with currently compliant and dated inspection tags.

2.5.5 The Project Manager, or designees, will perform periodic safety and housekeeping inspections.

2.6 TELEPHONE & PAGING USAGE

2.6.1 Telephones may be used for internal business related calls only. Local or long distance outside calls are strictly prohibited. The Plant Engineering Manager or designee may grant exceptions with prior approval.
2.6.2 Contractor supervisors may use facility paging for business purposes only. The Plant Engineering Manager or designee may grant exceptions with prior approval.
2.6.3 Use of mobile telephones while operation equipment is prohibited. A “Stop to Talk” policy is highly encouraged, when walking through the plant or outside the plant in high traffic areas.

2.7 CAFETERIA, SHOWERS & RESTROOMS

2.7.1 Contractor personnel are prohibited from using the cafeteria, showers, or restroom facilities in the ConAgra facility. Exceptions may be granted with prior approval of the Plant Engineering Manager or designee.
2.7.2 Special men and women’s Contractor restrooms will be provided for Contractor use and designated by the Plant Engineering Manager or designee.

2.8 USE OF CONAGRA STOREROOM AND / OR STOREROOM MATERIALS

2.8.1 Contractors are not allowed in the facility storeroom or are not permitted to remove any items from the facility storeroom unless arrangements have been made in advance with the Plant Engineering Manager or designee responsible for the work. The Plant Engineering Manager or designee will arrange with the storeroom personnel for the parts to be properly charged to the work being performed.

2.9 USE OF CONAGRA EQUIPMENT

2.9.1 Contractor personnel are NOT permitted to use ConAgra equipment, tools, machinery, or supplies (for example: ladders, man-lifts, machine shop equipment, welders, hoists, gas bottles, etc.)
2.9.2 Contractor personnel shall NOT use ConAgra containers, carts, tubs, pails, buckets, feed tanks, skids, pallets, etc., for transporting material or disposing of materials.
2.9.3 Arrangements for unloading all ConAgra Brands materials and equipment must be made through the project engineer or his designee prior to the arrival of contractor or common carrier truck. This is necessary to allow coordination of the usage of limited dock space. All loading schedules will be coordinated with the shipping department.
2.9.4 Contractors are expected to unload their own tools, gang boxes, etc., including other equipment requiring the use of a lift truck or special tackle.

2.10 FACILITY ACCESS RESTRICTIONS

2.10.1 Contractor activity within the facility shall be restricted to the area of work and a direct path between that area and the point of entrance.
2.10.2 No roaming about is permitted.
2.10.3 Only the door(s) designated by the Plant Engineering Manager or designee will be used for entering and exiting the facility.
2.10.4 Doors are not to be left open for any reason.
2.10.5 Movement of material, tools and equipment shall be by way of designated routes only.
2.10.6 Freight elevators and manually operated elevators may be used only with prior approval of the Plant Engineering Manager or designee and are to be used to carry tools, materials, equipment, and demolition debris.
2.10.7 Contractor shall provide for easy access by public fire department to and within ConAgra facilities and other property at or adjoining the jobsite.
2.10.8 Contractor shall maintain roadways clear of Contractor’s operations to allow immediate access by firefighting equipment in case of fire.
2.10.9 Supervisory personnel shall be instructed in their responsibilities in enforcing safe fire protection practices and procedures to follow in case of a fire.
2.10.10 No sprinkler system shall be shut off or placed out of service unless written authorization has been secured from the Plant Engineering Manager or designee. Date, time of shutoff,

and time of placing back in service of sprinkler systems shall be included in requests for ConAgra approval. All sprinkler and / or alarm impairments are to be executed according to ConAgra Impairment guidelines (Red Tag System).

2.10.11 Contractor shall plan the job so that all necessary preliminary work has been completed. All tools and materials should be staged in the area where the work is to be performed, to keep duration of downtime to an absolute minimum. Once started, work shall continue until completion; overtime and / or shift work arrangements, if necessary shall be made in advance of shutting down system.

2.11 AUTOMOBILES

2.11.1 Parking

- All contractor vehicles must be parked in the designated Contractor Parking Lot unless alternate arrangements have been made with the Plant Engineering Manager or designee.

2.11.2 Traffic Regulations

- Contractor and delivery personnel must obey all traffic regulations while on ConAgra property.
- Any vehicle or property damage shall be reported to the Guard or Project Manager immediately.
- Vehicles entering or leaving the ConAgra facility are subject to a ConAgra security challenge and inspection.
- Contractor owned vehicles to be used on ConAgra property shall be approved by the Plant Engineering Manager or designee. These vehicles must be identified with contractor name.

2.12 RAILROADS AND ROAD FACILITIES

2.12.1 ConAgra production and warehouse activities must operate twenty-four (24) hours per day, seven (7) days per week. This requires train and truck shipping and receiving operations to be maintained in services at all times. ConAgra shipments may occur at any time during day or night throughout the construction period.

2.12.2 Contractor shall schedule the work and establish construction procedures so that there will be absolutely no interference whatsoever with these activities.

2.12.3 Contractor's use of any railroad facilities on the job site is limited to trackage, specifically authorized by ConAgra in writing. Such trackage is not for Contractor's exclusive use and may be required for the use of ConAgra or other Contractors at any time during performance of the work.

2.12.4 Contractor shall not use such trackage at any time or in any manner that would interfere with ConAgra use thereof or with ConAgra other activities or operations as above described.

2.12.5 Contractor shall confirm with all the requirement and requests of the railroad serving the job site, and all requests of ConAgra as may be necessary to allow safe and uninterrupted switching, including suspending any work over a track while a switching operation is occurring.

2.12.6 Contractor shall provide all warning signs, sheathing, shoring or sleeving of excavations, temporary covers, backfill, and grading as may be necessary to maintain railroad tracks and roads at the jobsite operable at all times.

2.13 UTILITIES

2.13.1 Contractors may use cold water from existing facility faucets.

2.13.2 Contractors may use electric power from existing 120V or 480V receptacles. Changes are not permitted in the phasing of three-phase receptacles to suit rotation of Contractor equipment.

2.13.3 The Plant Engineering Manager or designee must approve any electrical tie-in for temporary power. In all cases, loads may not exceed 80 percent of the source, and may not interfere with any facility operation.

2.13.4 Contractors shall NOT use facility compressed air, vacuum systems, or any other utility without the approval of the Plant Engineering Manager or designee.

2.14 TEMPORARY LIGHTING

2.14.1 The Contractor shall ensure that construction areas, aisles, stairs, ramps, runways, corridors, offices, shops and storage areas where work is in progress shall be adequately lighted with either natural or artificial illumination.

- Light bulbs used in the plant must be the type which has special plastic coating. The Contractor will supply these bulbs.
- They are to be transported in an enclosed metal container.
- The above bulbs are to be used in a protective metal guard.
- Burned out bulbs are to be disposed of immediately. Bulbs are not to be discarded in plant trash receptacles.
- Portable hand lamps supplied through a flexible cord shall have a handle of a molded type of other material intended for hand use and shall be equipped with a metal guard.
- Fixtures, lamp holders, electrical cords, portable receptacles, etc. shall have no exposed conducting wiring or live parts.

3.0 SANITATION REGULATIONS

The following refer to protection of product manufacturing, packaging and storage from potential contamination in keeping with FD&C, FDA, and USDA good manufacturing practices. ConAgra requirements for the processing of food for human consumption require the highest standard of cleanliness and workmanship. Each Contractor, while on ConAgra property MUST obey the sanitation regulation. The Contractor has sole responsibility for complying with these rules, and providing complete protection to prevent product contamination. The Plant Engineering Manager or designee must approve all work before it begins.

3.1 DRESS CODE

3.1.1 Contractor personnel must be appropriately dressed, including hair and beard protection, shoes, socks, long pants and shirt.

- Jewelry of all kinds is prohibited, including wristwatches, rings, chains, pins, hairpins, hair ties, earrings, necklaces, ankle bracelets, etc. Items must be removed before entering the facility.
- If medical identification is required, a Plant Engineering Manager or designee approved bracelet or necklace that does not compromise product protection of safety standards may be worn.
- Articles shall not be carried in pockets above the waist. Personal items such as keys, tools, wallets, etc. are to be carried in pants packets or below the waist.
- Shirttails must be tucked inside pants.
- Clothes must be clean.
- Shorts, sleeveless shirts, sandals, clogs, open toed shoes and sneakers are not allowed to be worn in the facility. Shirts should have a minimum 4” long sleeve.
- Ragged clothing or clothing with exposed threads is not permitted.
- Safety glasses are required while working on ConAgra property. All glasses must meet the requirements of **ANSI Z87.1** and be clearly marked as such.
- Hard hats are required while working on ConAgra property. All hard hats must be worn with the brim facing forwards and meet the requirements of **ANSI Z89.** Stickers are not allowed to be placed on hard hats in order to allow for complete and thorough inspection.
- Special work jackets may be required. Clothing with buttons is not permitted unless covered by jackets with ConAgra approved snaps. Shirts with ConAgra approved snaps are permitted to be worn.
- In plants where Contractors are required to wear disposable smocks to meet plant requirements, workers immediately involved with Hot Work or Energized Electrical work are permitted to remove the smocks during work that exposes them to flame, sparks or arc flash potential. Smocks must be put back on upon conclusion of work or before leaving the immediate area.
- Impact resistant footwear meeting or exceeding **ANSI Z41.1** standards is required.

3.2 HAIR RESTRAINT POLICY

3.2.1 This policy is designed to conform to ConAgra regulations, as well as governmental health regulations. All persons entering product protection areas must wear an approved hair restraint. The intent is to:

- Provide greater protection for food products from hair contamination.
- Provide greater employee safety by containing hair better, reducing the risk of entanglement.
- Provide greater visibility of hair restraints.
- Provide hair restraint uniformity between facilities.
- Contractors immediately involved with Hot Work or Energized Electrical work are permitted to remove Hair / Beard Nets during work that exposes them to flame, sparks or ac flash potential. Hard / Beard nets must be put back on upon conclusion of work or before leaving the immediate area.

Hairnets are to be worn by everyone entering product protection areas, even if other head covering is worn.

Hairnets should be worn such that the hair is adequately covered.

A beard / moustache restraint must be worn if any or all of the following conditions exist:

1. The sideburns extend below the ears (A).
2. The sideburns are wider at the bottom than at the top (B).
3. The moustache extends beyond the “smile lines” (C).
4. The moustache extends below the corner of the mouth (D).

<u>A beard / moustache restraint must be worn if the standards are not met. The restraint is to be worn such that the facial hair is adequately covered.</u>

3.3 SMOKING AND USE OF ANY TOBACCO PRODUCTS

3.3.1 Smoking and the use of all tobacco products such as snuff, or chewing tobacco is **PROHIBITED** anywhere on ConAgra property, except in designated smoking areas.

3.4 EATING

3.4.1 Contractors are **NOT** allowed to bring any food item into the facility.
3.4.2 Food, chewing gum, beverages, candy, snacks of any kind, Tic Tacs, breath mints, lunches, lunch boxes and thermos bottles are **PROHIBITED** anywhere in the facility or on the roof.
3.4.3 Lunches shall **NOT** be eaten in the facility and when eaten, only in locations approved by the Plant Engineering Manager or designee.
3.4.4 Nuts, any food with nuts or made from nuts, i.e., peanut butter, candy bars, cake made with nuts, i.e., is strictly **PROHIBITED** on ConAgra property. This includes Contractor trailers, vehicles, etc.
3.4.5 Eating in process areas is forbidden.

3.5 POTABLE (DRINKING) WATER

3.5.1 An adequate supply of potable water shall be provided in all placed of employment. Potable water is water that is approved by the state or local authority having jurisdiction.
3.5.2 Portable containers used to dispense drinking water shall be capable of being tightly closed and equipped with a tap. Water shall not be dipped from containers.
3.5.3 Any container used to distribute drinking water shall be clearly marked as to the nature of its content and not used for any other purpose.
- The approved container shall be cleaned on a daily basis, filled with fresh water, sealed (taped) and dated with the appropriate date.

3.5.4 The common drinking cup is prohibited. Waxed paper cups are appropriate where single cups are supplied and both a sanitary container for the unused cups and a receptacle for disposing of the used cups shall be provided.

3.6 MEDICINE AND MEDICAL PROBLEMS

3.6.1 No pills or medicine of any kind is permitted in the facility or on the facility roof.
3.6.2 No casts or loose bandages are permitted in the facility.

3.7 TRASH

3.7.1 Contractor shall, at all times, prevent the accumulation of trash and debris at the job site.
3.7.2 A clean up shall be done during the day and at the conclusion of each workday to ensure a clean and sanitary area.
3.7.3 All wasted materials and debris shall be removed from the facility and properly disposed of the Contractor as it appears during the course of the job.
3.7.4 No burning of trash is allowed on ConAgra property.
3.7.5 Contractors shall provide their own means of trash removal and containers unless approved in advance by the plant.

3.8 GLASS / BRITTLE PLASTIC

3.8.1 Glass containers and equipment or materials that contain glass or brittle plastic are strictly prohibited.

3.9 CONAGRA CONTAINERS

3.9.1 The Contractor shall not use any ConAgra containers such as cases, cartons, vitamin barrels, etc., or any containers found on ConAgra property, for any purpose.

3.10 CONAGRA BRANDS

3.10.1 Sampling of food from the production line is strictly prohibited.
3.10.2 No food cartons or cases shall be removed or opened that are located in any hopper, dumpster, or on the packing or warehouse floor.

3.11 RECEIVING OR UNCRATING OF MATERIAL

3.11.1 All crates or boxes must be opened outside of restricted production areas. Exceptions may be granted with the prior approval of the Plant Engineering Manager or designee and adequate protection to assure control of wood splinter, wood staples, dust and debris.

3.12 PROHIBITED CONSTRUCTION ITEMS

3.12.1 The following is a list of items that are NOT permitted in the facility:

- Glass of any kind.
  - 3.12.1..1 Includes gauges and headlights on rental or Contractor owned equipment such as lift trucks and high lifts unless sealed by Lexan covers approved by the Plant Engineering Manager or designee.
  - 3.12.1..2 Trouble lights or any other work lights must be enclosed fluorescent fixtures only.
- Wood ladders or scaffolding planks.
- Gasoline or diesel powered engines, unless approved in writing, in advance.
- Damaged or unsafe equipment or tools.
- Equipment that is dirty, greasy or leaking oils. Contractor toolboxes and other equipment such as hi-lifts and fork trucks must be kept clean when they are in the facility, or they must be removed.
- Wire brushes may only be used in a contained area for slag removal during welding operations. Extreme care must be used to prevent the wire bristles or wood from the handles from entering the food stream.
- Non-wood handled tools are required, but wood handle tools can be used in some circumstances with prior ConAgra approval. Extreme caution must be observed in keeping the tool or pieces of the handle out of the food stream.
- Staples or papers with staples, thumbtacks, paper clips, safety pins, and straight pins.
- Polycan Model#223 10ml thick 3” wide green duct tape is permitted only for temporary food protection barriers.
- No un-labelled containers are permitted on ConAgra property, including in the facility building, on the roof, in the yard, or in the Contractor trailers. This includes buckets with liquids, cups with grease, spray bottles, etc.
- No containers with preprinted labels can be used for purposes other than what they were originally labeled; for example, coffee cans cannot be used for grease, etc. Use paper unlabeled containers instead.
- The use of any type of wood product (i.e., pressure treated lumber and oriented strand board (OSB), etc.) except when specifically called for in the project specifications (i.e., temporary construction barriers).

3.13 TEMPORARY PROTECTION

3.13.1 Product protection enclosures including tarp and fire protection blankets are required any time grinding, burning, welding, drilling and tapping are performed. Plastic tarps are NOT a substitute for fire blankets. Plastic tarps are a fire hazard. The protection must be discussed and approved by the Plant Engineering Manager or designee prior to the work being started.
3.13.2 Tarps and barriers must be erected such that no grinding material, metal chips from drilling, weld spatter, etc., can get into the food stream or on equipment that the food will come in contact with.

3.13.3 Contractors must supply their own portable vacuum cleaners to clean up grinding materials, metal chips, etc.

3.13.4 Grinding material, weld slag, metal chips must be cleaned up routinely during the day to prevent the material being imbedded in shoes and carried into other production areas of the facility.

3.13.5 Any drains to either sanitary or storm sewers shall be protected when work is done nearby using oils, paints or any other liquids containing VOC's and / or petroleum hydrocarbons. Nothing is to be allowed to enter any storm sewer other than clean storm water.

3.14 HOUSEKEEPING INSPECTION

3.14.1 Contractors shall sweep work site with broom daily. During sweeping, particular attention should be paid to dust control, picking up all metal filings, washers, bolts, nuts, etc., to prevent their falling through floor openings and causing injury or contaminating the food product.

3.14.2 Cardboard carton, crating material, scrap metal and other junk occasioned by installation work shall be removed on a daily basis and the area left in a neat and orderly fashion.

3.14.3 Under no circumstances shall any scrap be put into a ConAgra Brands container, i.e., branded cartons, empty packages, drums, barrels, carts, portable tanks, buckets, bottles, cans, etc.

3.14.4 Any material waiting to be installed shall be neatly stowed; off the floor on pallets, racks, or carts, maintaining an 18 inch aisle so the area can be broom swept and cleaned. Piping and equipment with openings must have the openings taped or capped.

3.14.5 Prior to starting any work, the Plant Engineering Manager or his designee will review with the contractor supervision, any temporary protection requirements or special requirements.

3.14.6 Prior to turning the area and the equipment over to ConAgra, a final inspection will be conducted to ensure the contractor has cleaned up after the job consistent with ConAgra standards.

3.15 VERMIN CONTROL

3.15.1 Any building openings required in roofs, walls, or equipment loading doors must be kept to a minimum. Such openings that may allow the entry of flying insects, birds, or rodents must be made secure through the use of a temporary covering.

3.15.2 Storage of construction materials, tools and equipment on plant grounds shall be away from building perimeters, elevated or palletized, and in general good order such as not to promote harborage of vermin.

3.15.3 Construction materials, gang boxes, equipment, etc. which may harbor vermin shall be examined before entry to the plant. Pesticide control may be required as necessary. Any incidence of pest should be reported to the plant Sanitation or Quality Assurance Department.

3.16 SUMMARY

3.16.1 All work must be carried out in such a manner as to ensure that foreign material does not contaminate ConAgra raw materials, food on the process line, finished food, or food processing equipment.

3.16.2 These precautions apply at all times under all conditions, whether or not food is present, or if the equipment is running.

3.16.3 The object of these rules is the prevention of present or future contamination of the food. Glass, wood, metal chips, etc., in the food is a very serious condition, and must be corrected immediately.

3.16.4 It is the responsibility of the Contractor and all Contractor personnel to report any contamination of the food stream immediately to the nearest ConAgra Operator, Supervisor, Sanitation Coordinator and the Plant Engineering Manager or designee.

4.0 SAFETY REGULATIONS

To maintain a safe place to work, Contractors must observe the following safety rules and complete their work in a safe manner with a minimum of risk. In most cases, common sense and awareness of safety shall guide the Contractor in his work. The Contractor shall be solely responsible for completing their work safely.

The rules and practices contained in this publication do NOT replace OSHA (Occupational Safety & Health Act) regulations, but are intended to call attention to rules that are unique and/or are emphasized at ConAgra. Contractors are still required to comply with OSHA regulations, including the general standards, construction standards and such safety standards and practices common to the trade. Any conflict between such rules and regulations and those of ConAgra shall be resolved in favor of the most stringent.

4.1 HEALTH SAFETY & ENVIRONMENTAL (EH&S) TRAINING / COMMUNICATION REQUIREMENTS

4.1.1 Contractors must certify that all operators of mobile equipment such as forklifts, cranes, boom lifts, etc., have been trained and certified on the proper operation of the equipment. Non- operators, such as Signal Persons, shall also be trained and have proper certifications. Copies of this training and certification shall be maintained on the project by the Contractor and forwarded to ConAgra upon request. Mobile crane operators must be qualified on each specific crane (type & rating) they are assigned to operate through a testing and qualification procedure recognized by ConAgra.

4.2 BASIC EH&S REQUIREMENTS

4.2.1 Each Contractor shall appoint an on-site EH&S representative who will attend regular ConAgra EH&S meetings and is responsible for implementation of the rules listed below, as well as any other EH&S rules determined necessary for the safe execution of the project by ConAgra. Contractors employing 35 or more workers, including their lower tier subcontract employees, must retain a fulltime site EH&S professional. Additional site EH&S personnel are required for each additional 50 workers thereafter.

4.2.2 Contractor shall provide the Project Manager or Construction Administrator the names and qualifications of the Competent Persons and Qualified Persons, who may be required for their scope of work by the contractor's safety procedures and by Federal, State, or local regulations. Examples include Competent Persons and/or Qualified Persons for steel erection, excavation, scaffold erection, confined space entry, crane and rigging operations, annual crane inspections, fall protection, horizontal lifeline systems, etc.

4.2.3 Injuries and illnesses shall be reported to ConAgra management immediately after the appropriate level of medical assistance has been arranged.

4.3 PERSONAL PROTECTIVE EQUIPMENT (PPE)

The Contractor shall provide protective equipment, including personal protective equipment for eyes, face, head, and extremities, protective clothing, respiratory devices, and protective shields and barriers. Such PPE shall be used and maintained in a sanitary and reliable condition wherever it is necessary, due to hazards (e.g. construction environmental operations, operations or maintenance environment) in a manner capable of causing injury or impairment in the function of any part of the body through absorption, inhalation or physical contact.

The Contractor shall certify that employees have been trained in accordance with the requirements of the CAG Contractor Work Rules by preparing a certification record, which includes the identity of the person trained, the signature of the employer or the person who conducted the training, and the date that training was completed. The certification record shall be maintained in a file for the duration of the employee's employment. The Contractor shall keep the certification record available for review by ConAgra.

4.3.1 Hearing Protection is required as follows:

- When using or near equipment that produces sound levels at or above 85 dBA
- In any space designated as "hearing protection required".
- When in facility areas so designated by signs which read: **"HEARING PROTECTION REQUIRED"**.
- Hearing Protection shall be metal detectable.

4.3.2 Foot Protection is required as follows:

- Impact resistant footwear (ANSI Z41.1 or equivalent) with "slip resistant" soles shall be worn by all workers when performing construction or maintenance activities or in areas where there is a danger of foot injuries due to falling, rolling, or piercing objects or when employee's feet are exposed to electrical hazards. The Contractor shall make a determination based on hazards of the job for additional foot protection such as metatarsal protection, etc.
- Shoes must be in good condition/clean and suitable for the conditions in the work area.

4.3.3 Respiratory Protection if required, Contractor to ensure:

- Proper respirator selection.
- Proper respirator training and the required fit test procedures.
- Proper respirator cleaning, sanitizing, inspection and maintenance.
- Respirator user's medical clearance.

4.3.4 High Visibility clothing is required as follows:

- High Visibility clothing meeting the requirements of ANSI 107 (latest edition) shall be worn when performing work on ConAgra property.
- High Visibility clothing shall be lime or yellow **(no orange allowed)**.
- Work on or near public roadways shall adhere to all applicable national and local regulations, including ANSI requirements class of protective clothing and the Manual on Uniform Traffic Control Devices.
- The High Visibility clothing shall be removed by personnel performing Hot Work or Energized Electrical Work unless it meets the requirements for applicable NFPA and ANSI standards for being Flame Retardant. The High Visibility clothing must be put back on upon conclusion of work or before leaving the immediate area.

4.3.5 Eye Protection

- Safety glasses with side shields meeting ANSI Z87.1 requirements are required in all areas of the plant, and at all work sites. Additional eye protection may also be required depending upon the job (i.e., working with caustic chemicals, welding, etc.).
- Face shields must be worn in addition to safety glasses when grinding, chipping, jack hammering, working with hazardous liquids or when conducting other tasks that involve such face and / or eye hazards.
- Protective eye and face devices shall comply with the ANSI "USA Eye and Face Protection", Z87.1.
- Standard prescription glasses with side shields are not acceptable as safety glasses. All components of protective eyewear (frames, lenses and side shields) must comply with ANSI Z87.1 "USA Eye and Face Protection" standards.
- Mirrored lenses are not permitted indoors at any time.
- Tinted glasses shall not be used indoors (unless they are part of a prescription need).

4.3.6 Hand Protection

- Gloves, appropriate for the hazard present, are required to be worn at all times in the work area. Glove selection should consider hazards such as harmful substances, cuts, abrasions, punctures, biological hazards, chemical burns, thermal burns, or harmful temperature extremes.
- In cases where contractor employees will have contact with food or food process equipment (GMP areas), rubber or nitrile gloves shall be worn over the top of work gloves unless specified otherwise.

4.3.7 Head Protection

- Hard hats (ANSI Z89.1 or equivalent) are required to be worn at all time (i.e., construction, environmental operations, operations or maintenance environment), regardless of the workers activities. This includes personnel using welding hoods or face shields. Hard hat with welding hoods attached may be worn backwards while the welder is welding. When the welding hood is removed from the hard hat, the hard hat must be turned forward. Hard hats must be worn forward by all other employees. Stickers (other than name) may not be affixed to hard hats in order to allow a thorough inspection of the shell. Employee name shall be visible on the front of company issued hard hats.

4.4 FALL PROTECTION

Fall protection shall meet or exceed the scope, applications and definitions outlined in OSHA Construction Standard 1926 Subpart M (1926.500-503). As may from time to time be amended, more information regarding this standard may be found at www.osha.gov.

4.4.1 Fall protection shall be utilized in the following situations:

- Anytime employees are working from an unprotected elevation of six (6) feet or more, fall protection must be used. Working as stated above means while traveling, stationary, or at any time exposed to a fall from a surface not protected by approved handrails, guardrails or some other approved fall elimination device.
- When working in mechanical lifts including: scissor lifts, boom trucks, suspended or supported personnel baskets, articulating lifts, and other similar devices, fall protection equipment must be used **AT ALL TIMES** including moving the lift. Such devices shall not be used as elevators to simply transport workers to different work locations.
- Working within 12’ of the edge of roofs, excavations, holes, pits or shafts four feet or more in depth.
- All fall protection equipment must be inspected prior to each use by the individual using the equipment, the inspection must be documented on the SPA.
- All fall protection equipment shall have a monthly visual inspection by a competent person and shall be marked with electrical tape or equivalent means to signify that the inspection for the appropriate period was completed. This makes it easy to identify tools or equipment that is not current in the inspection cycle.
- Fall protection equipment is required whenever working from a ladder six feet or more above a lower level. Contractors in transition on a ladder do not have to tie off except for special circumstances.
- Contractors transitioning out of a lift must be tied off outside the lift to a proper anchor point (this includes any time the contractor is above the deck of the lift including the mid rail).
- **100% fall protection is required**. No gaps will be allowed and double lanyards will be needed when transitioning out of lifts, transitioning between various tie-offs, etc.
- Contractors shall use appropriate anchor points with an OSHA approved loading at a minimum.
- Contractors shall use fall protection equipment that will not allow a fall greater than their ascending height.

4.4.2 Floor Opening, Wall Opening, and Stairways

- Employees must be continuously protected from injury due to falls through floor openings and stairways.
- When unprotected sides or edges and stairways are created, specific design and protective mechanisms must be put into place to protect employees from these fall hazards.

4.5 CONTROL OF HAZARDOUS ENERGY

The control of hazardous energy shall meet the scope, applications and definitions outlined in OSHA Construction Standard 1026 Subpart K (1926.417) and OSHA General Industry Standard Subpart J (1910.147). As may from time to time be amended, more information regarding this standard may be found at www.osha.gov.

4.5.1 General Rules

- It is the responsibility of all Contractor personnel to understand and comply with the ConAgra lockout/tag out policy. Failure to do so will result in immediate removal from ConAgra property. Injuries to personnel or damage to equipment resulting from non-compliance will result in legal action.
- This policy applies to all existing equipment. New equipment in the course of installation shall come under this policy once power has been connected to the equipment.
- Contractors are required to have a written LOTO Plan. A copy of the plan shall be forwarded to the Project Manager prior to commencement of work. **Contractors must use Red locks for all LOTO activity.**
- Contractors are required to train their employees on LOTO prior to commencing work.
- All equipment shall be locked out if personnel are endangered due to the unexpected energization, start-up or release of stored energy by the equipment.

  CAUTION: Identification tags are not considered lockout devices. They are for identification of the person affixing the padlock only.

- DO NOT REMOVE any Lock or Identification Tag from any equipment and / or process, except in accordance with the rules under the section of this policy “Release From Lockout”.
- DO NOT ATTEMPT to operate any switch, valve, or other energy isolating devices bearing locks and tags.
- Lockout warning tags shall read “Danger-Locked Out Do Not Operate” and are required for all lockout application. The “Danger” tag shall be signed by the person applying the lockout device (these tags should be the same tags which the facility uses).
- Contractor’s identification tag information shall include: company name, employee name and telephone number.

4.5.2 Procedure for Locking Out Equipment

- Contact the Plant Engineering Manager or designee associated with the work to determine and locate the ConAgra person responsible for this equipment or process.
- Before locking out a piece of equipment, the following people must be present: the designated ConAgra person; the Contractor supervisor of the job; and Contractor person performing the work.
  - 4.5.2..1 A ConAgra representative will be responsible for de-energizing the equipment assuring that all conditions in the facility lockout policy are met.
  - 4.5.2..2 The Contractor person performing the work will install an approved lock and ID tag approved by the Plan Engineering Manager or designee. This application will be performed under the supervision of the Contractor Supervisor.

4.5.2..3 The equipment or source of hazardous energy should be tested to confirm the source of energy is properly isolated.

4.5.2..4 If facility personnel are likely to be in danger in the event that the equipment is energized, a multiple lock device is required with both Contractor and facility locks installed.

- Individual Lockout Method

  The individual lockout method is normally used when the number of persons and locks that will be required on energy isolation devices is small.

  When using the individual lockout method, each person involved in the service or repair of the machine, equipment, or process shall:
  - Place a RED lock on each appropriate energy isolation device.
  - Place a completed tag on each lock.
  - Remove his / her lockout devices and tags after verification that all of his / her:
    - Work is completed,
    - Tools and materials are cleared, and
    - Blocks or temporary energy isolation devices have been removed.

- Group Lockout Method

  The group lockout method is normally used when a larger number of persons or locks will be required to assure isolation of energy sources.

  When using the group lockout method, the following procedure shall be used:
  - The supervisor of the authorized employees shall place a single RED lockout device on each energy isolation device.
  - The supervisor of the authorized employees places a single completed tag on each lockout device.
  - The supervisors place the keys for the single lockout device in the group lockbox or equivalent device.
  - Each authorized employee and the supervisor shall affix a RED lock and tag to the group lockout device, group lockbox, or equivalent device before he / she begins work, and shall remove those devices only when he / she completes work on the machine, equipment, or process being serviced or maintained.
  - The supervisors shall ensure that all work of personnel under their supervision is completed, and that their personnel will no longer be affected by the lockout prior to removal of lockout devices and tags.
  - The supervisor shall remove his / her lockout devices and tags after verification that all:
    - Work is completed,
    - Tools and materials are cleared, and
    - Blocks or temporary energy isolation devices have been removed.

4.5.3 Procedures for Releasing Locked-Out Equipment

- Before energy is restored to the equipment, a visual inspection of the work area shall be made by the Contractor supervisor and personnel performing the work to ensure that all non-essential items have been removed, that all components are operationally intact, and that all personnel are in the clear.
- Only the individual who applied the device shall remove each lock and tag device from each energy-isolating device.

4.6 WELDING, CUTTING, GRINDING & HOT WORK PERMIT

Any welding, cutting or grinding on ConAgra property shall meet or exceed OSHA Construction Standard Subpart J (1926.350-353). As may from time to time be amended, more information regarding this statement may be found at www.osha.gov.

4.6.1 All hot work performed (any operation that produces flame, heat or sparks such as grinding, welding, cutting, etc.) shall be approved by obtaining a Hot Work Permit from the ConAgra Engineering Manager or approved ConAgra designee prior to work beginning.

4.6.2 Appropriate ABC or CO2 extinguishers are required at each Hot Work location.

4.6.3 Welders must ground to the building steel. In no case may equipment steel be used as a source of ground for welding.

4.6.4 Hot Work Permits are only valid for the shift on which they were issued.

4.6.5 A **competent fire** watch shall be designated and shall stand by and observe the area for any potential hazard while welding, cutting or grinding is being performed. The fire watch may perform housekeeping duties as long as line of sight to Hot Work area is maintained and within 25 ft.

4.6.6 The fire watch is to remain at his or her post at all times, including during lunch and breaks. The continuous fire watch lasts until 1 hour after the end of the hot work. The fire watch shall recheck the area every 30 minutes for an additional 3 hours after completion of the work (4 hours total). More than one fire watch may be used to satisfy these requirements as long as they meet the fire watch competency requirements.

4.6.7 Personnel will be prevented from entering areas with overhead hot work by barriers, barricade tape or by use of a spotter.

4.6.8 Welding curtains or shields must be used for eye protection to prevent accidental flash to other contract personnel or to ConAgra personnel that may be working in the area.

4.6.9 Hot Work Permits are to be approved and signed off by the Plant Engineering Manager or designee (**ConAgra employee only**).

4.7 CONFINED SPACES

All Contractors performing work in a confined space must have a Confined Space Program which meets or exceeds OSHA General Industry Standard Subpart J (1910.146). As may from time to time be amended, more information regarding this standard may be found at www.osha.gov.

Before entering any confined space, it is mandatory that the Contractor follow these procedures.

4.7.1 Plant Engineering Manager or designee is made aware of the time, the conditions and the reasons for this entry prior to the entry.

4.7.2 Both the ConAgra Confined Space Program and the Contractor's Confined Space Program will be reviewed in detail with the Plant Engineering Manager or designee and the Project Manager.

4.7.3 **The contractor must supply a confined space permit.** Lock and Tag shall be applied prior to any entry.

4.7.4 All precautions requested by the policy shall be implemented prior to entry.

4.7.5 Proper equipment as required by ConAgra policy is used on entry. The Contractor is responsible for providing their safety equipment, which must meet applicable OSHA and / or ANSI standards.

4.7.6 The Contractor must be prepared to provide the Plant Engineering Manager or designee with the following information:

- Training records for entrants, attendants, and rescue team and entry supervision.
- Calibration information pertaining to the meter used to verify the atmospheric conditions of the space to be entered.

4.7.7 The confined space attendant shall have no other assigned duties.

4.7.8 All Contractors shall notify the Plant Engineering Manager or designee prior to entry into a confined space and also when the entry is complete.

4.7.9 The facility shall conduct initial parallel monitoring of the space to ensure correct conditions exist.

4.7.10 The Contractor shall provide a trained and certified rescue team in all cases of entrance into Permit Required Confined Spaces. The Contractor may utilize the rescue team of the facility provided this is agreed upon with the facility prior to entry. The Contractor may not rely on Fire Department as a sole rescue source.

4.8 OVERHEAD WORK

Any overhead work on ConAgra property shall meet or exceed OSHA Construction Standard Subpart M (1926.500 – 503). As may from time to time be amended, more information regarding this standard may be found at www.osha.gov.

Proper precautions must be taken to protect personnel in the area where ladders, scaffolds or work platforms are used for overhead work. Physical barriers, trestles, warning lights, observers, or flagmen must be used to limit access to the area below the work site.

4.9 CONAGRA PROJECT MANAGEMENT

4.9.1 Project Management will notify the Contractor of any potentially hazardous areas, which the contract personnel may be exposed. Identify at local level. Example: propane storage areas or ammonia storage areas near contractor work areas.

4.9.2 Project Management will convey needed amendments to the Storm Water Pollution Prevention Plan if determined in 4.30.3.

4.10 ELECTRICAL WORK

Any electrical work on ConAgra property shall meet or exceed OSHA Construction Standard Subpart K (1926.400-449) and NPFA 70E. As may from time to time be amended, more information regarding this OSHA standard may be found at www.osha.gov.

4.10.1 All electrical work, installation and wire capacities shall be in accordance with the pertinent provisions of NPFA 70 (latest revision) and area classification.

4.10.2 The construction and installation of permanent and temporary electrical power transmission and distribution lines shall comply with OSHA Standards 1926.

4.10.3 Working on or near live electrical parts will require that the Contractor follow the provisions of the OSHA General Industry Standard 1910.333 and NPFA 70E.

- Justification for Energized Electrical Work Live parts to which an employee might be exposed shall be put into an electrically safe work condition before an employee works on or near them, unless the employer can demonstrate that de-energizing introduces additional or increased hazards or is infeasible due to equipment design or operational limitations in accordance with NFPA 70E.
- If live parts are not placed in electrically safe work condition, work to be performed shall be considered energized electrical work and shall be authorized by the Plant Engineering Manager and performed by written energized electrical work permit only (See Appendix N).

  4.10.3..1 Work performed on or near live parts by qualified persons related to tasks such as testing, troubleshooting, voltage measuring, etc., shall be permitted to be performed without an energized electrical work permit, provided appropriate safe work practices and personal protective equipment in accordance with NFPA 70E are provided and used.
- All energized or potentially energized electrical work will be performed by a Qualified Person in accordance with NFPA 70E.
- All areas in which testing / working on live circuit / conductors are being performed shall be barricaded and warning signs erected in accordance with NFPA 70E. An attendant must be posted by the Contractor during the test.

4.10.4 Precautions shall be taken to assure that any open wiring conductors are inaccessible to unqualified personnel.

4.10.5 All extension or drop cords must have a grounding conductor, grounding plug and grounding receptacle. **Any extension or drop cord or combination of cords longer the 100 feet must be #12 Cooper wire or larger.**

4.10.6 All work to be performed in an energized substation or electrical building will require the Plant Engineering Manager to issue an additional permit.

4.10.7 All electrical tie-ins to already energized circuits and equipment shall be closely coordinated with the Plant Engineering Manager. No circuits shall be energized without the approval of the Plant Engineering Manager.

4.10.8 No electrical tools will be used with a 3 to 2 wire adapter or with the grounding plug removed. All tools requiring grounding shall be grounded.

4.10.9 All electrical equipment not protected by an assured grounding program shall have a monthly visual inspection by a competent person and shall be marked with electrical tape or equivalent means to signify that the inspection for the appropriate period was completed. This makes it easy to identify tools or equipment that is not current in the inspection cycle.

4.10.10 Electrical tools shall be either protected by ground fault circuit interrupters or by assured equipment grounding conductor program. If the Contractor uses assured equipment grounding conductor program, it shall contain the following items.

- Scope of program includes all cord sets, receptacles not part of the building or structure and all cord and plug connected equipment
- A written program that describes the basic elements.
- Designation of one or more competent persons to implement the program.
- All cord sets (attachment caps, plug and receptacle), and cord and plug connected equipment shall be inspected before each day's use for external defects and possible internal damage. Any equipment found damaged or defective shall not be used until repaired.
- All equipment-grounding conductors shall be tested for continuity and shall be electrical Continuous. The requirements for this testing shall meet the requirements of OSHA Construction Standard 1926.404 (b) (ii) (E).
- The test results shall be recorded. This record shall identify each receptacle, cord set and cord and plug connected equipment that passed the test and the last date it was tested. These records shall be available to the Project Manager or his/her designated representative.
- Color Code Schedule for Assured Grounding Inspections. Equipment requiring an assured grounding inspection shall be marked with electrical tape or equivalent means to signify that the inspection for the appropriate period was completed. This makes it easy to identify tools or equipment that are not current in the inspection cycle. (See Appendix AA).

4.11 EXCAVATION AND TRENCHES

Any and all excavations and trenches on ConAgra property shall meet or exceed, OSHA Construction Standard Subpart P (1926.650-653). As may from time to time be amended, more information regarding this standard may be found at www.osha.gov.

4.11.1 Any excavation performed shall be approved by obtaining an Excavation Permit from the ConAgra Engineering Manager or approved ConAgra-designee prior to work beginning. (Appendix L).

4.11.2 The Contractor is responsible for coordinating with the Plant Engineering Manager or designee to determine the existence of any underground utilities on the job site prior to starting work. If it is deemed by the Plant Engineering Manager or designee that there is not sufficient knowledge of underground utilities in the area, the Contractor is responsible for performing any and all sub- surface investigations required to ensure there are no underground utilities present.

4.11.3 Excavation Permits are only valid for the shift on which they were issued but under no circumstance shall exceed 24 hours.

4.11.4 Excavations and trenches must have OSHA approved sidewall slope, step or protection with adequate barricades and warning lights to provide sufficient warning day and night.

4.12 UNATTENDED WORK AREAS

In no case will the Contractor leave any job in an unsafe condition where the possibility of injury or equipment damage exists. Contractors are reminded that the facility works on a 24-hour basis with a high degree of automation. What may appear to be an unused, non-operating piece of equipment may be in use or may function under totally unexpected circumstances. Any job left unattended, regardless of the amount of time, must be in a safe condition.

4.13 SIGNS, SIGNALS AND BARRICADES

The Contractor is responsible to ensure compliance with OSHA Construction Standard Subpart G (1926.200). As may from time to time be amended, more information regarding this statement may be found at www.osha.gov.

4.13.1 A barricade must be constructed of properly posted fence, non-adhesive yellow or red tape. Yellow tape is acceptable when notifying of an area of caution. Red tape is required when no entry is allowed depending on the work required.

4.13.2 The "STOP" tag will be of a distinguishable size and color so as to be easily recognized. An actual gate or door may be used instead of tape / chain / rope. In areas requiring frequent movement of employees, materials or equipment, physical barricades may be replaced with yellow or red caution tape. This tape is recognized barricade and must be respected as such.

4.13.3 All red barricades must have at least one "STOP" tag (see example tag in Appendix AB). For a large barricade, it may be desirable to post a "STOP" tag in the middle of each side of the barricade.

- The "STOP" tag will be filled as follows:
  - **Reason**: Indicate the reason for erecting the barricade.
  - **Department**: Indicate the work group responsible for the barricade.
  - **Name**: Indicate the name of the individual responsible for the barricade.
  - **Special Instructions**: Indicate any special instructions.
  - **Removed**: Indicate the date and time removed, including a signature block.

4.13.4 Any pertinent safety instructions such as, requiring hard hats, safety glasses, hearing protection, and prohibiting smoking will be noted in the "Special Instructions" Area of the "STOP" tag.

4.13.5 All barricades will TOTALLY enclose the area to be restricted, and will be:

- A minimum of three (3) feet from exposed electrical and / or mechanically energized equipment.
- A minimum of ten (10) feet from any floor opening, man-hole or pit.
- A minimum of ten (10) feet from overhead work being done from scaffolds or ladders.
- A minimum of ten (10) feet from open excavations greater than five (5) feet in depth, otherwise a minimum distance equivalent to the depth of the excavation.

4.13.6 In rooms where minimum barricade distances cannot be obtained, the entire room must be barricaded or other elements used (walls, doors, etc.) to ensure intent of the policy is met.

4.13.7 ENTRY INTO A BARRICADED AREA

- Persons may enter a barricaded area if they have been assigned by their supervision to work within the barricade and have proper protective equipment.

- Persons not assigned to work within a barricade may enter by obtaining permission from the individual responsible for the barricade or any of the assigned workers inside the barricade provided the individual wishing to enter the barricaded area has the proper protective equipment for use inside the barricaded area.

All entries and exits will be through barricade entry / exit points. Crossing a barricade at any other point is strictly prohibited.

4.13.8 BARRICADE REMOVAL

- Barricades must be promptly removed their need no longer exits.
- Barricade tape shall be removed and properly disposed of once work in the area is complete.

4.13.9 STOP TAGS

When the job is complete, the STOP tags will be removed and forwarded to the safety office for filing:

- The Contractor shall be responsible for attaching DANGER tags to a piece of equipment (or part of a structure) to warn of potential or immediate hazards.
- The Contractor's employees shall obey all signs, signals and barricades that are posted to warn of potential or existing hazards.
- The selection and use of signs and tags shall be in conformance with ANSI D6.235.1 and D6.235.2.
- When flagmen are used, they must wear red or orange safety vest and flags must be red and at least an 8" square.

4.14 WORKING PLATFORMS

4.14.1 **Contractor shall certify that employees have been trained in operating and inspecting a working platform (such as JLG's & Scissor Lifts and other powered industrial lifts) by preparing a certification record which includes the identity of the person trained, the signature of the employer or the person who conducted the training and the date that training was completed.** The certification record shall be maintained in a file for the duration of the employee's employment. The Contractor shall keep the certification record readily available for review.

4.14.2 **100% fall protection is required**. No gaps will be allowed and double lanyards will be needed when transitioning out of lifts, transitioning between various tie-offs, etc.

4.14.3 Operators are required to complete an inspection of the equipment prior to use (per manufacturer's guidelines) and document the inspection on an equipment inspection checklist at the beginning of the work shift. See Appendix AC for a sample checklist. If the equipment does not pass inspection, it must immediately be taken out of service by labeling the equipment "DO NOT USE – OUT OF SERVICE" and reporting to the contractor's supervisor to ensure that it is removed from site or repaired before it can be used again. The Aerial Lift Inspection Checklist shall be kept in the work area with the Safe Plan of Action and turned into the Plant Engineering Manager or designee at the end of each work day.

4.15 SCAFFOLDING

All scaffolding must be erected and used in accordance with the OSHA Construction Standard Subpart L (1926.451). As may from time to time be amended, more information regarding this standard may be found at www.osha.gov.

4.15.1 Scaffolds and scaffold components shall be inspected for visible defects by a Competent Person prior to initial use, before each work shift, and after any occurrence, which could affect a scaffold's structural integrity.

4.15.2 All scaffolds shall be designed by a Qualified Person or manufacturer and shall be erected, loaded, and used in accordance with that design or manufacturer's specifications.

4.15.3 Scaffolds shall be erected, altered, moved, or dismantled by trained scaffold erectors and under the supervision of Competent Persons.

4.15.4 Employees are required to perform work on scaffold platforms shall be trained in the recognition and control measures for the hazards associated with the type(s) of scaffold being used.

4.16 LADDERS

The use and erection of ladders shall comply with OSHA Construction Standard Subpart X (1926.1053). As may from time to time be amended, more information regarding this standard may be found at www.osha.gov.

4.16.1 Only ladders with fiberglass side rails shall be used in the facility. Ladders shall be inspected and tagged appropriately on a monthly basis by a competent person (Appendix AA). Ladders must not be defective or damaged in any way. Defective ladders shall be removed immediately from the facility site.
4.16.2 Personnel working on or from ladders with their feet four feet or more above the ladder support surface shall be prevented or protected from falling by means of a personal fall arrest system.
4.16.3 Personnel working from a ladder on a roof or platform (within twelve feet of the edge) shall use fall protection at all times.

4.17 COMPRESSED GAS CYLINDERS

The handling, use and storage of compressed gas cylinders on ConAgra property shall meet or exceed OSHA Construction Standard Subpart D (1926.350). As may from time to time be amended, more information regarding this standard may be found at www.osha.gov.

4.17.1 Acetylene shall not be used at more than fifteen-psi gauge pressure.
4.17.2 Compressed gases shall not be stored overnight in the ConAgra facility, without prior approval of the Plant Engineering Manager or designee. Burning carts with oxygen and acetylene tanks may be kept in designated areas with the permission of the Plant Engineering Manager or designee. Hoses must be neatly rolled up on the cart and regulator valves removed and capped while stored.
4.17.3 No cutting is allowed without a hot work permit issued by the Plant Engineering Manager or designee. **This permit must be filled out completely and signed by the contracted employee.**
4.17.4 Stored oxygen and fuel cylinders—full or empty—shall be separated by a minimum distance of 20 feet or by a 5' high non-combustible firewall with a rating of at least ½ hour fire rating.
4.17.5 Cylinders must be stored in a vertical (upright and valve end up) position and secured at all times.
4.17.6 All cylinders shall be transported with an approved cart and should never be rolled.

4.18 COMBUSTIBLE GAS INSTALLATION PROCEDURES

4.18.1 Every time a combustible gas line is broken, you must use the permit in Appendix O.
4.18.2 ConAgra Natural Gas Supply Piping Inspection and Testing Procedures document must be followed for all work in this area.
4.18.3 A Line Break Plan must also be created per ConAgra Combustion Safety Guideline.

4.19 POWERED INDUSTRIAL TRUCKS

Lift trucks and powered vehicles must comply with OSHA General Industry Standard Subpart B (1910.178). As may from time to time be amended, more information regarding this standard may be found at www.osha.gov.

4.19.1 Contractor shall ensure that each powered industrial truck is qualified to operate a powered industrial truck safely. Employees shall carry qualification credentials with them at all times while operating equipment.
4.19.2 No gasoline or diesel powered engines are permitted in the facility without prior approval from Plant Engineering Manager or designee. In the event gasoline or propane equipment is utilized, Contractor will provide monitoring of CO levels and ensure procedures and training are in place in the event of excursion.
4.19.3 Equipment operators must clean up all hydraulic fluid or oil spills. Leaky trucks or

equipment are not permitted in the facility.

4.19.4 Contractor shall certify that employees have been trained by preparing a certification record, which includes the identity of the person trained, the signature of the employer or the person who conducted the training and the date that training was completed. The certification record shall be maintained in a file at the ConAgra site for the duration of the employee's employment. Contractor shall keep the certification record readily available for review.

4.19.5 Forks are not to be more than four (4) inches above the floor when traveling. Loads shall be tilted slightly back to stabilize the load. Loads shall not exceed the capacity of the forklift.

4.19.6 Propane vehicles and lift trucks should have the gas cylinder turned off when not in use; all empty and full spare cylinders should be properly stored outside as required by ConAgra.

4.19.7 Operators are required to complete an inspection of the equipment prior to use (per manufacturer's guidelines) and document the inspection on an equipment inspection tag at the beginning of the work shift. See Appendix AB for a sample tag. If the equipment does not pass inspection, it must immediately be taken out of service by writing "DO NOT USE – OUT OF SERVICE" on the tag and reported to the contractor's supervisor to ensure that it is removed from site or repaired before it can be used again.

4.20 HAND AND POWER TOOLS

The use and inspection of hand and power tools on ConAgra property shall meet or exceed the requirements OSHA Construction Standard Subpart I (1926.300-305). As may from time to time be amended, more information regarding this standard may be found at www.osha.gov.

4.20.1 Tool and materials shall not be left on stepladders, scaffolds, roofs or places where they may be dislodged and fall.

4.20.2 All hand-held powered tools shall be equipped with a constant pressure switch that will shut off the power when the pressure is released. If there is a lock-on button on a tool, it may not be used on ConAgra property.

4.20.3 Personnel using electrical tools and equipment shall visually check each tool prior to use for external damage or defect. Personnel must:

- Examine tools and extension cords carefully for worn insulation, exposed strands of wire, and / or missing ground plugs before using.
- Assure that tools and cords are current within their monthly inspection period.
- Tools or cords that are found to be defective shall be returned to the tool room or supervisor, tagged out of service, and properly repaired or replaced.
- Electrical tools and cords must always be store in their proper place and not left where they create a hazard or can become damaged.

4.20.4 Compressed air must not be used for the cleaning of clothing or any part of the worker's body.

4.20.5 Compressed air shall not be used for cleaning purposes except where reduced to less than 30 p.s.i. and then only with effective chip guarding and personal protective equipment.

4.20.6 Gasoline, diesel or other fuel-powered tools/generators are not to be used inside of any building or near air intake unless specific approval in each instance is obtained from the Plant Engineering Manager or designee. In the event gasoline or propane equipment is utilized, Contractor will provide monitoring of CO levels and ensure procedures and training are in place in the event of excursion.

4.20.7 Chain falls and Come-A-Longs shall be inspected prior to each use by the operator or a designated person and on a monthly basis by a competent person. Quarterly inspections must be documented per manufacturers' requirements. Contractor shall keep the inspection records readily available for review. Chain falls and Come-A-Longs shall be marked with electrical tape or equivalent means to signify that the inspection for the appropriate period was completed using the color code chart provided in Appendix AA. This makes it easy to identify tools or equipment that are not current in the inspection cycle.

4.20.8 Load chains for chain falls and come-a-longs cannot be tied back to themselves or otherwise used as a sling or choker. Do not apply the load to the tip of the hook or to the hook latch.

4.21 POWDER ACTUATED FASTENING TOOLS

Contractor is responsible to ensure compliance with OSHA General Industry Standard Subpart P (1910.243) and OSHA Construction Standard Subpart I (1926.302) when using explosive / powder actuated fastening tools. As may from time to time be amended, more information regarding this standard may be found at www.osha.gov.

4.21.1 Eye protection must be used along with any other required personal protective equipment.
4.21.2 Work areas shall be cleared (behind or below surface being impacted and general area) during use.

4.22 HAZARD COMMUNICATIONS PROGRAM

4.22.1 Contractor is required to have a written Hazard Communication Program and comply with the requirements of that program. A copy of the program shall be forwarded to the Project Manager prior to mobilization and a copy is required to be in the possession of the Contractor on the site. The Contractor, prior to commencement of work, must establish documentation of employee Hazard Communication training.
4.22.2 Contractors must supply ConAgra with a copy of Safety Data Sheets, before materials are brought on ConAgra property. Materials are subject to facility approval. The facility maintains SDS information for its own materials. A copy of any SDS may be obtained from a ConAgra representative.

4.23 ASBESTOS OPERATION

Asbestos has been determined to be a highly toxic substance, and occupational exposures to airborne asbestos fibers have been shown to cause serious bodily harm. The use of asbestos-containing materials in the construction of new ConAgra facilities or the renovation of existing ones is strictly prohibited. **The handling of asbestos materials already in place within ConAgra buildings is subject to the provisions of OSHA Construction Standard Subpart Z (1926.1101). As may from time to time be amended, more information regarding this standard may be found at www.osha.gov.**

4.23.1 Contractor must be certified and licensed before conducting any activities involving asbestos. Contractor should also provide certificate of insurance for conducting asbestos work to the Plant Engineering Manager or designee (both workers compensation and liability).
4.23.2 Signs warning of the asbestos hazard shall be posted around the work area at all approaches to the area.
4.23.3 Except for small-scale, short-duration operations such as pipe repair, valve replacement, or general building maintenance, Contractor shall establish negative pressure enclosures before commencing asbestos operations.

4.24 LEAD

4.24.1 All employees shall be protected against exposure to lead hazards in the workplace. Contractors are required to have Lead Awareness training and must be apprised to the general hazards associated with lead in their work environments and the protective measures in place.

4.25 LINE BREAK PROCEDURE

4.25.1 Before breaking any flange on any line pipe, vessel or tank, Contractor Supervisor must contact the appropriate Plant Engineering Manager and check that precautions have been taken to isolate the work and ensure that it is free of any hazardous substance. Once the last substance contained has been identified, Contractor Supervisor will ensure that all personal protective equipment required for that substance be used until the flange breaking is completed.

4.26 BLOOD BORNE PATHOGEN

4.26.1 Recognized precautions will be observed to prevent contact with blood borne pathogens or other potentially infectious materials. All blood will be considered infectious regardless of the perceived status of the source individual. Engineering and work practice controls will be used first to eliminate or minimize employee exposure. Where occupational exposure remains after implementation of these controls, PPE must also be used. Proper clean up and disposal of contaminated materials is required.

4.27 EMERGENCIES

4.27.1 In the event of a facility emergency, Contractor personnel shall evacuate the area affected by the emergency and will not interfere with first aid attendants. In the event of a facility wide emergency evacuation, all Contractor personnel shall evacuate the facility and their trailers and temporary enclosures, and proceed immediately to the defined safe area for a head count. ConAgra emergency personnel will give a “return to your work area” announcement when it is appropriate to return to your normal work area.

4.27.2 Contractor personnel are responsible for their own emergency medical treatment.

4.27.3 Any accident on ConAgra property must be reported immediately per the notification matrix (Appendix P) and a complete, written incident investigation report submitted within 24 hours.

4.28 INCIDENT INVESTIGATION REQUIREMENTS

4.28.1 In order to eliminate incidents, both injury and non-injury, it is important to perform thorough, in- depth investigations when accidents occur. An incident investigation is not an exercise to assign blame; rather it is a fact-finding effort to eliminate occurrence of similar accidents in the future. A formal incident investigation must be conducted whenever an incident occurs, including non- injury, first-aid type incidents, environmental releases or spills, etc.

- In the event of a workplace incident, injury or illness, the most important immediate actions are to provide the best assistance possible to those who may need it and to ensure the safety of others that may be affected or acting as emergency responders.
- Securing of the incident scene is important to ensure a good incident investigation. No movement of material or equipment shall be made until a review of the incident is completed (securing of equipment or material that could result in further injury may be done).
- Obtaining signed statements from witnesses of their complete factual observations is also required. Names and permanent addresses of witnesses shall also be secured for further reference.
- All incident investigations must be documented using the Incident Investigation report. All required reports should be completed within 24 hours and copied to the ConAgra Project Manager. (See Appendix Q).
- A review of the incident facts, causes, and actions to prevent recurrence should be documented and communicated to all employees throughout the project via EH&S meeting.

4.29 SAFETY IMPROVEMENT PROCESSES

4.29.1 Every behavior is key to the elimination of Safety & Quality incidents. Each facility must implement the ConAgra Brands Safety Improvements Process to identify safety related acts and conditions during the process of the project.

4.29.2 Participation in the ConAgra Safety Improvement Process is required by all contractors.

4.29.3 The ConAgra Safety Improvement Process includes the Safe Plan of Action and the Safety Observation Report.

4.29.4 Safe Plan of Action (SPA)

- The Safe Plan of Action is a task driven control document to ensure that every task receives proper planning and is reviewed by the crew to ensure safe practices are included and followed.
- The SPA is developed each day for each task by the crew assigned to perform

the work with guidance from their Supervisor (Foreman). The Supervisor identifies the work area, task to be performed and then leads the crew in developing a Safe Plan of Action. Creating the SPA requires the Supervisor to solicit crew participation in identifying hazards and hazard control measures such as PPE, training requirement, permits, procedures, etc. Each member of the team signs the SPA to indicate their participation, their understanding of the plan and agreement to follow the plan.

- The SPA shall be posted in the area where the work is being completed.
- Turn all completed SPA's into the Construction Administrator after completion of the task that day.

4.30 CRANE LIFT PLANS

4.30.1 All crane lifts require a pre-lift checklist (see Appendix U) and a written lift plan. Lift calculations shall be written on the Load and Capacity Calculation Sheet (see Appendix V) or, if required, the Critical Lift Permit (see Appendix W) and shall be approved by the Plant Engineering Manager or designee in charge of the lift prior to the lift.

4.30.2 A pre-lift meeting must be held immediately prior to the lift that includes all personnel involved in the lift. Lift planning will include the methods to be used for hooking to and unhooking the load to the crane.

- A qualified signal person shall be assigned to direct the crane movements for the lift.
- The total lifted weight and maximum lift radius must be established and communicated to the operator prior to lifting to verify capacity.

4.30.3 A critical lift occurs when any one of the following conditions exists:

- All lifts over 50 tons.
- When the load exceeds 85% of the crane's capacity, as shown on applicable crane manufacturer's load capacity charts for the configuration to be used. No lifts shall be made greater than 95% percent of the crane manufacturer's load capacity.
- Lifts involving more than one crane lifting a common load, except for off-loading trucks for materials storage, where the capacity does not exceed 50% for either crane. Two- crane-lifts with overhead cranes are not critical lifts unless one crane exceeds 50% of its capacity.
- Lifts involving non-rigid (flexible) objects such as tank shells.
- Lifts over active work areas, office buildings, public roadways or public transportation systems, e.g., light rail system, expressways, etc.
- Lifts made where the load or crane boom passes over or adjacent to active process facilities, pipelines, or power lines.
- Lifts in confined or tight work areas.

4.30.4 Lifts of critical equipment that fall into one or both of the following categories: Value of equipment exceeds $2 million US dollars or equipment fabrication lead time is in excess of 3 months shall be reviewed by project team to determine the necessity of a critical lift plan.

4.30.5 All Critical Lift Permits must include: Location, Client, Date of Lift, Time and Brief Description, including drawing(s) of lift area with the 100' additional safety radius shown. The Critical Lift Permit must be collaboratively developed by the Project Manager or designee, and the Contractor Lift Supervisor. Completed plans will be reviewed by the project team and the plant with final approval coming from Jim Smart (Corporate EH&S) – **(Advance planning is required, please allow two weeks for critical lift plan approval once sent to corporate**). The Contractor Project Manager shall obtain technical assistance from off site, when needed, and obtain the required documentation and approvals:

- Contractor Project Manager;
- ConAgra Engineering Manager;
- Contractor Rigging Supervisor involved in creating the lift plan;
- Crane operators, who will be performing the lift;
- A qualified person designated by the project team;
- Any engineering personnel involved in designing equipment for the lift.

4.31 ENVIRONMENTAL COMPLIANCE

4.31.1 Waste Disposal – Project waste materials including hazardous or otherwise regulated waste must be accumulated, stored and disposed of properly by the Contractor and agents of the Contractor. The storage and disposal of waste materials must be pre-approved by the Project Manager and/or Site Environmental Coordinator. **Under no circumstances will project waste be disposed of on-site in ConAgra waste containers.**

4.31.2 Spill Prevention and Control – Project equipment and materials on ConAgra property must be used and stored to minimize the risk of spills and releases. The Project Manager/Construction Administrator must pre-approve the use and storage of materials on ConAgra property. Spill/Leak incidents must be immediately reported to the Project Manager/Construction Administrator, the Site Environmental Coordinator and Site Security representatives.

4.31.3 Storm Water Pollution Prevention Plan (SW PPP) – The Contractor and agents of the Contractor must certify understanding and compliance with the Site Storm Water Pollution Prevention Plan to the Project Manager.

4.32 MISCELLANEOUS

4.32.1 Facility Layout

- Obtain a specific facility layout from the Project Manager and review emergency egress.

APPENDICES

APPENDIX A COMPLIANCE AGREEMENT

I have read, understand, and will comply with the standards set forth in this document, version Dec 2018 Rev. 5 while on ConAgra property.

Signature _____

Print Name _____

Organization _____

Date _____

Supervisor Signature _____

Date _____

This signed page is to be given to your supervisor before performing any work on ConAgra property. It is the supervisor's responsibility to forward this signed page to the Project Manager where it will be kept on file.

This document, with signature, must be updated if the individual Contractor is absent from the ConAgra Facility for more than six months.

Failure to comply with the policies stated in this manual can result in immediate dismissal from the ConAgra site.

APPENDIX H
SAFE PLAN OF ACTION (SPA)

Project No._____ **Contractor** _____

Job/Task_____ **Work Area**_____ **Date** _____

Steps of Task	Hazard/Reaction to Change	Safe Plan	Resources

Team Members' Signatures

_____ _____ _____ _____

_____ _____ _____ _____

_____ _____ _____ _____

The signature of the supervisor confirms the completion of the hazard assessment and Safe Plan of Action by the crew.

Supervisors Signature:_____ Date_____

Instructions: 1. Write name of job or task in space provided. 2. Conduct walk-through survey of work area. 3. Write the steps of the task in a safe sequence. 4. List all possible hazards involved in each step and reaction to change. 5. In the Safe Plan column, state actions that will be taken to prevent the hazards or injury from reaction to change. 6. In Resources column, list equipment, tools, etc. needed to do the job. 8. Ask each team member, who helped develop and will use this SPA, to sign in spaces provided. 9. Review the SPA at the end of the task for improvements. Work shall stop when conditions change, the job changes, or a deficiency in the plan is discovered, and the current SPA will be modified or a new SPA created.

Review checklist while completing front page of SPA. Check all that apply.

A new SPA is required if the job scope or work conditions change.

Required Permits	Hazards	Safe Plan
☐ Confined Space ☐ Critical Lift	☐ Overhead Utilities	☐ Power de-energization required ☐ Insulation blankets required ☐ Wire watcher required ☐ Required clearance distance =_____Ft. ☐ Safe work zone marked
☐ Hot Work ☐ Lock Out/Tag Out	☐ Crane or other Lifting Equipment	☐ Signalman assigned ☐ Tag lines in use ☐ Area around crane barricaded ☐ Lifting equipment inspected ☐ Personnel protected from overhead load
☐ Soil Disturbance (Over 12") ☐ Utility Clearance	☐ Underground Utilities	☐ Reviewed as-builts ☐ Subsurface surveys ☐ Received dig permit ☐ Required clearance distance =_____Ft. ☐ Safe work zone Marked
Required PPE ☐ Hard Hat, Class C	☐ Electrical	☐ Lock Out/Tag Out/Try Out ☐ Permit required? ☐ Confirm that equipment is de-energized ☐ Reviewed electrical safety procedures ☐ Individual Lockout ☐ Group Lockout
☐ Hard Hat, Class E *(Elect. Protect)* ☐ Ear Plugs/Ear Muffs	☐ Excavations	☐ Permits ☐ Inspected prior to entering ☐ Proper sloping/shoring ☐ Barricades provided ☐ Access/egress provided ☐ Protection from accumulated water
Eye Protection: ☐ Safety Glasses	☐ Fire Hazard	☐ Hot Work Permit ☐ Fire Extinguishers ☐ Fire watch ☐ Adjacent area protected ☐ Unnecessary flammable material removed
☐ Face Shield ☐ Chemical Goggles	☐ Vehicular Traffic or Heavy Equipment	☐ Traffic Barricades ☐ Cones ☐ Signs ☐ Flagmen ☐ Lane closure ☐ Communication with equipment operator
☐ Welding Hood	☐ Noise >85 dB	Hearing protection is required: ☐ Ear plugs ☐ Ear Muffs ☐ Both
Hand Protection: ☐ Cut Resistant Gloves	☐ Hand & Power Tools:	☐ Inspect general cond. ☐ GFCI in use ☐ Identified PPE required for each tool ☐ Reviewed safety requirements in operators manual(s) ☐ Guarding OK
☐ Welders Gloves ☐ Nitrile Gloves	☐ Hand Hazards	List sharp tools, material, equipment: _____ ☐ PPE gloves, etc. ☐ Protected sharp edges as necessary
☐ Surgical Gloves ☐ Rubber Gloves	☐ Manual Lifting	☐ Reviewed proper lifting tech. ☐ Identified material requiring lifting equipment ☐ Hand protection required ☐ Back support belts
☐ Elect. Insulated Gloves ☐ Arm Sleeves	☐ Ladders	☐ Inspect general cond. before use ☐ Ladder inspected within last quarter ☐ Ladder tied off or held ☐ Proper angle and placement ☐ Reviewed ladder safety
Foot Protection: ☐ Sturdy Work Boots	☐ Scaffolds	☐ condition before use ☐ Tags in place ☐ Properly secured ☐ Toe boards used ☐ Footings adequate ☐ Materials properly stored on scaffold
☐ Safety Toe Boots ☐ Rubber Boots	☐ Slips, Trips Falls	☐ Inspect for trip hazards ☐ Hazards marked ☐ Tools & material properly stored ☐ Extension cords properly secured ☐ Work zone free of debris
☐ Rubber Boot Covers ☐ Dielectric Footwear	☐ Pinch Points	List potential pinch points: _____ ☐ Worki ıg near operating equipment ☐ Hand/Body positioning
Respiratory. Protection: ☐ Dust Mask	☐ Working w/ Chemicals	☐ List specific chemicals involved and list hazards and precaution on front side. ☐ Reviewed MSDS ☐ Exposure Monitoring required ☐ Have proper containers and labels. ☐ Identified proper PPE (respirators, clothing, gloves, etc.)
☐ Air Purifying Respirator ☐ Supplied Air Respirator	☐ Asbestos or Lead Paint Potential	☐ Areas to be worked may contain asbestos or lead paint ☐ Asbestos controls incorporated ☐ Lead based point controls in place ☐ Exposure monitoring conducted.
☐ SCBA ☐ Emergency Escape Respirator	☐ Heat Stress Potential	☐ Heat stress monitoring (>85°) ☐ Liquids available ☐ Cool down periods ☐ Sun Screen ☐ Reviewed Heat Stress symptoms
Special Clothing:	☐ Cold Stress Potential	☐ Proper clothing (i.e.. gloves, coat, coveralls) ☐ Wind chill <32 ° ☐ Reviewed Cold Stress symptoms ☐ Warm up periods
☐ Tyvek ® ☐ Poly Coated Tyvek ®	☐ Environmental	☐ Air emissions ☐ Water discharge ☐ Hazardous wastes ☐ Other wastes ☐ Pollution prevention ☐ Waste minimization
☐ Fire Resistant Coveralls ☐ Rain Suit	☐ Natural or Site Hazards	☐ Weather ☐ Terrain ☐ Adjacent operations or processes ☐ Biological hazards ☐ Animals/reptiles/insects hazards
☐ Safety Vest	☐ Adjacent Work/Processes	☐ Notified them of our presence ☐ Other workers adjacent, above, or below. ☐ Coordinated with adjacent supervisor/customer/operator ☐ Need barriers between.
Fall Protection: ☐ Harness	☐ Barricades/covers	☐ Caution barricade tape required ☐ Danger barricade tape required ☐ Rigid railing required ☐ Covers over opening ☐ Warning signs required
☐ Double Lanyard Required	**Additional Information:**	
☐ Anchorage Point Available		
☐ Additional Anchorage Connector Needed e.g. Cross Arm Strap, etc.		
☐ Retractable Device Needed		
☐ Horizontal Life Line System Req'd.		
☐ Fall Clearance Distance Adequate		
☐ Fall Rescue/Retrieval Plan Set Up		

APPENDIX I

WRITTEN NOTICE OF TEMPORARY JOB SUSPENSION

Your company, _____
While working on the_____project has been notified of EH&S performance deficiencies in accordance with ConAgra Contractor EH&S Adherence Policy.
Despite these written notifications requesting that immediate corrective action be taken to improve your EH&S performance, improvement has not occurred.
Therefore, in accordance with Action Level Two of the Contractor EH&S Adherence Policy, we are hereby notifying you that after securing your equipment, all job activities on the project named above are to cease.
Activities on this project may be resumed only after your company meets requirements set forth in the Contractor EH&S Adherence Policy.

Issued By:

Name Printed:	Title:
Signature:	Date:

APPENDIX J
NOTICE OF EH&S NON-COMPLIANCE

To:

Your company has been found to be in non-compliance with one or more Federal, State, or Contractor ***EH&S*** requirement(s), as specified below. This ***EH&S*** non-compliance must be corrected immediately for your company to meet the requirements of your subcontract.

Item No.	Description of Non-compliance	Applicable *EH&S* Requirement

Issued By (Manager Issuing Notice):

Name Printed:	Title:
Signature:	Date:

Received By (Contractor Representative Receiving Notice):

Name Printed:	Title:
Signature:	Date:

APPENDIX K
WARNING LETTER FOR EH&S NON-COMPLIANCE

Project Name:

Project Number:

Your firm,_____,

has been found to be in violation of your contract by non-compliance with applicable Federal, State, or Contractor EH&S requirements.

On_____(date), in accordance with the Contractor EH&S Adherence Policy, your representative, _____ _____, was given a Notice of EH&S Non-Compliance (copy attached). This notice specifies areas where your company does not comply with Federal, State, or Contractor EH&S requirements, and requests that these items be corrected immediately.

If they are not corrected, more stringent measures will be taken in accordance with the ConAgra Contractor, EH&S Adherence Policy.

Your prompt attention to this matter will be appreciated.

Issued By (Manager Issuing Warning Letter):

Name Printed:	Title:
Signature:	Date:

Received By (Contractor Representative Receiving Warning Letter):

Name Printed:	Title:
Signature:	Date:

APPENDIX L
EXCAVATION PERMIT

TRENCH SAFETY ASSESSMENT & AUTHORIZATION

TRENCH/EXCAVATION INFORMATION	DATE:	TIME:	❑ AM ❑ PM
SITE DESIGNATION:			
TRENCH DESIGNATION:			
PHYSICAL LOCATION:			
EMERGENCY RESPONSE:	Primary Responder:	Notification Means:	
Distance To Site:	Alternate Responder:	Notification Means:	

INITIAL TRENCH SAFETY ASSESSMENT CONSIDERATIONS

Trench Location Marked	❑ YES ❑ NO	Entry Controls Determined	❑ YES ❑ NO
Utility Companies Contacted	❑ YES ❑ NO	Digging Locations Planned	❑ YES ❑ NO
Surface Traffic Hazards Assessed	❑ YES ❑ NO	Surface Traffic Rerouted and Marked	❑ YES ❑ NO
Underground Hazards Assessed	❑ YES ❑ NO	Underground Hazards Marked	❑ YES ❑ NO
Warning Signage Erected	❑ YES ❑ NO	Safety Barriers Erected	❑ YES ❑ NO
Start/Stop Times Designated	❑ YES ❑ NO	Entrants Selected/Briefed	❑ YES ❑ NO

Hazard Communication ❑	Respiratory Protection ❑	Confined Spaces ❑	Lock Out Tag Out ❑
Job Hazard Analysis ❑	Welding Safety ❑	Air Monitoring ❑	Fire Prevention ❑
Electrical Safety ❑	Process Safety ❑	Crane Safety ❑	Sling Safety ❑

Emergency Responders Contacted	❑ YES ❑ NO	Response Notification Means Tested	❑ YES ❑ NO
Emergency Access and Responder Routing Planned	❑ YES ❑ NO	Emergency Response Equipment Staged	❑ YES ❑ NO
Ladder Locations Planned (>4Ft Deep)	❑ YES ❑ NO	Ladders Protected From Disturbances	❑ YES ❑ NO
Ladders Staged Within 25ft Of Safe Travel in Trench	❑ YES ❑ NO	Egress Points Lead To Safe Landings	❑ YES ❑ NO
Access Ramps Have 5:1 (20%) Maximum Slope	❑ YES ❑ NO	Planks/Walkways Have a Uniform Thickness	❑ YES ❑ NO

Inclement Weather/Lightening Considered	❑ YES ❑ NO	Freezing Temperatures Considered	❑ YES ❑ NO
Saturated Soil Conditions Noted	❑ YES ❑ NO	Standing Or Seeping Water Noted	❑ YES ❑ NO
Drainage Conditions Resolved	❑ YES ❑ NO	Cracked/Fissured Walls Noted	❑ YES ❑ NO
Bulging Walls Noted/Anticipated	❑ YES ❑ NO	Ambient Ground Vibration Noted	❑ YES ❑ NO
Super-Imposed Loads Anticipated	❑ YES ❑ NO	Floor Heaving Noted/Anticipated	❑ YES ❑ NO
Trench Ventilation Considered	❑ YES ❑ NO	Atmosphere Tested - O2 Level Safe	❑ YES ❑ NO
Underground Installations Protected	❑ YES ❑ NO	Atmosphere Tested - H2S Level Safe	❑ YES ❑ NO
Surface Installations Protected	❑ YES ❑ NO	Atmosphere Tested - LEL/UEL Level Safe	❑ YES ❑ NO

Spoils Staged > 2ft From Edge	❑ YES ❑ NO	Small Equipment Staged > 2ft From Edge	❑ YES ❑ NO
Backhoe Staged At End Of Trench	❑ YES ❑ NO	Drainage Equipment Safely Staged	❑ YES ❑ NO
Air Compressors Staged Away From Trench	❑ YES ❑ NO	Generators Staged Away From Trench	❑ YES ❑ NO

DIMENSIONS OF TRENCH/EXCAVATION

Depth/Height:	Width At Top:	Width At Bottom:
Volume/Capacity:	Length:	Shape:

PROTECTION - SHORING/SHIELDING/SLOPING SELECTION & RELATED EQUIPMENT

Trench Deeper Than Width	❑ YES ❑ NO	Trench Depth > 5 Ft	❑ YES ❑ NO	Trench Width < 15	❑ YES ❑ NO

Timber Shoring ❑	Pneumatic Shoring ❑	Hydraulic Shoring ❑	Screw Jack Shoring ❑
Plank Shoring ❑	Trench Shield/Box ❑	Sloping Angle ( ) ❑	Benching Angle ( ) ❑

SOIL ASSESSMENT/TYPE

❑	TYPE - A	Most Stable	Clay, silty clay, and hardpan (resists penetration). No soil is Type A if it is fissured, is subject to vibration of any type, has previously been disturbed, or has seeping water.
❑	TYPE - B	Medium Stability	Silt, sandy loam, medium clay and unstable dry rock; previously disturbed soils unless otherwise classified as Type C; soils that meet Type A soil, but are fissured or subject to vibration.
❑	TYPE - C	Least Stable	Gravel, loamy sand, soft clay, submerged soil or dense, heavy unstable rock, and soil from which water is freely seeping.

SOIL TESTING METHODS - CHECK ALL THAT APPLY

Penetrometer ❑	Dry Strength Test ❑	Plasticity/Wet Thread Test ❑	Shearvane (Torvane) ❑
Visual Test ❑	Thumb Penetration Test ❑	❑	❑

Hard Hats ❑	Eye Protection ❑	Leather Gloves ❑	Electrical Gloves ❑	Steel Toed Shoes ❑
Reflective Vests ❑	Hearing PPE ❑	Respiratory PPE ❑	Hot Weather PPE ❑	Cold Weather PPE ❑
Wet Weather PPE ❑	Wet Weather Boots ❑	❑	❑	❑

TRENCH SAFETY ASSESSMENT CHECKLIST

NOTE: If there are any "NO" answers, the safety assessment will not be approved.

1.	Has a "Competent Person" (A trained and experience leader) been assigned to oversee site safety practices?		Yes		No
2.	Does the "Competent Person" have the authority to "Stop Work" and remove workers from the Excavation?		Yes		No
3.	For excavations exceeding 20 Ft in depth, has a Registered Professional Engineer (P.E.) designed protections?		Yes		No
4.	Is entry to the excavation restricted to only those employees whose presence is essential to the operation?		Yes		No
5.	Are employees or bystanders restricted from freely entering the trench either with or without permission?		Yes		No
6.	Are safety inspections conducted prior to each work shift and periodically during each work shift?		Yes		No
7.	Are safety inspections conducted after inclement weather, winds, vibrations, etc. that increase the hazard(s)?		Yes		No
8.	Are audible warning systems in place to notify employees of the immediate need to evacuate the excavation?		Yes		No
9.	Are employees required to maintain a safe distance from vehicle loading and unloading operations?		Yes		No
10.	Are employees restricted from working or being under any type of suspended load?		Yes		No
11.	Are employees restricted from working on the faces of sloped or benched excavations?		Yes		No
12.	Are warning systems established and used when equipment is operating near the edge of an excavation?		Yes		No
13.	Are employees restricted from working or walking within 2 feet of the edge of an excavation?		Yes		No
14.	Are extra materials and equipment set back at least 2 feet from the edge of the excavation?		Yes		No
15.	Are walkways and bridges over the excavation 6 feet or more high and at least 30 inches wide?		Yes		No
16.	Are walkways and bridges over the excavation equipped with standard guard rails and toe boards?		Yes		No
17.	Are support systems provided to insure stability of adjacent structures, buildings, roadways, sidewalks etc.?		Yes		No
18.	Do backfilling operations progress at the same time as the removal of support systems?		Yes		No
19.	Are materials and equipment used for protective systems inspected and in good repair prior to use?		Yes		No
20.	Are damaged materials/equipment used for protective systems immediately removed from service?		Yes		No
21.	Are repaired materials/equipment used for protective systems inspected by a P.E. before being returned to service?		Yes		No
22.	Are excavations that are dug below the level of a supported base or footing approved by a P.E.?		Yes		No

VERIFICATION	All unsafe conditions must be corrected prior to trench entry. If any hazardous conditions are observed, the trench must be immediately evacuated and entry prohibited until corrected.

APPROVAL & AUTHORIZATION

CERTIFICATION	I certify that I have conducted a trench/excavation safety assessment of the above designated excavation. To the best of my knowledge, I believe the information contained herein to be true and accurate as of the time of the assessment.

❑ APPROVED	❑ CAG Plant Representative	❑ COMPETENT PERSON CERTIFICATION
NAME:		TITLE:
SIGNATURE:		DATE:
❑ APPROVED	❑ REGISTERED PROFESSIONAL ENGINEER	REGISTRATION#:
NAME:		TITLE:
SIGNATURE:		DATE:

ASSESSMENT FORM RETENTION INFORMATION

PERMANENT RETENTION FILE:			ATTACHMENT(S) INCLUDED:	❑ YES ❑ NO
FILED BY		DATE FILED:	TIME:	❑ AM ❑ PM

APPENDIX N
ENERGIZED ELECTRICAL WORK PERMIT

PART I: TO BE COMPLETED BY THE REQUESTER

Job/Work Order Number: _____

(1) Description of circuit/equipment/job location: _____

_____

_____

(2) Description of work to be done: _____

_____

_____

(3) Justification of why the circuit/equipment cannot be de-energized or the work deferred until the next scheduled outage: _____

_____

_____

Requester/Title:_____Date: _____

PART II: TO BE COMPLETED BY THE ELECTRICALLY QUALIFIED PERSONS DOING THE WORK

Enter details for each step and place check in each box when completed.

☐ Detailed job description procedure to be used in performing the above detailed work:

_____

_____

☐ Description of the safe work practices to be employed: _____

_____

_____

☐ Results of the shock hazard analysis: _____

_____

_____

☐ Determination of shock protection boundaries: _____

_____

_____

☐ Results of the flash hazard analysis: _____

_____

☐ Determination of the flash protection boundary: _____

_____

_____

☐ Necessary personal protective equipment to safely perform the assigned task: _____

_____

_____

☐ Means employed to restrict the access of unqualified persons from the work area: __

_____

_____

☐ Evidence of completion of a job briefing (SPA), including discussion of any job-related hazards: _____

_____

☐ Standby person provided, who has required training, PPE, and emergency communication equipment and capabilities: _____

_____

☐ Do you agree that the work described above can be done safely? ❏ Yes ❏ No (If *no*, return form to requester.)

Qualified Electrician:_____Date: _____

Qualified Electrician:_____Date: _____

PART III: APPROVAL(S) TO PERFORM THE WORK WHILE ELECTRICALLY ENERGIZED:

Facility/Equipment Owner: _____Maint./Engr. Manager:

EH&S Manager:_____Electrical Superintendent:

Project Manager: _____Date:

Once the work is complete, forward this form to site EH&S *for review and retention.*

APPENDIX O
LINE BREAK / PRESSURE TEST PERMIT FOR COMBUSTIBLE GASES

Date _____ **Start Time** _____
(Valid for 12 Hours)

Location of Line Break – Include tag #(s) _____

Location of Purge Point – Include tag #(s) _____
(to outside of building)

Location of Nitrogen Supply Point _____

				Initials

Vent Start Time Purge Start Time Purge Complete Time

	Time	Combustible Level Reading	
First Reading			
Three Minutes After Level Achieved			

Visual Examination of Repair / Installation _____

Purged Air Out with Nitrogen _____

Pressure Tested with Nitrogen (50-100) _____ psi Start _____

_____ psi Finish _____

_____ Pressure Test Start (Time) _____ Pressure Test Complete (Time) _____

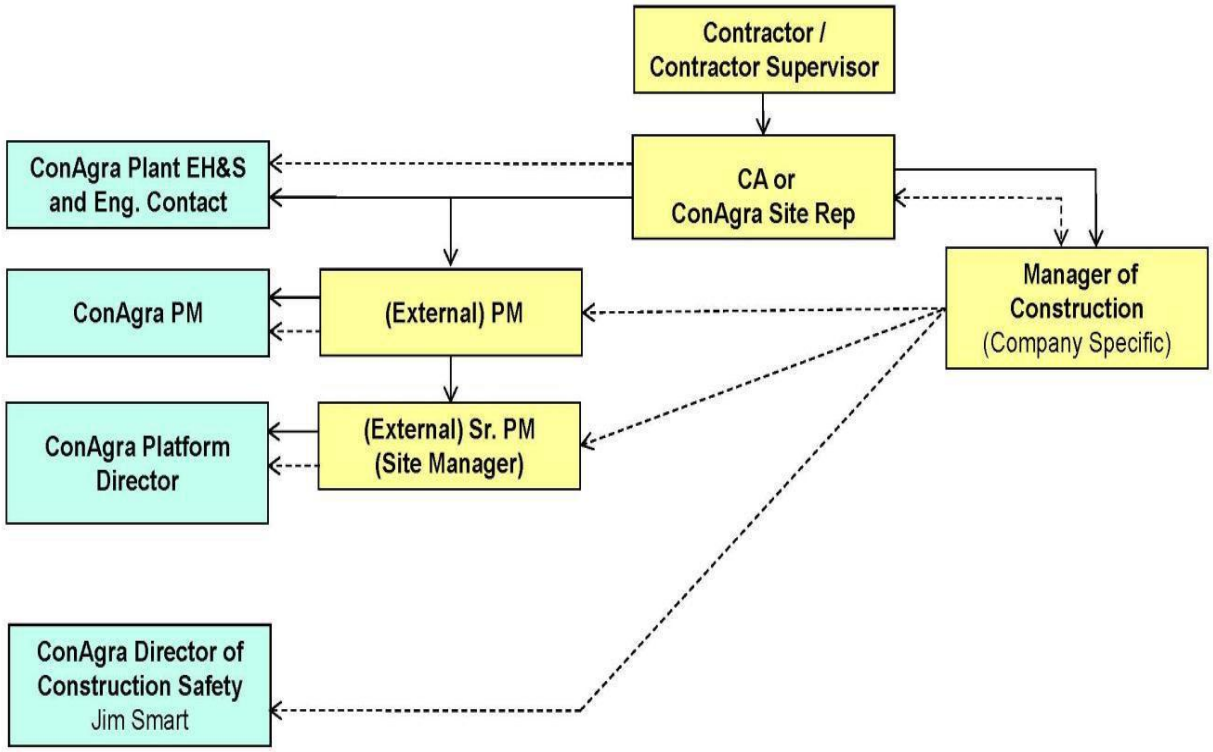
Bubble Tested for Leaks (All joints, cracks, corrosion, etc.) _____

Purged Nitrogen Out with Natural Gas	Time	Combustible Level Reading	
First Reading			
Three Minutes After Level Achieved			

_____ _____
(Printed Name) Signature
Authorized ConAgra Representative

APPENDIX P

Incident Reporting Procedures



* All incidents will follow the same reporting process

- Near Miss
- Injury
- Illness
- Motor Vehicle
- Property Damage
- Environmental Damage
- Food Safety Incident
- Interruption of Process

→ Initial Notification

--→ Incident Report / Follow-up

APPENDIX Q

ACCIDENT/INCIDENT INVESTIGATION REPORT

CAG Project Number:_____Project Name:_____City & State: _____

CAG Manufacturing Site: _____

Date of Accident/Incident:_____Time of Incident:_____Company:_____

Date of Investigation: _____

Location of Accident/Incident:_____

Did injury result? Yes/No_____If yes, provide Employee Name(s):_____

Employee No.:_____ Skill:_____Yrs. in this Skill:_____Yrs. with Company:_____

Describe Type of Injury:_____

Was property damaged? Yes/No_____ Describe damage/owner:_____

_____

Is damaged property secured/maintained? Yes/No_____, Person Maintaining_____

Names of Witnesses/Coworkers (With Social Security No.):_____

_____

Weather / Wind Conditions:_____

List/Describe all personal protective equipment (PPE) in use by person exposed or injured:_____

_____

If Chemicals Involved:

Name(s) of Chemical(s) Encountered:_____

_____

Form of Chemicals (Solid, Liquid, Gas, Vapor, Dust, Mist Fume):_____

Describe Radiological Materials (if any):_____

Volume or Quantity Released:_____

*Description of Accident/Incident:*_____

_____

_____

Contributing Factors:_____

_____

What **corrective actions** are being taken to prevent recurrence? Also list the person responsible for implementing and the target completion date for each item.

_____

_____

_____

Was an SPA/JSA developed for the task being performed? Yes/No_____, If yes, attach a copy.

Was a permit issued? Yes/No_____, If yes, attach a copy of the permit in effect at time of the incident.

Indirect cause: **Lack of**: Training____, Resources____, Belief____(*explain)

_____

Basic cause: **Failure to**: Plan____, Direct____, Organize____, Control____(*explain)

_____

INVESTIGATION TEAM MEMBERS:

Injured / Involved:	_____ Name	_____ Signature
Supervisor:	_____ Name	_____ Signature
Construction Administrator:	_____ Name	_____ Signature
Project Manager:	_____ Name	_____ Signature
_____ Other	_____ Title	_____ Signature
_____ Other	_____ Title	_____ Signature

Client Representative(s) Contacted:_____

Agency Representative(s) Contacted:_____

APPENDIX R

ACCIDENT ANALYSIS

Accidents result from a Direct Cause, Indirect Cause, and a Basic or Root Cause. These causes occur in the sequence shown below. Review the accident sequence. Check all factors that apply.

DIRECT CAUSE

Unsafe Act

- ☐ Improper use of tool/equipment
- ☐ Defective tool/equipment
- ☐ Failure to use proper PPE
- ☐ Improper body position
- ☐ Improper lifting/placing
- ☐ Removing guard
- ☐ Defeating safety device
- ☐ Servicing live equipment
- ☐ Horseplay
- ☐ Shortcut/Hurrying
- ☐ Other:

Unsafe Condition

- ☐ Flammable Atmosphere
- ☐ Oxygen rich/deficient
- ☐ Toxic Atmosphere
- ☐ Inadequate Illumination
- ☐ Poor housekeeping
- ☐ Congested work area
- ☐ Worn/defective tool
- ☐ Worn/defective equipment
- ☐ Ineffective guard or barricade
- ☐ Missing/lack of guarding
- ☐ Other:

INDIRECT CAUSE — Lack Of

Training

- ☐ No training
- ☐ Poor training
- ☐ Refresher needed
- ☐ Not understood
- ☐ Other:

Resources

- ☐ Time
- ☐ Tools
- ☐ Equipment
- ☐ Material
- ☐ Manpower
- ☐ Other:

Belief

- ☐ Poor morale
- ☐ Peer pressure
- ☐ Awareness
- ☐ Other:

BASIC CAUSE — Organizational Failure To

Plan

- ☐ SPA/JSA not done supervisor
- ☐ SPA/JSA inadequate
- ☐ PPE checklist not done
- ☐ PPE checklist inadequate
- ☐ Improper permit issued
- ☐ Other:

Direct

- ☐ TSA not done by supervisor
- ☐ Instructions not communicated
- ☐ Instructions not understood
- ☐ Improper instructions given
- ☐ Other:

Organize

- ☐ Resources not present (tools, personnel, etc.)
- ☐ Resources not proper (tools, personnel, etc.)
- ☐ Unsafe operating condition
- Other:

Control

- ☐ Task not conducted as planned
- ☐ Job progress not monitored
- ☐ Other:

APPENDIX S

WITNESS STATEMENT

Please print or type.

Name:_____ Title:_____

Employee Number:_____ Date:_____ Time:_____

Temporary Address:_____ Phone No._____

_____

Permanent Address:_____ Phone No._____

_____

Location at Time of Accident:_____

Describe, to the best of your knowledge, what happened just before, during, and just after the accident:

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

Signature

APPENDIX T
INJURED EMPLOYEE STATEMENT

Please print or type.

Name:_____ Title:_____

Employee Number:_____ Date:_____ Time:_____

Temporary Address:_____ Phone No._____

_____

Permanent Address:_____ Phone No._____

_____

Location at Time of Accident:_____

Describe, to the best of your knowledge, what happened just before, during, and just after the accident:

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

Signature

APPENDIX U
CRANE LIFT PLAN PRE-LIFT CHECKLIST

	Yes	No
1. Crane operator meets all qualification requirements?	☐	☐
2. Lift calculations and rigging plan completed?	☐	☐
3. Are lift equipment swing & travel requirements & clearances known?	☐	☐
4. Are all required approvals/permits signed?	☐	☐
5. Crane inspections up to date (Annual/Monthly/Daily)?	☐	☐
6. Weather conditions and wind speed acceptable?	☐	☐
7. Has the stability of the ground been assured by soil bearing analysis?	☐	☐
8. Location and size of underground facilities are known?	☐	☐
9. Matting and/or outrigger pads inspected and approved?	☐	☐
10. Electrical equipment and power lines at required distance?	☐	☐
11. Rigging Inspected for defects?	☐	☐
12. Engineered lifting lugs fabricated and installed correctly?	☐	☐
13. Connecting/disconnecting means been developed?	☐	☐
14. Have the safety precautions been reviewed?	☐	☐
15. Is survey equipment required?	☐	☐
16. The total lifted weight is below 95% of capacity?	☐	☐
17. Signal person(s) assigned?	☐	☐
18. Safe Plan of Action (SPA) Completed?	☐	☐
19. Pre-Lift Meeting/Task Safety Awareness Meeting (TSA) held?	☐	☐
20. Hoist area & load path cleared of non-essential personnel?	☐	☐
21. Crane set up per the lift plan (radius, configuration, etc)?	☐	☐
22. Rigging equipment and tag line(s) installed per plan?	☐	☐

Completed By Signature: Name Printed: Date:

APPENDIX V

CRANE LIFT PLAN LOAD AND CAPACITY CALCULATIONS

Lift Description: _____

A. Weight of Load (Equipment) – Live Load

1. Load/Equipment Condition New ( ) Used ( )
2. Weight of Load/Equipment Empty _____ Lbs.
3. Weight of Attachments _____ Lbs.
   a. Platforms and Ladders _____ Lbs.
   b. Piping and Accessories _____ Lbs.
   c. Liquids Inside _____ Lbs.
   d. Dirt and Debris _____ Lbs.
   e. Internal Trays or Liners _____ Lbs.
   f. Other _____ Lbs.
4. Total Weight of Load/Equipment (Sum A2 through A3f) _____Lbs.

B. Total Lifted Weight (Weight of Load/Equipment + Rigging+ Crane Deductions)

1.	Percent of Load/Equip. Weight*	_____ %	7.	Wt. Jib Erected	Lb
2.	Amount of Equipment Weight	_____ Lb	7a.	Wt. Of Jib Stowed	Lb
3.	Weight of Headache Ball	_____ Lb	8.	Wt. Of Jib Headache Ball	Lb
4.	Weight of Main Block	_____ Lb	9.	Wt. Of Cable (Load Fall)	Lb
5.	Weight of Spreader Bar	_____ Lb	10.	Auxiliary Boom Head	Lb
6.	Weight of Slings and Shackles	_____ Lb	11.	Other:	Lb

*Use 100% plus some percentage (example +10%) to multiply times number in A 4. to allow for contingency to compute B2

TOTAL LIFTED WEIGHT
(Sum B2 thru B11) _____Lbs.

Source of Load Weight (A2): _____

(Name Plate, Drawings, Calculated, Weighed, etc.)

_____

_____

Weights and Calculations By: _____Date: _____

Weights and Calculations Verified By: _____Date: _____

(See page 2)

CRANE LIFT PLAN LOAD AND CAPACITY CALCULATIONS (CONTINUED)

C. Capacities of the Crane

Make & Model of Crane

1. Counter Weight Size: _____ Type of Boom: _____
2. Lifting Arrangement
   a. Max. Radius During Lift _____ Ft.
   b. Length of Boom _____ Ft.
   c. Angle of Boom at Pick _____ Deg.
   d. Angle of Boom at Set _____ Deg.

Rated Capacity Under Most Severe Conditions

1. Over Rear _____ Lbs.
2. Over Front _____ Lbs.
3. Over Side _____ Lbs.

e. Rated Capacity for Lift Radius, Crane Configuration, and Orientation (over front, side or….) _____ Lbs.

3. Jib
   a. Is the Jib to be used Yes No
   b. Length of Jib _____ Ft.
   c. Jib Angle _____ Deg.
   d. Rated Jib Capacity for Lift Radius, Crane Configuration, and Orientation (over front, side, or…) _____ Lbs.
4. Load Line/Fall Cable
   a. Is Main Block to be used? Yes No
   b. Number of Parts of Cable _____
   c. Size of Cable _____ Ø inches
   d. Maximum Capacity for Lift Radius, Crane Configuration, and Orientation (over front, side, or ….) _____ Lbs.

D. Percent of Crane's Capacity

$$\frac{\text{Total Lifted Weight X 100}}{\text{Rated Capacity}} = \_\_\_\_\_\ \%$$

E. Size of Slings

1. Sling Selection
   a. Type of Arrangement (Spreader, V rtical Slings, etc.
   b. Number of Slings to Hook Ø Capacity _____ Lbs.
   c. Sling Size _____ Ø
   d. Sling Length _____ Ft.
   e. Sling Capacity (At angle used) _____ Lbs.
   f. Number of Slings to Load _____ #
   g. Total Rigging capacity (e x f) _____ Lbs.

Comments:

Sketch of rigging arrangement available Yes _____ No _____ See Page ( )

APPENDIX W

CRITICAL LIFT PERMIT

A. Lift Identification Job Number:	Location:
Lift Supervisor Name:	
Date of Lift:	Time:
Lift Description:	
B. Approvals (Signatures Required) Contractor Project Manager / Construction Administrator:	Date:
ConAgra Engineering Manager:	Date:
Contractor Lift Supervisor:	Date:
Contractor Rigging supervisor:	Date:
Qualified Person:	Date:
Operator(s):	Date:
Engineering:	Date:
If Engineering Designs Are Used Other:	Date:
C. Attachments (Insert Page Numbers)	
	1. Operator Certifications
	2. Capacity Certificates and Inspection Reports for all Lifting Equipment
	3. Inspection Reports for all Rigging Equipment
	4. Insurance Certificates
	5. Applicable capacity charts and chart notes for lifting equipment
	6. Load and Capacity Calculations
	7. Rigging Diagram(s)
	8. Lift Geometry and Free Body Diagram(s)
	9. Other
	10. Other

APPENDIX X
CRITICAL LIFT LOAD AND CAPACITY CALCULATIONS
(Page 1 of 4)

Lift Description:

A. Weight of Load (Equipment) – Live Load

1. Load/Equipment Condition New	( )	Used	( )

2. Weight of Load/Equipment Empty		Lbs.
3. Weight of Attachments		Lbs.
a. Platforms and Ladders		Lbs.
b. Piping and Accessories		Lbs.
c. Liquids Inside		Lbs.
d. Dirt and Debris		Lbs.
e. Internal Trays or Liners		Lbs.
f. Other		Lbs.
		Lbs.
4. Total Amount of Load/Equipment Weight (A2 through A3f)		Lbs.

B. Total Lifted Weight (load and/or equipment + rigging + main crane deductions)

1. Load and/or equipment weight plus contingency*		%	7. Wt. Jib Erected		Lb
2. Amount of Equipment Weight		Lb	7a. Wt. Of Jib Stowed		Lb
3. Weight of Headache Ball		Lb	8. Wt. Of Jib Headache Ball		Lb
4. Weight of Main Block		Lb	9. Wt. Of Cable (Load Fall)		Lb
5. Weight of Spreader Bar		Lb	10. Auxiliary Boom Head		Lb
6. Weight of Slings and Shackles		Lb	11. Other:		Lb

*Use 100% plus some percentage (example +10%) to multiply times number in A 4 to allow for contingency to compute B2.

TOTAL LIFTED WEIGHT (Sum B2 thru B11)	Lbs.

Source of Load Weight (A2):
(Name Plate, Drawings, Calculated, Weighed, etc.)

Weights and Calculations By:		Date:	
Weights and Calculations Verified By:		Date:	

(See page 2)

Load and Capacity Calculations (Page 2 of 4)			
C. Capacities of the (Main) Crane			
Make & Model of Crane			
2. Counter Weight Size:		Type of Boom:	
3. Lifting Arrangement			
a. Max. Radius During Lift		Ft.	
b. Length of Boom		Ft.	
c. Angle of Boom at Pick		Deg.	
d. Angle of Boom at Set		Deg.	
Rated Capacity Under Most Severe Conditions			
1. Over Rear		Lbs.	
2. Over Front		Lbs.	
3. Over Side		Lbs.	
f. Rated Capacity for Lift Radius, Crane Configuration, and Orientation (over front, side or….)			Lbs.
4. Jib			
b. Length of Jib		Ft.	
c. Jib Angle		Deg.	
d. Rated Jib Capacity for Lift Radius, Crane Configuration, and Orientation (over front, side, or…)			Lbs.
5. Load Line/Fall Cable			
a. Is Main Block to be used?	Yes	No	
b. Number of Parts of Cable			
c. Size of Cable		Ø inches	
d. Maximum Capacity for Lift Radius, Crane Configuration, and Orientation (over front, side, or ….)			Lbs.
D. Percent of Cranes Capacity			
	Total Lifted Weight X 100 = Rated Capacity		%
E. Size of Slings			
1. Sling Selection			
a. Type of Arrangement			(Spreader, Vertical Slings, etc.
b. Number of Slings to Hook	Ø	Capacity	Lbs.
c. Sling Size			
d. Sling Length			
e. Sling Capacity (At angle used)			
f. Number of Slings to Load			
g. Total Rigging capacity (e x f)			Lbs.
Comments:			
Sketch of rigging arrangement available	Yes	No	See Page ( )

Load and Capacity Calculations (Page 3 of 4)

F. Total Lifted Weight to be lifted by Tailing Crane

1. Percent of Total Equipment/Material Weight**		% (**Generally 50+% based on CG and movement during up righting)
2. Amount of Equipment Weight (A4 x F1)		Lbs.
3. Weight of Headache Ball		Lbs.
4. Weight of Block		Lbs.
5. Weight of Lifting Bar		Lbs.
6. Weight of Slings and Shackles		Lbs.
7. Weight of Jib Erected		Lbs.
8. Weight of Jib Headache Ball		Lbs.
9. Weight of Cable Load (Load Fall)		Lbs.
10. Auxiliary Boom Head		Lbs.
11. Other		
12. Total Weight of Load/Equipment lifted by tailing crane (F2 through F11)		**Lbs.**

Source of Load Weight:
(Name Plate, Drawings, Calculated, Weighed)

Weights Verified By (Name Print and Sign):

G. Capacities for Tailing Crane Based on Configuration

1. Make & Model of Crane
2. Counter Weight Size: | Type of Boom:

3. Lifting Arrangement

a. Max. Radius During Lift		Ft.
b. Length of Boom		Ft.
c. Angle of Boom at Pick		Deg.
d. Angle of Boom at Set		Deg.

Rated Capacity Under Most Severe Conditions

1. Over Rear		Lbs.
2. Over Front		Lbs.
3. Over Side		Lbs.

f. Rated Capacity for Lift Radius, Crane Configuration, and Orientation (over front, side or…) Lbs.

4. Jib

a. Is the Jib to be used **YES** **NO**

b. Length of Jib Ft.

c. Jib Angle Ft.

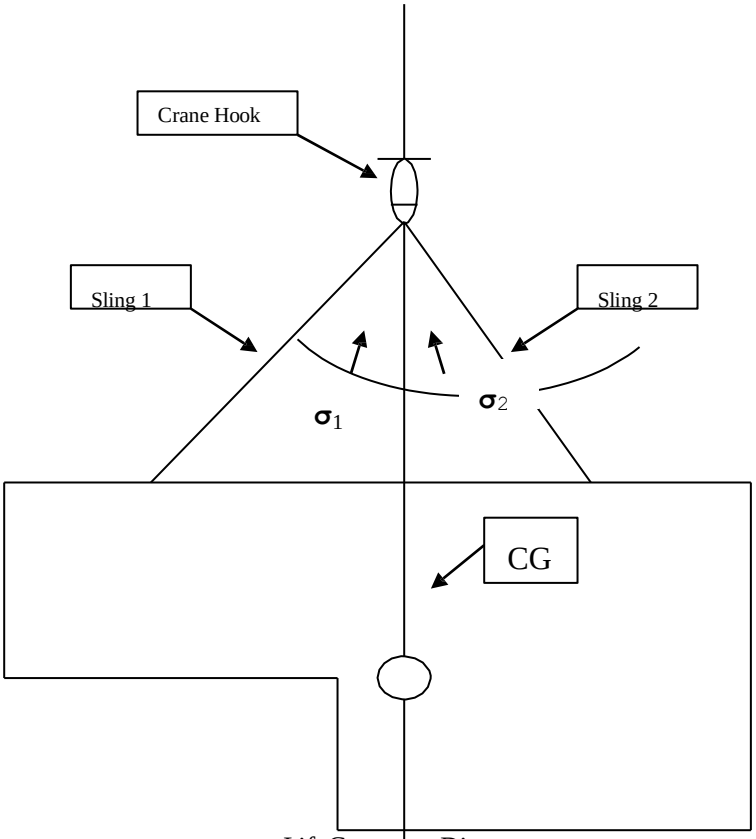
d. Rated Jib Capacity for Lift Radius, Crane Configuration, and Orientation (over, front, side, or…) Lbs.

5. Cable

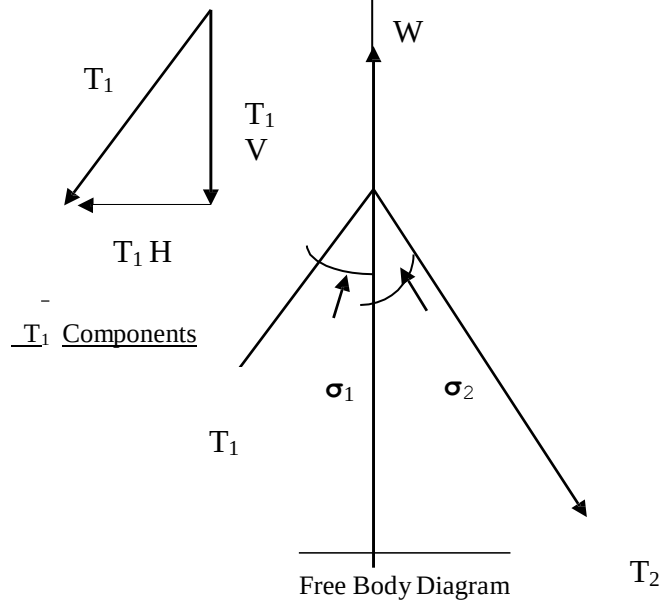
a. Number of Parts		
b. Size of Cable		Inch.
c. Maximum Capacity		Lbs.

Load and Capacity Calculations (Page 4 of 4)			
H. Percent of Cranes Capacity Tailing Crane			
	Total Lifted Weight X 100 = Rated Capacity		_____ %
I. Size of Slings for Tailing Crane			
1. Sling Selection			
a. Type of Arrangement			
b. Number of Slings to Hook		Capacity	_____ Lbs.
c. Sling Size			
d. Sling Length			Ft.
e. Sling Capacity (at angle used)			Lbs.
f. Number of Slings to Load			#
g. Total Rigging Capacity (e x f)			_____ Lbs.
J. Soil Bearing Analysis			
1. Soil bearing capacity main crane			
2. Required ground bearing pressure main crane			
3. Soil bearing capacity tailing crane			
4. Required bearing capacity tailing crane			
K. Note any rotation of load at final set location			
Comments:			
Sketch of rigging arrangement available	**Yes**	**No**	**See Page ( )**

APPENDIX Y
EXAMPLE OF A LIFT GEOMETRY DIAGRAM AND A FREE BODY DIAGRAM



Lift Geometry Diagram



Free Body Diagram

CG= center of gravity of load
W = weight of load, lb.
σ_1 = angle from verticle of sling 1, in degrees
σ_2 = angle from verticle of sling 2, in degrees
T_1 = tension in sling 1, lb., kg., tons, etc.
T_2 = tension in sling 2, lb., kg., tons, etc.

Problem: Find T_1 and T_2 when σ_1, σ_2, CG, and W are known.

Solution: For equilibrium to exist, the summation of forces in both the vertical and horizontal directions must be zero.

Therefore:
a) Vertical direction:
$\cos \sigma_1 (T_1) + \cos \sigma_2 (T_2) = W$
b) Horizontal direction:
$\sin \sigma_1 (T_1) = \sin \sigma_2 (T_2)$

Let
W = 100,000 lb.
$\sigma_1 = 40^\circ$ $\sin 40^\circ = 0.643$
$\sigma_2 = 20^\circ$ $\cos 40^\circ = 0.766$
$\sin 20^\circ = 0.342$
$\cos 20^\circ = 0.940$

Then
a) $0.766 (T_1) + 0.940 (T_2) = 100{,}000$

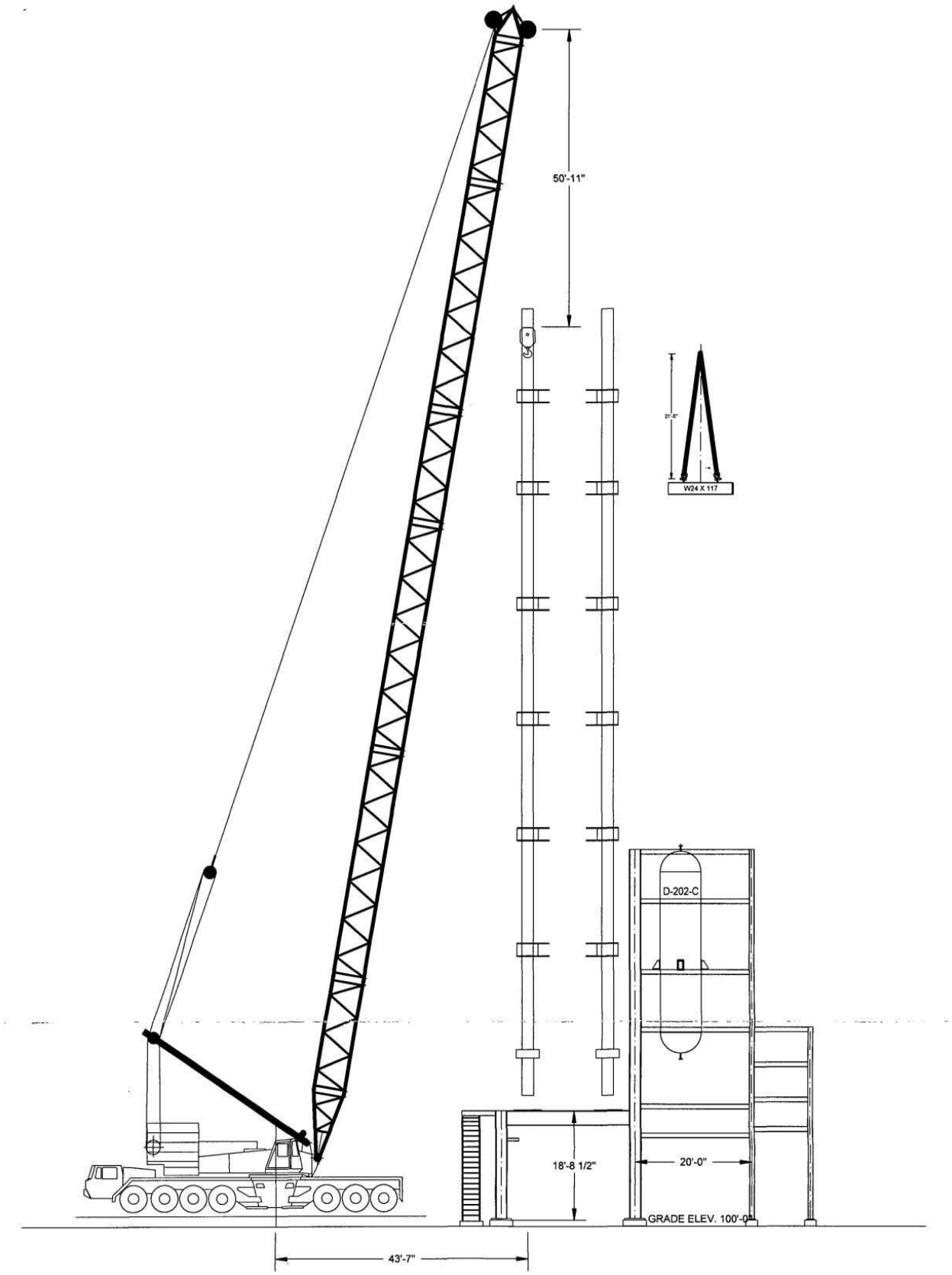
b) $0.643 (T_1) = 0.342 (T_2)$

Solving equation b:
$T_2 = (0.643/0.342)T_1 = 1.880 (T)$
Solving equation a for T_1:
$0.766 (T_1) + 0.940 (1.880)(T_1)=100{,}000$

$2.533 (T_1) = 100{,}000$
$T_1 = 39{,}474$ lb.
and from equation b:
$T_2 = 1.880 (T_1) = 1.880 \times 39{,}474$
$T_2 = 74{,}211$ lb.

As can be seen sling 2 carries 1.9 times the load of sling 1 (74,211/39,474 = 1.9)

APPENDIX Z



APPENDIX AA

COLOR CODE SCHEDULE FOR TOOL INSPECTIONS

Tools or equipment such as rigging equipment, fall protection equipment, and electrical equipment requiring a monthly inspection shall use the following color code for marking the tool or equipment to signify that it has been inspected.

Monthly Inspections	Monthly Color
January	White
February	White & Yellow
March	White & Blue
April	Green
May	Green & Yellow
June	Green & Blue
July	Red
August	Red & Yellow
September	Red & Blue
October	Orange
November	Orange & Yellow
December	Orange & Blue

APPENDIX AB
EXAMPLES OF SAFETY IDENTIFICATION TAGS

BARRICADE "STOP" TAG
Section 4.13.3

EQUIPMENT INSPECTION TAG
Section 4.19.7

APPENDIX AC

AERIAL LIFT INSPECTION CHECKLIST

Aerial and Scissor Lift Daily Inspection

Manufacturer/Type of Lift:	
Model or Equipment Number:	
Date:	Hours on Machine:
Inspector's Name:	Inspector's Signature:

Inspection Item & Description Pass/Fail Status or Not Applicable	P/F/NA	Comments and/or Repairs Made:
Emergency controls in proper working condition? (EMO button or emergency stop device and emergency lowering function)		
Platform control interlock mechanisms are functional? (Foot pedal, spring lock, or two-hand controls, limit for height to move lift, etc.)		
Controls function properly and are labeled up, down, right left, forward, back, etc?		
Lower operating controls properly over-ride the upper controls?		
Both upper and lower controls are adequately protected from inadvertent operation?		
Control panel are clean & all buttons/switches are clearly visible?		
Stabilizers, outriggers, and/or extending axles function correctly?		
Switch & mechanical guards in good condition & properly installed?		
All safety indicator lights work properly? Motion alarms functional?		
Manufacturer's decals are in place and legible?		
Guardrails are sound and in place, including basket chains/gates?		
Work platform & extension slides are clean, dry & clear of debris and move freely with safety locking pins in place to lock setting on models with extension platforms?		
Fire extinguisher on platform?		
No defects such as cracked welds, fuel leaks, hydraulic leaks, damaged control cables or wire harness, etc?		
Tires, wheels, lug nuts in good condition? With adequate air pressure is pneumatic?		
Braking devices are operating properly?		
The manufacturer's operations manual is stored on the lift (in all languages of the operators)?		
Manufacturer required inspection of hydraulic control and relief valves completed or are within required inspection period?		(Enter date of last test or inspection under comments)
Boom and lift pivot pins properly lubed and in good working order?		
All other manufacturer required maintenance and inspection items have been completed?		

Consumer Foods Specification – 01705
Contractor Work Rules

APPENDIX AD

Ethics Point Hotline

If you're concerned about potential violations of our Code of Conduct call 866.567.CODE (2633) or log on to www.ethicspoint.com.

If you need additional assistance, you can contact Human Resources or the Plant Manager at the ConAgra location where you are working.

Make a report confidentially, 24 hours a day, 365 days a year.

APPENDIX AE

ConAgra Foods Risk Exposure Matrix

Version Date 11/19/13

	Work, activity, or service that:	Examples to be included in this category (including, but not limited to):
High Risk (Contractor) **Non-ConAgra employees who may deliver or inspect items at the facility and also have employee's whose duties require the use of tools to construct, repair, modify, adjust or maintain any tools, equipment or items within our facility.** **ISNetworld Subscription Required**	• is performed on-site • may impact a process or site operations. • requires confined space entry, elevated work, work on operating systems involving hazardous energy, and most work requiring a general work permit, hot work permit, or confined space permit. • has a high potential for causing a catastrophic operational incident • has access to operations; and/or a direct role in site operations or maintenance, where failure could result in serious harm to employee or public well-being, company assets, or the environment. • includes any contractor personnel's job function which has no direct or very limited supervision for operational checks	• Chemical and process cleaning • Electricians and Instrumentation Technicians • Equipment and Process Maintenance • Excavation • Facilities Maintenance (HVAC, Roofing, etc) • Food service and handling • Hazardous waste handling and/or transport • Heavy equipment operations • Janitorial services in process areas • Maintenance, Construction, and demolition contractors • Movers • Painters • Vacuum truck affecting/involving process operations • Welding
Low Risk (Supplier) **Non-ConAgra employees that are allowed on site to deliver or pick-up tools, equipment or supplies only.** **ISNetworld Subscription Not Required**	**Work that does not meet the definition of Medium/High Risk exposure, including, but not limited to:** • Consultants that do not perform work or activities as described in the medium/high risk exposure category • Offsite services • Minor on-call, on-site vendor pick-up/delivery and repair services • Work performed by public and private utilities • On-site with Visitor Status (escorted) • Work having an indirect role and limited access to operations or maintenance, where failure could not result in serious harm to employee or public well-being, company assets, or the environment	**Examples to be included in this category (including, but not limited to)** • Auditors • Calibration services • Common carriers transporting products • Delivery/supply services (vending machine, bottled water, laundry) • Door/dock leveler installers • Engineering and Training services • Equipment Inspection (X-ray and NDT) • Fencing • Janitorial services (Office) • Laboratory apparatus servicing • Lawn and snow removal • Locksmiths • Mail/package/parts delivery or pick-up (UPS, Fed Ex) • Municipal waste pick-up • Office machine servicing (copier, printer, computer, etc.) • Off-site repair/fabrication shops • Paving repair services (small amounts of patching) • Plumbing repair services • Regulatory representatives • Sample pick-up by laboratory/courier • Sanitary waste removal services • Technical representatives • Telephone, local municipal utilities