

	<b>Contractor Safety Program</b>	SF-P-00046
Revision Date: 10/28/20	Owner: Safety Director/Manager	Revision Level: 08



## **ASTEC INDUSTRIES**

### ***CONTRACTOR ENVIRONMENTAL, HEALTH & SAFETY GUIDELINES***

DOCUMENT TITLE: CONTRACTOR ENVIRONMENTAL, HEALTH & SAFETY GUIDELINES  
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## A. GENERAL INFORMATION

### **COVID-19 REQUIREMENTS**

- **TEMPERATURE TESTING IS IN EFFECT FOR ANYONE ENTERING THIS FACILITY**
- **ALL VISITORS MUST SIGN AND ABIDE BY THE ASTEC VISITOR POLICY WHICH IS ATTACHED TO THE END OF THIS DOCUMENT**
- **DO NOT COME TO OUR FACILITY IF YOU HAVE A FEVER, COUGH, SHORTNESS OF BREATH OR HAVE BEEN AROUND ANYONE WITH COVID-19 IN THE LAST 14 DAYS**
- **HAND SANITIZER, WIPES, FACE PROTECTION AND OTHER SUPPLIES ARE AVAILABLE IF NEEDED**
- **HAMILTON COUNTY TENNESSEE REQUIRES A FACE COVERING OR MASK IN ALL PUBLIC AND PRIVATE BUILDINGS WHEN 6FT. DISTANCING CANNOT BE MAINTAINED. THIS INCLUDE SHOP FLOOR AND OFFICES. PLEASE ABIDE BY THIS REQUIREMENT.**

1. The term contractor, as referenced herein, includes contractors and all contractor employees, subcontractors, service agencies, and other businesses performing work on Astec properties.
2. All contractors working on site must have a Site Contact. The Site Contact is responsible for communicating the most recent version of these guidelines to the contractor. Each contractor employee working on site must read, understand and complete the signature page before any work can begin. This signature page will remain on file with Astec for one (1) year.
3. All contractor personnel must check in with Plant Security when entering the facility and receive a Contractor ID badge that must be worn while on company property. When leaving please sign out and return the badge.
4. Follow posted speed limit while on all Astec properties.
5. Contractor Conduct:  
These rules, which have been in effect and administered, are published to certify that employees of suppliers and contractors are aware of the acknowledged standards of behavior and to protect the rights and safety of all employees while on company property.

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This policy applies to all contractor employees performing work at all Astec Industries sites. Infraction of the general rule, or any of the examples, will constitute reason for disciplinary action up to and including removal from the site and cancellation of the contract.

**GENERAL RULE - Any conduct, which is at variance with the maintenance of good order, and recognized business conduct is prohibited. The following specific examples (not all-inclusive) of prohibited conduct are set forth as a general conduct guideline.**

- a. **Activities of a criminal nature.**
  - b. **Bringing unauthorized firearms or other weapons in to any Company buildings.**
  - c. **Circulating unauthorized petitions and/or solicitations.**
  - d. **Conduct making for unsanitary conditions, including littering.**
  - e. **Disorderly conduct, including "horseplay".**
  - f. **Fighting.**
  - g. **Intoxication, meaning under the influence of an alcoholic beverage or illegal drugs, and the drinking or use of alcoholic beverages or illegal drugs on Company premises.**
  - h. **Speeding in a motor vehicle while on Company property.**
  - i. **Theft of Company or employee property.**
  - j. **Violating Company administrative, security, safety, or fire protection regulations.**
  - k. **Destruction of Company or employee property.**
- **Indemnity and Insurance:** All contractors will maintain general liability insurance on an occurrence basis, having limits of not less than \$1,000,000 per occurrence or other limits specified elsewhere in this Agreement, and naming Astec as an additional insured with respect to any claim arising out of your performance hereunder. A copy of the insurers' Certificates of Insurance must be provided to Astec indicating your compliance with all insurance requirements.
  - **Subcontractors:** No portion of the Work shall be assigned or performed by a vendor, supplier, or subcontractor without our prior written consent; however, this provision shall not apply to your purchase of raw materials and standard commercial articles.
7. All work shall comply with all Occupational Safety & Health Administration (OSHA), your local site state Occupational Safety & Health Administration, Environmental Protection Agency (EPA), your local site state Department of Environment and Conservation, and Astec Contractor EHS Guidelines.
  8. Failure to follow these instructions will cause immediate job interruption until corrected to the satisfaction of Astec Damages to human health or the

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environment as a result of such failure shall be the responsibility of the Contractor.

9. Any questions or comments that may arise while working on our facility property should be brought to the attention of the specific Site Safety Manager.

## **B. HEALTH & SAFETY**

1. All contractor employees must wear the following personal protective equipment when working on company property regardless of location, inside or outside:
  - safety glasses with side shields
  - hardhats
  - safety shoes
  - hearing protection if working in the manufacturing shop
  - work gloves must be worn at all times except where they could create additional safety hazards;
  - secondary eye and face protection is required whenever airborne particles are generated. This includes but not limited to any type of abrasive cutting, grinding, sawing concrete, etc.;
  - high visibility safety vests;
  - no shorts, cut-offs, or tennis shoes of any kind are permitted for contractors;

- C. Immediately report all emergencies to site contact and or Plant Security. Please provide an accurate description of your problem and location.  
It is the responsibility of the Site Contact to inform and account for contractor employees in any emergency. Please see the Emergency Information map attached to this document to determine the closest assembly area and take shelter area.

4. All near misses, property damage, and work-related injuries involving contractor's employees while working on company property must be reported to the contractor's Site Contact or the Safety Department immediately.
5. All physical and/or chemical hazards must be adequately guarded. Specifically, overhead work, trenching, open pits, moving equipment, etc., must be properly barricaded by using warning lights, rigid barriers, barricade tape, signs, or other appropriate devices. It shall be the sole responsibility of the contractor to provide such guarding before the hazard exists and maintain its utilization until the hazard no longer exists. Remove all barricades when work is complete.

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6. The fire main is for emergency use only. There shall be no casual use of hydrants or closing sections by post indicator valves (PIV) without prior authorization by the Safety Dept.
7. Plant utilities include compressed air, oxygen, natural gas, propane, argon and carbon dioxide. All contractors are hereby instructed to not connect to any plant utilities or remove fittings without authorization from the Site Contact or the Safety Dept.
8. Roof access is strictly prohibited without prior approval from the contractor's Site Contact and the Safety Department.
9. Many fixed overhead cranes are in operation moving heavy materials, including mobile cranes. This presents a serious physical hazard to anyone in their path. Stand clear, give right-of-way and observe all warning signals, either visual (travel lights) or audible (horn).
10. Astec does not provide lifting accessories such as chain or synthetic slings to contractors. Contractors must provide their own rigging, pass inspection by the company and be appropriate for the type and capacity of the job.
11. Contractors using a mobile crane on company property must complete a non-routine lift plan and submit to their Site Contact for approval.
12. Contractors must have prior approval from the Safety Department to bring any hazardous chemicals or substances on company property. Submission of a Safety Data Sheet (SDS) is required for this approval.
13. Any operation of mobile elevating work platforms (MEWPs) inside the manufacturing area where overhead bridge cranes may be operating requires rail stops or a ground man be used to prevent accidental collisions with fixed overhead cranes in operation. Manlifts and scissor lifts are MEWPs.
14. Contractors are required to keep the area in which they are working neat and orderly at all times.
15. Unauthorized operation of any company machine or equipment is strictly prohibited.
16. Smoking is only permitted in designated areas outside.
17. Portable aluminum ladders are not permitted for use on company property.
18. Contractors performing work where dust may be generated must control such dusts to prevent nuisance to company operations, employees and neighbors.

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This work may include concrete cutting, grinding and earthworks. A dust control plan may be required.

19. All compressed gas cylinders shall be effectively secured at all times.
20. A Hot Work Program is in place site-wide and all contractors must obtain a Hot Work Permit for any welding and cutting. Permits can be obtained from your Site Contact.
21. Unauthorized riders are not permitted on mobile vehicles unless the equipment is designed for additional personnel.
22. All concrete cutting and/or coring must be wet operations to prevent release and possible exposure to respirable crystalline silica.
23. Contractor employees shall not use cell phones while operating equipment such as forklifts or power tools. If it is necessary to use a cell phone, then stop the work at hand, and move to a safe non-work area.
24. Prevention of serious injuries and fatalities is the most important goal of every contractor working on Astec property. This can be accomplished by concentrating safety efforts on the following high risk activities:
  - **Risk Management**
    - Assess and control risk before starting work – this is accomplished by completing a suitable risk assessment for the work to be done which must be approved by the Site Contact or the Safety Department. It is the contractor's responsibility to communicate this risk assessment to all contractor employees working on site prior to start of work.
  - **Lockout Tagout (LOTO)**
    - One person, one lock, one key – all energy sources must locked, bled and verified
    - All locks and tags used for Lockout Tagout must be identified with the name of the individual contractor employees and the name of the contracting company.
    - **A Contractor / Third Party LOTO Permit is required for any Lockout Tagout performed.**
  - **Electrical Safety**
    - Check absence of voltage before working on electrical parts
    - All contractors working on electrical equipment shall comply with NFPA 70E Standard for Electrical Safety in the Workplace. Specifically, when working on live equipment appropriate electrical

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PPE must be used to protect workers from arc flash. Where voltage  $\geq 50$  but  $\leq 600$  volts Hazard Category 2 PPE must be used. Where voltage is  $>600$  Hazard Category 4 PPE must be used.

- **An Energized Electrical Work Permit (EEWP) is required when working on live equipment under NFPA 70E guidelines.**
- **It is important to note that Work Permits are not required when qualified persons (have knowledge or training regarding the hazards involved) perform tasks such as testing, troubleshooting, voltage measuring, etc., as long as safe work practices and appropriate PPE is used for the hazard categories mentioned above.**
  
- **Machine Guarding**
  - Prevent access to dangerous parts with proper guarding
  - Where machine guards must be removed for any reason, equipment must be locked out. Guards must be replaced when work is completed.
  
- **Work at Height**
  - Hook on when there is a risk of falling
  - It is important that every effort be made to eliminate or reduce the need for working at height.
  - Work at 4ft. or higher on a properly guarded work platform with handrail, midrail and 4" toeboard does not require fall protection. The construction standard of 6ft. does not apply at this facility.
  - If a properly guarded work platform is not present then fall protection is required at 4ft and higher. Such equipment is also required when using aerial work platforms (manlifts).
  
- **Excavation Works**
  - Protect any excavations or floor openings
  - **All trenching and excavation activities require an excavation permit if any one of the following conditions are met:**
    - One foot or more in depth
    - Involve the use of non-battery power tools
    - In which utilities are identified or any hazardous conditions are likely to be encountered
  - Please check with your Astec Site Contact or Safety Dept. for the excavation procedure and permit.
  
- **Lifting and Rigging Operations**
  - Maintain a safe distance from suspended loads

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- Contractors are not permitted to operate COMPANY fixed or mobile cranes.
- When contractors are using a mobile crane (rental) on site, a lift plan is required and must include the names and signatures of the Lift Planner, Lifting Supervisor, Crane Operator, and Lifting Rigger. The method of communication must also be determined (hand signals, radio, etc.).
- A high visibility safety vest must be worn by the Lifting Supervisor, Crane Operator, and Lifting Rigger during a critical lift.
- All lifting equipment and accessories must have a pre-use inspection and be in good condition.
- **Confined Space Entry**
  - A confined space permit is required for all permit-required confined space entry
  - All entrants, attendants and supervisors must be properly trained in confined space entry and provide documentation of training
  - A rescue plan must be in place
  - Working in a permit-required confined space without a watcher is strictly forbidden. An adequate means of communication is required and shall enable easy and clear communication:
    - Between those inside the space
    - Between those inside and those outside (watchers)
    - To summon help in case of emergency

## C. ENVIRONMENT

1. Astec has an Environmental Management System (EMS). All contractors and other personnel working on behalf of the company are required to:
  - conform to the environmental policy, applicable procedures and the requirements of the EMS. The environmental policy can be summarized as:
    - Comply with regulations
    - Minimize adverse environmental impact
    - Prevent pollution
    - Educate and train employees
    - Continually improve environmental performance
  - Contractors must notify their company Site Contact or the EHS Department if any work performed may adversely impact the environment or conflict with the environmental policy. This includes any changes to the original scope of work.



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- Contractors must also understand the consequences of departure from these guidelines may result in severe penalties and fines from various regulatory agencies to both the company, the contractor and individual employees involved. In addition, and just as important, deviations from these work guidelines can cause severe damage to the local environment. Preventing contamination of air, land, and water must be an important objective of the contractor and all of its employees.
- 2. No ozone depleting chemicals shall be brought on site, except for use in HVAC systems and fire protection. HVAC contractors shall provide company with service tickets upon request showing all usage of CFC's and/or HCFC's for company equipment. All such work shall be performed in accordance with applicable state and/or federal environmental regulations.
- 3. Any unused chemicals belonging to the Contractor shall be removed from company property as soon as the work is completed.
- 4. Contractors generating waste materials such as construction debris, excavated soil or dirt, refractory, etc., shall not generate, store, transport or dispose of any such wastes, on-site or off-site, without the prior knowledge and approval of the Astec, Inc.
- 5. Fluorescent or HID lamps (mercury vapor, metal halide, or high pressure sodium) and any light ballasts shall not be discarded in trash containers. Recycling containers will be provided and this information is available from the EHS Department.
- 6. Cement trucks, after delivering material to any site jobs, shall not rinse truck or equipment in any location not approved by the company Site Contact. This especially includes sewer drains of any kind.
- 7. Vehicle tires replaced on Contractor's equipment while on site shall be removed from company property. This is the responsibility of the vehicle owner or owner representative.
- 8. Vehicle batteries replaced on Contractor's equipment while on site shall be removed from company property. This is the responsibility of the vehicle owner or owner representative.
- 9. Do not dispose of batteries in the trash. Alkaline, NiCad, Lithium, and all other types of batteries must be recycled. Please contact your company Site Contact or the EHS Dept. for more information if needed.

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**PLEASE COMPLETE THE SIGNATURE PAGE AT THE END OF THIS DOCUMENT AND RETURN TO YOUR SITE CONTACT. WE WOULD LIKE TO THANK ALL OUR CONTRACTORS FOR YOUR ASSISTANCE IN ADVANCE. YOUR COOPERATION HELPS CREATE A SAFER PLACE OF BUSINESS FOR YOUR EMPLOYEES AND OURS.**

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## **ASTEC INDUSTRIES**

### **CONTRACTOR ENVIRONMENTAL, HEALTH & SAFETY GUIDELINES**

#### **SIGNATURE PAGE**

I have read and understand the Environmental, Health and Safety Guidelines, and agree to follow these guidelines while working at Astec facilities.

\_\_\_\_\_  
Name of Contractor Company (Print)

\_\_\_\_\_  
Employee Name (Print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

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## **Astec Industries COVID-19 Visitor Policy**

### **Astec Industries Employees: Access to our Sites**

Only **"Business Critical Visitors"** (defined below) and visitors with a scheduled appointment are permitted at any Astec Industries facility at this time. Exceptions to this policy must be approved by your member of the Executive Leadership Team. A barrier must be placed at the entrance(s) used by visitors to stop visitors until they have signed this policy and pass a temperature check.

### **VISITORS: Prior to your visit**

If you or your employees have a fever, which we are defining as a temperature greater than 100.4 °F, DO NOT COME IN TO OUR SITES. If you or your employees are not feeling well AND have a cough or shortness of breath, DO NOT COME IN TO OUR SITES. If you, your employees or any member of your families, including your children, or anyone you have been in the same room with, are exposed to the virus or are quarantined, DO NOT COME TO OUR SITES. Employees at your company who have been to a foreign country are not allowed at an Astec Industries plant or office for 14 days from the date they arrived in the United States. Additionally, if an employee at your company had close contact with these individuals, they are not allowed at an Astec Industries plant or office until the traveler has been symptom-free for 14 days from the date they travelled. If an employee had close contact with an individual who has a confirmed positive test result for COVID-19, they are not allowed at an Astec Industries plant or office until they have been symptom-free for 14 days from the date of contact.

### **During your visit**

Upon your arrival you will be given a written copy of this policy and asked to sign in. Please use your own pen to avoid cross contamination. If you are making a delivery, please allow the Astec Industries personnel use their own pen to sign for the delivery. You will also have your temperature taken with a non-contact device. If you have a temperature greater than 100.4 oF, you will be asked to leave. If you are entering the plant or office area, please immediately wash your hands thoroughly or use Astec Industries provided hand sanitizer. You may be limited to certain areas within our facilities. Please avoid handshakes and other physical contact.

**PLEASE REFER TO YOUR LOCAL STATE GOVERNMENT REQUIREMENTS IN REGARDS TO FACE COVERING OR MASK IN ALL PUBLIC AND PRIVATE BUILDINGS WHEN 6FT. DISTANCING CANNOT BE MAINTAINED, EFFECTIVE 7/10/20. THIS INCLUDES SHOP FLOOR AND OFFICES. PLEASE ABIDE BY THIS REQUIREMENT.**

### **After your visit**

Please notify your contact at Astec Industries immediately if you develop any symptoms of COVID-19.

### **Business Critical Visitors**

Scheduled deliveries

Uniformed visitors – UPS, FedEx, Postal Service, etc.

Maintenance – cleaning crews and repair personnel (electricians, plumbers, etc.)

***I certify that I have read, understand and will abide by the COVID 19 Visitor Policy***

Visitor Full Name (print): \_\_\_\_\_ Date: \_\_\_\_\_

Company you are representing: \_\_\_\_\_

Visitor Signature: \_\_\_\_\_ Cell phone #: \_\_\_\_\_

Department you are visiting: \_\_\_\_\_

Astec Site Contact (cannot be left blank): \_\_\_\_\_