

Environmental, Health and Safety Policy for Contractors

The attached policy is a tool to help contractors understand and comply with RBC's Environmental, Health and Safety rules. The information that follows is an overview. Additional information should be obtained from specific procedures or requirements that are available through your RBC Project Manager.

This policy applies to all contractors and/or subcontractors performing work on property owned or leased by RBC. Contractors providing RBC with services presenting no health and safety concerns will be held to this policy only to the extent necessary to ensure compliance with security and emergency procedures specific to the facility. Examples may include general telephone services, uniform services, Xerox service agreements, etc.

A current Contractor Certification Statement and Certificate of Insurance must be on file with the site prior to the commencement of any work activities. (Updated annually)

It is the policy of RBC to:

- _ Provide and maintain a safe and healthy workplace for RBC employees, contractors and visitors,
- _ Protect the environment and neighboring community from adverse impact from RBC operations, and
- _ Comply with all applicable environmental, health and safety (EHS) laws and regulations

Contractors will follow the RBC EHS Guide and perform activities in a manner that complies with EHS regulations. Failure to do so can result in termination of the contract and could result in legal claims where injury, damages, or liabilities result. This Certification Statement will be maintained onsite by the site.

CONTRACTOR CERTIFICATION

I Have:

- Received and understand RBC's EHS Guide.
- Reviewed the rules with my employees and instructed them to comply.
- Provided my employees with applicable EHS training for the job tasks.
- Provided RBC the following documentation:
 - a) Proof of insurance
 - b) Proof of employee training
 - c) Material Safety Data Sheets for chemicals to be used on site

My Employees and I will:

- Follow the rules.
- Report any accident or incident as defined by these guidelines.
- Inform the RBC project manager of any unsafe conditions or acts observed during the time spent on site.

Name of Contractor

Contractor Signature

Date

- * Obtain approval from the EHS office before bringing the chemical on site.
- * Provide a Material Safety Data Sheet to the RBC Project Manager for each chemical to be used before starting the job.
- * All chemical containers need labels to identify the contents and associated hazards.
- * Segregate incompatible materials.
- * Store flammable materials in RBC designated flammable storage areas.
- * Dispense chemicals from appropriate containers that are bonded and grounded.
- * Keep chemical containers covered or sealed.
- * Provide a plan that will control emissions or releases of chemicals that will adequately protect employees and if necessary, the environment, from adverse effects.
- * Review the chemical wastes that will be generated with the RBC EHS Dept. and obtain and follow the instructions for chemical waste management provided by the RBC EHS Dept.

VII Working on energy powered equipment

- * De-energize, or shut-off the energy supplied to the equipment before starting work and follow the RBC Lock-Out / Tag-Out procedures, or obtain prior approval of your procedures, to ensure inadvertent start-up of equipment does not take place.

VIII Welding, brazing, cutting and other work that has a high risk

- * Review plans with and obtain authorization from the RBC Project Manager.
- * Utilize welding and cutting fire prevention procedures, including obtaining a hot work permit and providing a fire watch.

IX Working in confined spaces

- * Contact the Project Manager prior to entering any confined space.

X Operating a forklift or other powered lifting vehicle

- * Operating RBC equipment is prohibited unless authorized by the EHS Dept., or designated RBC Project Manager.
- * Contractor employees must show proof of training in the safe operation of a forklift.
- * Do not use the forklift or other powered lifting vehicle to elevate people unless the proper caging is provided or the device is designed to lift personnel.
- * Drivers must operate the vehicle with caution and sound the horn when approaching an intersection, blind corner, doorway, etc.

XI Personal protective equipment

- * Wear safety glasses with side shields (that meet ANSI Std. Z87.1) in all RBC production areas.
- * Wear hearing protection (e.g., ear plugs or ear muffs or both) in areas or tasks requiring hearing protection.
- * Wear appropriate chemical gloves and other necessary personal protective equipment as indicated by the material safety data sheet when handling any chemical(s).

- * Wear an appropriate NIOSH-approved respirator when working in conditions where over exposure to chemicals or dusts is a risk.
- * Wear hard hats when working in an area where head injury from overhead activity is a risk.
- * Do not wear jewelry when working on equipment.
- * Train peers/employees as necessary so that they understand the proper use and limitations of personal protective equipment.

XII Performing electrical work

- * Provide temporary power supply cords and/or extension cords that are protected against mechanical damage, properly identified with warning tags, equipped with GFCI, and be removed as soon as they are no longer needed.
- * Follow the RBC Lock-Out / Tag-Out procedures, or obtain prior approval of your procedures, to assure inadvertent start-up of equipment does not take place.

XIII Using powered hand tools

- * All tools and equipment must be in safe working condition.
- * All tools and equipment must:
 - a) Have a three-wire cable with proper ground attachment and grounded power receptacle or be a "double insulated" tool, or be used with a ground fault circuit interrupter.
 - b) Cords be continuous in length (not to exceed 100 ft.) without a splice or break.
- * Portable lights must be equipped with a guard to prevent bulb breakage.

XIV Using ladders and scaffolding

- * All equipment must be in safe working condition.
- * Ladders should be of sufficient length so as to never require standing on the top step.
- * Scaffold platforms must be equipped with industrial construction standard guardrails and toe boards.
- * A safety belt with a "life-line" is required for elevated jobs where there is no fall protection.
- * Obtain prior approval for work platforms that block aisles and provide proper guarding and visible warning.
- * Do not use piping, ducts, sprinkler lines, and other building appurtenances which are not specifically designed as load-bearing members to be used as supports for personnel, ladders, scaffolding, etc.

XV Excavating

- * Provide physical barrier protection and suitable visible warnings (e.g., signs, lights where required) sufficient to exclude entry.
- * Provide adequate shoring for open trenches and excavations to prevent slides and cave-ins.

XVI Storing and handling gas cylinders

- * Store gas cylinders upright in dry, well ventilated areas (less than 125°F) away from combustible materials; chain cylinders to prevent falling.
- * Store and transport cylinders with valve protection cap in place.
- * Segregate non-combustible / non-flammable gases (e.g., compressed air, oxygen, etc.) from combustible or flammable gases (e.g., acetylene, hydrogen, propane, etc.).
- * Segregate empty cylinders from full cylinders; leaking gas cylinders must be removed from the premises immediately upon discovery.

XVII Disposing of waste

- * Remove trash and rubbish from the work area daily (minimum) and place it where instructed by the Project Manager.
- * Identify and segregate hazardous wastes (e.g., paints, solvents, oils, adhesives, process filters, coolants, inks, containers for previous wastes listed, rags contaminated with hazardous materials).
- * Place hazardous wastes into containers as instructed by the Project Manager.
- * Do not dump any hazardous material residue or hazardous waste into plant drains, manholes, sumps, storm drains, and dumpsters or into the soil or natural waterways.
- * Identify wastes that RBC recycles and place them in the appropriate receptacle.

XVIII Who To Call for Additional Information or Assistance:

| Title | Name | Phone Number | Ext. |
|----------------------|--------------------|-----------------------|-------|
| Project Manager | _____ | () ___ - ___ | _____ |
| EHS Regional Manager | <u>Tom Gehrand</u> | <u>(262) 504-2614</u> | _____ |
| HR Manager | _____ | () ___ - ___ | _____ |
| _____ | _____ | () ___ - ___ | _____ |
| _____ | _____ | () ___ - ___ | _____ |
| _____ | _____ | () ___ - ___ | _____ |