

CONTRACTOR'S JOB EH&S REQUIREMENTS

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WELCOME TO PPG INDUSTRIES

We welcome you into our plant and want to assist you in every way possible. PPG Industries has a sincere concern and commitment for the safety and health of people and for preventing harm to the environment. This commitment includes our associates and the associates of all Contractors and Sub-Contractors working within PPG operations. To stress this commitment, it is PPG's policy to evaluate all Contractor Safety, Health and Environmental performance, along with cost, quality of work, completion time, etc. It is a policy of PPG Industries to make your safety a vital, necessary part of our work. We make every effort to see that all work in our plant is performed safely.

This guide has been prepared to assist you in performing your work in our plant in a safe and environmentally sound manner. These requirements have been prepared for your protection as well as ours. These requirements may be supplemented by specific plant and/or departmental requirements and/or procedures in the area in which you will be working. You and your company's management team must become thoroughly familiar with and conform to these requirements.

INTRODUCTION/GENERAL REQUIREMENTS

This manual contains safety, health and environmental requirements that must be followed while working in PPG's Fiber Glass facilities. It is PPG's belief that adherence to these requirements will provide maximum safety and security for associates, and will protect PPG property.

In this booklet, Contractor and Sub-Contractor personnel are referred to as "Contractor". The Owner, PPG, shall be referred to as "PPG". The responsible PPG person will be referred to as the "PPG Project Manager". The Contractor is required to designate a senior work site manager/supervisor as the Contractor Project Manager. The responsible Contractor person is referred to as the "Contractor Project Manager".

The Contractor is responsible for communicating to and enforcing these requirements with their associates and the associates of any Sub-Contractors within their control. Associates who violate PPG Zero Tolerance policy will be removed from the premises by the Contractor and will not be allowed to work on PPG property for the remainder of the project.

It is the responsibility of the Contractor to comply with all the laws and regulations established by the federal, state, and local regulatory agencies and all appropriate building codes in the performance of contracted work. The Contractor is also responsible for Sub-contractor's adherence to these rules, regulations, codes, and safe work practices.

The Contractor will familiarize himself with PPG's requirements prior to work being performed. Because different people are often involved, the Contractor Project Manager must meet with the PPG Project Manager prior to any actual work being performed to review this manual, complete the PPG Contractor's Job Registration Form and review any specific plant requirements that apply within the proposed scope of work. Both representatives are required to complete, sign and date the PPG Contractor's Job Registration Form and the signature page of this booklet. Each of Contractor and Sub-Contractor's employees who will come on site at PPG will also be required to sign the signature page of their individual booklets and turn them in to the PPG Project Manager prior to any work being performed. All Contractor and Sub-Contractor's employees will be required to attend a general PPG Safety Orientation prior to being admitted to the PPG facility.

The Contractor Project Manager must supply a 24-hour emergency contact telephone number or pager to the PPG Project Manager that will be available for the duration of the work. The Contractor should also be prepared to discuss his safety program including his plan for employee safety meetings.

Site work will not begin until a copy of Contractor's current insurance certificate is delivered to the PPG Project Manager and/or the PPG Purchasing office issuing the purchase order when required.

PLANT SECURITY

1. PPG will be responsible for gate security. A security guard will be on duty at the main gate around the clock. If a gate other than the main entrance has been designated as the contractor's security entrance, a security guard will be on duty, as the Contractor's shifts require. PPG requires at least 48 hours notice for changes to pre-established Contractor work shifts. Special arrangements must be made with the PPG Project Manager for plant access beyond work hours, holidays and/or weekends established in the Bid Document and/or Purchase Order.

2. All Contractor's supervisors and associates must sign in at the designated security entrance each day, obtain and wear, in a visible location, an I.D. badge, and sign out at the end of each day. The PPG Project Manager will provide instructions covering the approved security entrance and the parking of vehicles.
3. Terminated Contractor employees shall surrender their badge to the employing Contractor before leaving the plant. Plant security will be immediately notified by the Contractor of any termination.
4. All Contractor personnel are subject to having lunch boxes, packages, toolboxes, etc. inspected at any time when entering or leaving the plant.
5. For Contractor-owned vehicles or approved personal vehicles, proof of adequate insurance must be provided, and such vehicles must be cleared at the appropriate gate. This could require inspection of vehicle contents. Posted speed limits must be maintained.
6. Security dictates that the Contractor not admit unnecessary associates, salesmen, labor officials, or other tourist type personnel to the job site. The PPG Project Manager will approve visitors relating to completing authorized work. No one under the age of 18 is permitted. Visitors not previously approved by the PPG Project Manager will not be issued a badge nor allowed to enter the PPG facility.
7. Contractors are obligated under the PPG terms and conditions to maintain confidentiality of PPG process and equipment. Contractors will insure that their Sub-Contractors are fully aware of and observe this confidentiality.
8. Contractor and Vendor access to the plant may be restricted when the US Department of Homeland Security raises the nation's security alert level to an "Orange" or higher status. The PPG Project Manager will inform Contractors when the alert is raised and its specific consequences to the Contractor.

TRAFFIC AND VEHICLE OPERATION

1. Parking facilities may be separate from PPG associate parking and will be designated by the PPG Project Manager.
2. No construction vehicles will be allowed inside the plant unless the PPG Project Manager has placed them on the Contractor access list.
3. All Contractor associates driving into the plant will sign in at the designated gate and sign out when leaving.
4. Vehicles must clearly display Contractor's company logo or name. Numbered vehicle I.D.'s will be issued to readily identify the vehicle and responsible driver.

5. Contractor's vehicles parking within the plant must park only in areas approved by the PPG Project Manager and not block any emergency equipment (fire hydrants, hose houses, etc.).
6. ALL vehicles entering or leaving the plant are subject to inspection.
7. Speed limit inside the plant property is 10 MPH and 5 MPH in the parking lots. Obey all traffic signs.
8. Doors on vehicles must be secured before moving.
9. Wheels must be chocked when accidental movement of trailers or vehicles could cause damage or injury.

FACILITIES

1. The Contractor will use the areas designated by PPG for construction trailers, material storage, and material staging areas. No other areas may be used without prior permission of PPG.
2. Sanitary facilities generally are provided and maintained by the Contractor except where specific permission has been given Contractor's associates to use PPG facilities. All sanitary facilities must be kept neat and orderly at all times.
3. The Contractor generally provides eating and break areas unless other arrangements are made through the PPG Project Manager. All eating facilities must be kept neat and orderly at all times. Contractor shall have the responsibility of removing all waste daily unless specific arrangements are made with and agreed to by the PPG Project Manager.
4. First aid facilities are to be provided by the Contractor.

HOUSEKEEPING

1. It is the Contractor's daily responsibility to keep the work area under his control clean, orderly and clear from trash and debris. This is both while work is being performed and at the end of each day. Aisleways, walkways, loading docks and ramps must be free and clear of debris on an on-going basis.
2. The Contractor is responsible for the daily removal of trash. Permission must be obtained through the PPG Project Manager prior to placing any material in PPG dumpsters, waste containers, scrap metal area, scrap chute, etc. If approved by the PPG Project Manager, Contractor's trash and debris will be placed at the location or locations designated by the PPG Project Manager. At a minimum, the Contractor will be required to completely remove from the work area all trash and debris at the end of each shift.
3. PPG will shut down the project if the PPG Project Manager feels the site is unsafe due to poor housekeeping. The cost of this downtime will be the responsibility of the Contractor.
4. Burning, burying on plant property or disposing in waterways is strictly prohibited.

5. Removal and proper disposal of hazardous waste must be coordinated through the PPG Project Manager.
6. The PPG Project Manager and Contractor Project Manager shall conduct a final inspection at the end of each project.

INJURY REPORTING AND MEDICAL TREATMENT

First aid services are to be provided by the Contractor. However, for emergencies and injuries requiring medical treatment, the Shelby and Lexington plant medical facilities have a nurse on duty Monday-Friday, 7:30 AM-4:30 PM in the Shelby Plant and 7:00 AM-4:00 PM in the Lexington Plant. There is no nurse available at the Chester Plant. In the event of a serious injury or medical emergency call Security or the plant Medical department during the hours outlined above.

Phone Numbers:

Lexington Security	(336) 357-8151	Ext. 373
Shelby Security	(704) 434-2261	Ext. 202
Chester Security	(803) 385-4531	Ext. 531
Lexington Nurse	(336) 357-8151	Ext. 221
Shelby Nurse	(704) 434-2261	Ext. 375

For **In-Plant**, only the Extension is required. The Chester security number is direct. All others are the Main Plant number and the extension will be required if not using an in-plant telephone.

Give the following information:

1. Give your name and location of the medical emergency or injury.
2. Explain the type of medical emergency or injury and the condition of the patient if known.
3. Don't hang up the phone until the Guard or Nurse has a chance to ask questions.
4. Go or send someone to direct the medical responders to the exact location.

The Security Guard or Nurse will call 911 for transportation and treatment.

The Contractor is responsible for reporting injuries to the PPG Project Manager within 24 hours of the accident, providing PPG with a written report of injury and a complete accident investigation, assisting PPG with its own investigation if required and reporting injuries to any agency as required by law.

The Contractor must also notify the PPG Project Manager of any incident that causes damage to PPG equipment or property or causes loss of production. The Contractor must complete an accident investigation and provide assistance to PPG in its own investigation.

REPORTING EMERGENCIES AND PLANT EVACUATION

1. PPG Fiber Glass facilities are equipped with modern fire extinguishing systems and equipment and have well-trained fire brigades. However, your assistance may be needed to control emergencies.
2. The Contractor is responsible for establishing a site-specific emergency response plan that, at a minimum, addresses on site emergency communications, medical treatment, fire response procedures and spill response procedures. This plan must be submitted to the PPG Project Manager prior to on site mobilization.
3. All emergency events; fire, injury, environmental incidents, etc. must be reported immediately to the PPG Project Manager.
4. The Contractor will be given an on site gathering location in the case of a Plant Emergency. It will be the responsibility of the Contractor to develop an evacuation procedure for all their employees, including a means of accounting for all their employees.
5. **To report an Emergency:**
 - Fire alarm box**
 - a. Break glass and pull lever of nearest alarm box.
 - b. Go or send someone to meet the brigade to direct them to the emergency.
 - By Telephone**

Lexington Security	(336) 357-8151	Ext. 373
Shelby Security	(704) 434-2261	Ext. 202
Chester Security	(803) 385-4531	Ext. 531

 - a) Give your name.
 - b) Give exact nature and location of emergency.
 - c) Don't hang up until the Guard asks any questions that may be required.
 - d) Go or send someone to meet the brigade to direct brigade personnel to the emergency.
6. Construction personnel should evacuate the immediate area of the emergency. Do not return until authorized by the PPG Project Manager. If the Evacuation Alarm sounds, evacuate the building immediately via the nearest fire exit and go to the assembly area pre-designated by the PPG Project Manager for a head count. The contractor designee is responsible to give a headcount and the last known location of any missing to the PPG Project Manager.
7. Attempt to extinguish the fire only if:
 1. The fire is contained.
 2. You are trained in using the fire fighting equipment provided.
 3. You have turned in the fire alarm.
 4. Additional help is available.
 5. You are sure your attempt will extinguish the fire.
 6. You have a means to escape if your attempt fails (keep your back to an exit).

PERSONAL CONDUCT

The Contractor is responsible for the actions of both Contractor and Sub-Contractor associates. Certain general rules of conduct on the job are necessary for the successful safe operation of any company. Non-compliance with any prohibited activities from the following list, although not all inclusive, is grounds for immediate removal from PPG property.

1. Having in an associate's possession, intoxicating liquor or narcotics on company property or coming to work under the influence of liquor or drugs including prescription drugs.
2. Having in an associate's possession, firearms, weapons or any type of explosive on company property.
3. Engaging in fights, horseplay, practical jokes, indecency, or sexual harassment.
4. Willfully damaging plant or personal property.
5. The use of threatening, obscene, or abusive language toward PPG or fellow employees.
6. Theft.
7. Gambling.
8. Interference with the duties of any PPG employee.
9. Post notices on company property.
10. The circulation or distribution of written materials unrelated to the project.
11. Having in an associate's possession, cameras, AM/FM radios, or TV's on company property.

The above listing is not all-inclusive but lists activities, which will be considered as misconduct and subject to disciplinary action up to and including removal from the plant.

INTOXICANT SCREENING POLICY

Contractors involved in large/high risk projects (i.e., furnace repairs and rebuilds), on site maintenance service agreements, or service work contracts (i.e., cleaning services) shall provide proof of a negative intoxicant screen for all contract employees prior to the contract employee beginning work on-site at PPG. This screen shall be conducted within the past twelve months. Such requirement is considered a part of the terms and conditions of the contract and contracts of this type are contingent upon receipt in writing from Contractor of a negative intoxicant screen for all contract employees scheduled on-site at PPG.

A certified laboratory shall process all tests.

The testing panel must consist of the following prohibited drugs: Amphetamines, Cocaine, Marijuana, Opiates, and Phencyclidine. Tests will be reported as Positive when the levels of the prohibited drug or its metabolites are not explicable by legitimate medical factors.

Contractors shall have mechanisms defined and in place to identify employees who are using intoxicants.

The consequences of a positive intoxicant screen are specified below:

- A positive Pre-hire drug screen disqualifies an applicant from working on site.
- If an employee is determined to have used a prohibited drug while performing work in a PPG Fiber Glass facility, the employee will be immediately removed from the premises.

GENERAL SAFETY GUIDELINES

1. All work performed at PPG Industries must conform to regulations set forth under the Federal Occupational Safety and Health Act (OSHA CFR1910 and CFR 1926), any applicable approved state OSHA plan, and any PPG Fiber Glass site specific requirements that may apply.
2. The Contractor and the PPG Project Manager must jointly complete a PPG Job Registration Form. The Contractor will then review it with Contractor associates and all Sub-Contractors, distribute the completed form to the plant Production, Maintenance, Safety and Environmental Departments and keep a copy on the worksite for review. The PPG Project Manager will review all site-specific safety, health and environmental requirement that apply to the work being performed. A copy of these site-specific requirements will be given to each project manager and job superintendent and it will be his responsibility to review these requirements with all contractor associates prior to beginning any work on PPG property.
3. Each Contractor will designate a senior work site manager/supervisor as the Contractor Project Manager while on site at PPG.
4. The PPG Project Manager and/or the PPG Safety Director will review infractions of safety rules or requirements with the Contractor Project Manager. Violators may be requested by PPG to be removed from PPG property if the violation is considered serious enough or is repeated. Contractor compliance is required.
5. All construction areas are to be roped off and signs posted indicating the area as a construction site and any potential hazards that might be encountered in the area.
6. Contractor personnel shall work only in areas designated by the PPG Project Manager.
7. Cell phone use in production and construction areas is strictly prohibited. The PPG Project Manager will notify the Contractor if the plant has more stringent requirements concerning cell phones and communicate these requirements to the Contractor Project Manager.
8. Construction personnel must obtain prior approval from the PPG Project Manager before any of the following acts are initiated:
 - A. Running temporary air lines, electrical drop cords, etc. in the existing plant property.
 - B. Entering a confined space.
 - C. Using grinders or abrasive sanders on furnace or building structures.
 - D. Using storm drains, sanitary drains, or process drains.
 - E. Disposal of scrap materials, chemicals and/or oil.
 - F. The use of any powered equipment, including forklifts.
 - G. Excavation and below grade work.
 - H. Cutting and welding, or any "hot" type work requiring a permit.
9. The Contractor Project Manager will regularly inspect work sites for the purpose of ensuring safety, health and environmental compliance. These inspections will be at a schedule agreed to by the PPG Project Manager. The PPG Project Manager will make every effort to participate in these scheduled inspections.
10. Contractor personnel must report any unsafe conditions and/or safety violations that may exist either from construction activities or PPG operations to the Contractor Project Manager. Contractor personnel should also provide recommended actions necessary to correct the violations to the Contractor Project Manager. The Contractor Project Manager will immediately notify the PPG Project Manager.
11. Contractors will not operate any equipment or utilities (open/close valves, operate any switch, shut down or start up any equipment) unless the PPG Project Manager specifically gives prior approval. Only PPG associates will cut off, or tie-in to plant utilities or equipment.

12. The Contractor shall provide Material Safety Data Sheets for all chemicals the Contractor brings onto plant property to the PPG Project Manager, who will in turn provide them to the PPG Safety Department.
13. The PPG Project Manager is responsible for advising the Contractor of any hazardous materials that Contractor's associates may be exposed to, provide the Contractor Material Safety Data Sheets and inform him of any protective measures required to protect associates.
14. The Contractor shall conduct weekly meetings with his associates to discuss current safety, health and environmental issues. The PPG Project Manager will be invited to attend these meetings and included in the distribution of the minutes of such meetings.
15. Finished Product must meet all applicable codes and PPG requirements. Retrofitting to meet agreed to requirements and applicable fines levied by authorities having jurisdiction will be the financial responsibility of the Contractor.
16. The PPG Project Manager, the PPG Plant Safety and Health Manager, and the Contractor Project Manager will review infractions of or questions, concerning these Safety and Health Requirements. The contractor will remove violators of "Zero Tolerance" requirements or other requirements deemed serious or repeated, from PPG property.
17. Contractor will furnish tools and equipment that meet OSHA standards and the various applicable codes. The borrowing of PPG tools and equipment is strictly prohibited except in extreme cases where approved by the PPG Project Manager. If the PPG Project Manager does authorize the use of PPG Tools and Equipment, the Tool or Equipment Lease Form at the back of this manual shall be completed by the Contractor Project Manager and turned in to the PPG Project Manager. Once released to the Contractor, Contractor is liable for all equipment used, its safe operation, and the return in good condition.
18. Portable electrical equipment must be properly grounded. Ground fault interrupters shall be used in all areas.
19. If crossing a walkway, all electrical power and welding cables, water hoses, etc. must be routed overhead or under suspended floor. In no case will they be routed across walkways.
20. PPG excavation permits must be obtained through the PPG Project Manager prior to beginning any excavation.
21. A durable sign will be installed on railroad rails to warn when there is an obstruction to rail traffic. A man will be stationed at the track switch or a derail will be installed.
22. The PPG Project Manager must be contacted before climbing on a plant roof. This is for the protection of the employee and to prevent possible roof damage. Permission must be granted to drop or throw materials from any overhead location. This will only be given after necessary barricades, signs, watchmen, or other precautions are provided. Loads will not be supported from any roof member without prior PPG approval. Plant Fall Prevention and Protection requirements apply.

PERSONAL PROTECTIVE EQUIPMENT

Personal protective equipment and clothing requirements are very important to a sound safety program and are required by PPG policy as well as by various regulatory agencies. The cost of this clothing and equipment is the responsibility of the Contractor, Sub-Contractor, or Contractor personnel unless otherwise specified. Specific items (may not be all inclusive) are listed as follows: Personal Protective Equipment (PPE) and clothing requirements are very important to a sound safety program and are required by PPG policy as well as by various regulatory agencies.

1. **Contractor personnel in all production and construction areas of the plant must wear safety glasses.** Safety glasses, must meet ANSI Z87.1-1989 standards for lateral coverage and impact resistance.
2. Appropriate **hearing protection** must be worn in designated high noise “Hearing Protection Required” areas and where work being performed raises noise levels above 85 dBA.
3. Approved, “ANSI Z89.1” **hard hats**, classed appropriately for the work being performed, are required in all construction areas designated as “HARD HAT AREAS”.
4. Safety Shoes – **Protective footwear** meeting the requirements of ANSI Z41 are required in all production and construction areas of the plant.
5. **Gloves** appropriate to protect personnel from the hazards of specific jobs and tasks to the hands may be required.
6. **Shirts** – the Contractor will have their personnel wear protective shirts suitable for the job being performed. Short sleeves are permitted in limited cases as approved by the PPG Project Manager.
7. **Pants** – full-length pants are required.
8. **Protective Clothing:**
 - a. Clean Suits – the use of clean suits (limited use/disposable coveralls and accessories, providing protection from dry particulates is required when working with hazardous materials or asbestos. The presence of these materials and the need for this PPE will be discussed in the pre-bid meeting.
 - b. Acid Resistant Clothing - The presence of these materials and the need for this PPE will be discussed in the pre-bid meeting.
9. **Respirators** must be worn when conditions apply. This should be discussed in pre-bid meetings. Medical certification and fit testing of contractor personnel for half and full-face masks are required for each employee required to use respirators per federal and state requirements.
10. **Personal Fall Protection Systems** (Safety Harnesses, lanyards and lifeline) are required for all unprotected elevated work (above 6 feet) or when working over high hazard areas (moving equipment, high temperature areas including furnaces, etc.). See Elevated Work section.
11. The Contractor is responsible for the proper application of all PPE.

ZERO TOLERANCE ISSUES

PPG has a "Zero Tolerance" policy with respect to several PPG safety policies and procedures. This "Zero Tolerance" policy means that Contractors and their associates may be removed from PPG property for noncompliance with critical safety and health requirements including:

1. Adherence to plant Lockout / Tagout policy and procedures.
2. Adherence to plant Confined Space policy and procedures.
3. Adherence to plant Elevated Work/Fall Protection policy and procedures.
4. Adherence to plant Hot Work procedures and permit procurement.
5. Safe operation of mobile equipment and vehicles.
6. Smoking where prohibited by plant policy and where posted in fire hazard areas.
7. Adherence to other Safety, Health, Security and Environmental requirements that historically have been "once may be enough" rules such as but not limited to: fighting, horseplay, drugs or alcohol, sleeping on the job, insubordination, etc.

Where work requires adherence to plant specific requirements, it shall be the responsibility of the PPG Project Manager to provide copies of those policies and procedures pertinent to work being performed, to the Contractor and answer any questions which may assist the contractor with compliance to said policies and procedures.

It shall be the responsibility of the Contractor to communicate this information to all Sub-Contractors and associates performing said work, support and enforce this policy and report violations immediately to the PPG Project Manager.

LOCKOUT/TAGOUT

Workers performing service or maintenance on machinery and equipment are exposed to risk of injuries from the unexpected energization, startup of the machinery or equipment, or release of stored energy in the equipment. Energy sources include any form of electrical, mechanical, pneumatic, chemical, or thermal energy. PPG Plant specific Lockout/Tagout procedures are the only approved method of de-energizing and isolating equipment and machinery from these energy sources.

1. The PPG Project Manager is responsible to provide a copy of the plant Lockout/Tagout procedures to the contractor and to provide any information and special Lockout/Tagout devices necessary for implementation by the Contractor.
2. Contractors are responsible to communicate these requirements to their employees, and to provide them with lockout devices necessary to implement these requirements.
3. It shall be the responsibility of Contractor personnel to meet all requirements of the PPG Lockout/Tagout procedure.
4. It shall be the responsibility of the Contractor to enforce compliance with these requirements and communicate violations to the PPG Project Manager.
5. Any violation of these requirements can result in immediate removal of the Contractor employee from the premises under PPG's "Zero Tolerance" policy.

CONFINED SPACE ENTRY

PPG Fiber Glass plants each have confined space entry requirements specific to the confined spaces and the hazards presented by them at their location.

If the scope of work is to include entry into a confined space, the following outlines the roles of the PPG Project Manager and the Contractor.

PPG PROJECT MANAGER OBLIGATIONS:

1. Advise Contractors why the space meets the definition of a permit required confined space.
2. Share information on the hazards of the confined space.
3. Communicate the requirements of the program with them and inform them of any special procedures and or precautions that may apply.
4. Inform Contractor that compliance with all aspects of the plant's Confined Space Entry program is mandatory and nonconformance is subject to PPG's "Zero Tolerance" policy .
5. Arrange for permit to be issued per plant requirements prior to entry.
6. Coordinate entry operations for more than one employer.
7. Conduct debriefing session at end of job.

CONTRACTOR OBLIGATIONS:

1. Obtain available information on hazards and entry requirements.
2. Coordinate operations with PPG personnel.
3. Inform the contractor employees of the details of the permit procedure.
4. Insure all entrants, attendants and confined space supervisors are trained and qualified to perform confined space entry.
5. Follow all requirements of the permit procedure including the completion of the permit with all required signatures.
6. Provide all equipment necessary for the entry.
7. Turn in canceled permits to the PPG Project Manager and advise him of any hazards encountered in the space.

FIRE PROTECTION AND HOT WORK

The possibility of a fire is a major concern to PPG. The Contractor must follow all pertinent fire prevention and control rules and procedures conveyed by the PPG Project Manager. Of special importance is keeping aisle ways and accesses to fire extinguishers, hydrants, sprinkler risers, hose reels, fire alarm boxes and stretchers clear. Fire doors must be free to close completely, and sprinklers should have 3 ft. clearance. The "Fire Protection" and "Hot Work" policy is a "Zero Tolerance" policy.

1. A "Hot Work Permit" will be issued for any burning, welding, or other spark producing work done adjacent to or within the existing plant grounds.
2. The PPG Project Manager will be responsible to see that Hot Work Permits are issued on a daily basis, either for the specific activity or the duration of the Contractor's shift. If an activity bridges more than one shift, a new permit is required for each shift.
3. Lint and fuzz are combustible; no cutting, grinding, or welding will be permitted until lint and fuzz are removed from the areas exposed to spark or flame.
4. The storage, use, and transportation of burning and welding equipment (including gases) must comply with OSHA requirements.
5. The Contractor is expected to provide at least one fire extinguisher of a size and type appropriate for the work being done per burning and welding workstation. PPG extinguishers are to be used only in emergencies, not for fire watch.
6. A fire watch must be maintained where sparks or hot metal could create a fire. This must be done in a manner that covers both sides of an affected wall or different levels. Firewatchers must be equipped with a fully charged extinguisher.
7. Hot work in extra hazardous areas (such as the roof, air conditioning systems, sliver basement, etc.) may require additional safety requirements. Site-specific requirements will be communicated by the PPG Project Manager.
8. Welding shields will be required where the arc presents a hazard to other personnel.
9. The Contractor shall provide his own emergency fire protection equipment and welding shields.
10. Gasoline or other flammable liquids must not be used for washing parts or equipment. Gasoline, oil, paint, and other solvents must be properly marked, stored in approved containers, grounded, and vented. Storage details, depending upon flash point, will be approved in the pre-work meeting, when appropriate.
11. The PPG Project Manager will secure approval through the Maintenance Department and the Safety Director before work is conducted on any fire protection equipment. Contractors will not operate fire protection valves or equipment.
12. Fires must be reported to the PPG Project Manager and the PPG Safety Director.
13. The location of the fire alarm boxes shall be communicated by the PPG Project Manager prior to the commencement of work activities.
14. Temporary heaters will not be used unless approved by the PPG Project Manager. Temporary heaters must be adequately secured and periodically inspected. Guards, adequate connections, "flame out" devices, adequate fresh air and insulation from combustibles must be provided. Similar precautions must be taken for liquid fuel and electrical heaters.
15. Temporary building or trailers should be constructed of non-combustible or fire-resistant materials when feasible. The PPG Project Manager must approve the use of trailers or temporary buildings.

ELEVATED WORK, FALL PREVENTION AND FALL PROTECTION

The proper guarding of elevated work platforms, wall and floor openings and the proper maintenance and use of ladders, scaffolds and elevated work platforms is important to prevent potential falls from occurring. Fall prevention shall be the first and foremost consideration where a fall hazard exists. This and the proper application of fall protection systems and the enforcement of their use are key factors in avoiding serious consequences from an individual falling while performing work.

1. All openings, including excavations where fall hazards to personnel exist, shall be adequately barricaded. Areas beneath overhead work will be properly marked and adequately barricaded.
2. Only ladders and scaffolds meeting OSHA requirements, in good condition and inspected per OSHA requirements are permitted in the plant. Metal ladders are not permitted.
3. Straight and extension ladders must be tied, blocked or otherwise secured and steadied by an assistant until so secured.
4. "Competent Persons" must supervise the erecting, moving, alteration and dismantling of all scaffolds. Scaffolds shall be furnished and constructed following the requirements of OSHA 1910.28, 1910.29, 1926.451 and any other applicable standard.
5. Scaffolds must be equipped with standard railings and toeboards. If this is not possible, fall protection systems will be provided.
6. Aerial lifts shall be operated by trained personnel only.
7. Fall Protection Systems are required when working from Aerial lifts.
8. Plant specific elevated work requirements should be reviewed with all employees required to work from elevated platforms, ladders, scaffolds and/or aerial lifts. Any violation of these requirements can result in immediate removal of the contractor employee from the premises under PPG's "Zero Tolerance" policy.

USE OF MOBILE EQUIPMENT AND POWERED INDUSTRIAL TRUCKS

1. Mobile Equipment and Powered Industrial Trucks must be properly equipped, maintained and operated safely, with no riders on moving equipment, rigging or loads.
2. Contractor personnel operating such equipment on PPG property must have successfully completed a recognized training program and be licensed or certified to operate such equipment. Plants may require the display of the contractor employee's license or certification to operate mobile equipment and powered industrial trucks.
3. Safety belts are required to be worn on all Mobile Equipment and Powered Industrial Trucks.
4. Lights, barricades, and guards must be used when necessary to prevent contact with other personnel, equipment, or utilities.
5. Obstructions or roadways or walkways that will interfere with personnel evacuation or fire and other emergency vehicles will be permitted only after arrangements are made with the PPG Project Manager.

6. Forklifts utilized by Contractors shall have an operable horn and flashing light installed that is clearly visible to pedestrians.
7. Forklifts operated in active PPG production or maintenance areas will be equipped with a continuously beeping alarm horn.
8. All mobile equipment and powered industrial trucks will be electric or propane fueled. No gas or diesel fueled equipment is allowed in the plant unless pre-approved by the PPG Project Manager and properly vented.
9. All liquid fuel driven machinery and mobile equipment must be refueled outside in an area agreed to by the PPG Project Manager.

MATERIAL SAFETY DATA SHEETS (MSDS) AND THE SAFETY AND HEALTH INDEX SYSTEM (SHIS)

Material Safety Data Sheets (MSDS) will be made available by PPG for any materials on site that may be encountered on the job along with recommendations for exposure control if applicable. The contractor will make available Material Safety Data Sheets (MSDS) for any materials brought on site by the contractor. Copies of these Material Safety Data Sheets must be submitted to the PPG Project Manager for review.

PPG Industries, Inc. Fiber Glass Plants uses the Safety and Health Index System (SHIS) for identifying hazards of materials in the manufacturing environment. As a Contractor working in the manufacturing area, you must be familiar with the SHIS system and also train your employees on this system. The purpose of the system is to provide a reliable system to quickly and easily identify hazards to employees and required personal protective equipment.

The SHIS system is comprised of four primary hazard indices. The health, flammability, and reactivity indices are numerical and cover the degree or severity of the potential hazards associated with handling the chemical. The personal protection code is alphabetic and identifies the nature of the potential health hazard such as the routes of entry and/or the immediate target organs. Textual information translating the personal protection code is also provided on the SHIS label. Specific glove materials, which have been identified as effective protection, are identified.

INDUSTRIAL HYGIENE

Site Conditions:

1. It is understood that hazardous materials, may be encountered during the performance of work. This includes Crystalline Silica, Cristobalite, Quarte and Tridymite, Chromium, including Chromium Hexavalent and Chromium Trivalent and other Respirable Dusts, including fiber glass dust. Control will be the responsibility of the contractor.
2. Warning signs shall be posted at all entrances to any regulated area requiring the use of respirators and other personal protection equipment.
3. Material Safety Data Sheets (MSDS) will be made available by PPG for any materials that may be encountered and recommendations for exposure followed.
4. Excessive noise and temperature extremes may also be encountered and the contractor will be responsible to maintain a hearing conservation program and a heat stress prevention and control program.

5. Eating, drinking, chewing gum, the use of tobacco products, and the application of cosmetics may be prohibited in the work area. Plant specific requirements must be communicated by the PPG Project Manager as a minimum; this will constitute washing of the hands, face, and neck area to ensure proper hygiene conditions.
6. Specific Industrial Hygiene requirements for furnace rebuilds and other major projects will be communicated by the PPG Project Manager as applicable.

Respiratory Protection:

1. Depending on the type of work being performed and conditions created by such work, airborne concentrations of some materials may exceed established Permissible Exposure Levels. Workers will therefore, be provided appropriate respiratory protection by the contractor, as required.
2. Each employee working in an area requiring the use of respiratory protection must receive a medical evaluation and pulmonary function test by qualified medical personnel prior to being issued a respirator. Each employee must be fit-tested and trained in the use of their respirator. The contractor will maintain a “No Beard Policy” to assure facial hair does not interfere with the face-to-facepiece seal for employees required to wear respiratory protection.
3. Before entering a regulated area, personnel must don their respirator correctly and ensure its functionality. All supervision shall ensure that this requirement is followed. All HEPA vacuuming will be performed by personnel wearing proper respiratory protection. Workers failing to comply will be subject to dismissal.
4. Only NIOSH approved respirators designed to protect workers to a minimum of ten (10) times the OSHA PEL for encountered contaminants are acceptable.

Air Sampling

Personal air sampling may be performed following OSHA and NIOSH standards. Air sampling equipment will be calibrated, setup, and maintained by either the contractor’s or PPG’s onsite safety and health personnel. Employees selected will be expected to wear the equipment as instructed. Results from air sampling will be posted and employees notified of the results as soon as they are received. This information will be used to determine the adequacy of the respiratory protection program.

Dust Control:

Dust control is the responsibility of the contractor. If dust from crystalline silica, refractory brick, manmade insulation fibers, or other potentially harmful dusts are expected to be generated a dust control plan must be submitted to the PPG Project Manager. The PPG Project Manager must approve any use of water. Water sources and hoses shall be continuously monitored and never left unattended. Hoses shall be turned off at breaks and shift changes. No free flow of water will be permitted. All floor drains and site drains will either be plugged or equipped with a HEPA filtering sleeve.

Employee Training:

The Contractor will conduct training for Contractor’s employees to advise of potential hazards and hazard control requirements during the project. This training may include as a minimum plant contractor orientation, emergency response, including plant evacuation, potential exposures, proper use, limitations and fit testing of respiratory protection, hearing conservation and the use and fitting of hearing protection and other PPE topics as appropriate, lock-out/tag-out procedures, hazard

communications and confined space entry if appropriate. Documentation of this training will be made available to the PPG Project Manager.

Asbestos, Lead Paint and/or AVA

Pursuant to 29CFR1926.1101 PPG Industries, Inc. has established that asbestos containing materials (ACM) or presumed asbestos containing materials (PACM), lead paint or suspected lead paint and AVA or suspected AVA are present in the Fiber Glass Facilities at Lexington (Textile Products), Shelby (Reinforcements) and Chester (Reinforcements). Many of the substances containing ACMs or PACMs have been inventoried and are identified in all three facilities. These substances identified as ACM or PACM have been labeled where practical. The labels read as follows:

**“DANGER
CONTAINS ASBESTOS FIBERS
AVOID CREATING DUST
CANCER AND LUNG DISEASE HAZARD”**

All Contractors are required to take all necessary precautions to prevent disturbing these substances and potentially releasing asbestos fibers into the air. Lead Paint and AVA have not been labeled.

For further interpretation of the materials and a complete listing of ACMs or PACMs where labeling is impractical, please contact the “Asbestos Control Officer” at the facility through the Operator or Security Guard. The proper contact at each facility follows:

Lexington: Senior Project Engineer, Maintenance, or Maintenance Superintendent through Security at (336) 357-8151 ext. 373

Shelby: Senior Project Engineer, Maintenance, Engineering, or Safety Director through Security at (704) 434-2261 ext. 212

Chester: Manager of Safety and Health through Security at 803-345-4531.

Contractors who must disturb the ACMs or PACMs must contact and receive written approval from the Asbestos Control Offices of the facility prior to beginning work. Material sampling must be completed to confirm PACMs prior to beginning work which may disturb the substance.

SITE ENVIRONMENTAL REQUIREMENTS

1. **General Environmental Requirements:** The Contractor shall abide by all federal, state, and local environmental regulations and abide by any environmental permitting restrictions applicable to the facility. The job supervisor for the Contractor must meet with the PPG Project Manager and site Environmental Engineer prior to any work to review this “Contractor’s Safety, Health, and Environmental Requirements” manual and identify any issues that may have potential environmental impact. This includes, but is not limited to, equipment, processes, fuels, chemicals, and portable fuel oil containers that may be brought on site. In general, the Contractor shall cause no harm to the facility’s environment (air, water, soil or groundwater) and shall cause no air, water, waste, or other environmental impact to migrate off site. The Contractor shall not emit or discharge any regulated or contaminated materials to drains, storm sewers, or soils.

2. **Air:** The Contractor shall not emit any regulated materials to air without prior review and approval by the PPG Project Manager and site Environmental Engineer. Any modification or work performed on PPG systems with potential environmental impact must first be reviewed with the PPG Project Manager and site Environmental Engineer. Examples include, but are not limited to emission control systems, ventilation, dust collectors, over-flow/spill/release prevention devices, and alarm systems. Open burning of any materials is prohibited. Any concerns or questions should be addressed with the PPG Project Manager and site Environmental Engineer prior to performing the work.

3. **Soil:** The Contractor shall not cause any adverse impact to site soils, gravel, or other unpaved areas. It is strictly prohibited to discharge materials in any amount directly to soils or other unpaved areas. Examples include, but are not limited to oil, lubricants, paints, wastewater, degreasers, soaps, detergents, or any regulated materials. Proper disposal routes for any such materials should be addressed with the PPG Project Manager and site Environmental Engineer prior to performing the work.

4. **Water:** The Contractor shall not cause any adverse impact to the site's water systems, including storm water, sanitary water, process water systems destined for on-site wastewater treatment, or groundwater. It is strictly prohibited to discharge any materials to storm drains. Contractors should ensure containers are properly closed and stored, as appropriate, to prevent runoff of contaminated rainwater. Proper disposal routes for all materials should be addressed with the PPG Project Manager and site Environmental Engineer prior to performing the work.

5. **Waste Management:** The Contractor shall advise the PPG Project Manager and site Environmental Engineer of all waste types that will be generated by the project to ensure that wastes are properly managed on site and destined for disposal at PPG approved waste contractor sites. The Contractor shall advise the PPG Project Manager and site Environmental Engineer of any waste streams that may require special handling, storage, labeling, or disposal. Examples include but are not limited to hazardous waste, fluorescent light bulbs, batteries, electronic computer equipment, wastewater, asbestos-containing materials, paints, fuels, oils/grease, and refractory brick. Proper on-site storage and approved disposal or recycling routes for any such materials should be addressed with the PPG Project Manager and site Environmental Engineer. Empty containers, drums, pallets or other wastes may not be removed from PPG property, sold, or given to third parties except through PPG approved disposal or recycling routes. Disposal of any material in PPG trash containers or dumpsters without the approval of the PPG Project Manager or site Environmental Engineer is prohibited.

6. **Environmental Incident Reporting:** Environmental incidents such as spills, releases, or interruptions to operation of emission control devices may trigger reporting obligations by PPG to state or local authorities either immediately or within a 24-hour period of the event. Therefore, it is mandatory that any environmental incident be reported to the PPG Project Manager and site Environmental Engineer immediately. Examples include, but are not limited to material spills to soil, storm water drains, wastewater drains, fuel/oil spillage, or interruptions or upsets to normal operation of emission control devices.

**SAFETY AGREEMENT AND UNDERSTANDING
CONTRACTOR PROJECT MANAGER**

Complete and return to the PPG Project Manager prior to the commencement of any work on sight.

PPG Industries, Fiber Glass Products, has provided me a copy of the "Fiber Glass Contractor Job EH&S Requirements" manual and has reviewed its contents with me.

Copies of the manual have been supplied to me for every employee and Sub-Contractor employee under my supervision. I understand it is my responsibility to brief all employees under my supervision on all requirements included in this manual.

Name, Print

Signature

Contracting Company

Date

**SAFETY AGREEMENT AND UNDERSTANDING
ALL CONTRACTOR EMPLOYEES**

Complete and return to your Supervisor or the Contractor Project Manager. All completed forms must be turned in to the PPG Project Manager prior to any Contractor employee beginning work on PPG property.

A copy of the "Fiber Glass Contractor Job EH&S Requirements" manual has been issued to me.

I have reviewed all information contained within this manual, have had the opportunity to ask questions for clarification and understand how the requirements of this document apply to my job and agree to comply with them.

I have had the information contained within this manual explained to me in a language I fully understand, have had the opportunity to ask questions for clarification, understand how the requirements of this document apply to my job and agree to comply with them.

Signature of trainer/translator

Name, Print

Signature

Contracting Company

Date

TOOL OR EQUIPMENT RELEASE FORM

I _____, the undersigned employee of

_____, Understand that my use of

_____, (Hereinafter

Referred to as "equipment"), is totally voluntary and that the equipment is being provided to me by PPG Industries, Inc. at my request. I hereby assume all risks in connection with my use of this equipment; and further, release PPG Industries, Inc., its employees, and agents, from liability for any harm, injury or damage which may befall me, including all risks connected therewith, whether foreseen or unforeseen. I also accept all liability for the safe operation of the equipment and its return to PPG in good condition.

Signature of Contractor Employee

Witness

Signature of PPG Project Manager

Date Issued

Date Returned