



Shape  
**CONTRACTOR SAFETY &  
ENVIRONMENTAL MANUAL**

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## 1. Introduction/Purpose

- 1.1. Shape Corporation has implemented this Contractor Safety and Environmental Manual to give Contractors guidance on requirements for safety and health protection by Contractors who provide services for Shape.
- 1.2. Safety is our top priority at Shape. It is our goal to have zero accidents. This Manual was designed to protect you and others on the premises. We **INSIST** that you familiarize yourself with the contents of this manual and abide by all requirements of the manual.

## 2. Scope

- 2.1. The Shape Contractor Safety and Environmental Manual applies to all Contractors entering and/or providing services for Shape.
- 2.2. **Exclusions**
  - 2.2.1. Contracted employees, such as temporary or contract service employees, working as office or manufacturing personnel under day to day Shape supervision.

## 3. Definitions

- 3.1. **Shape:** Shape Corporation
- 3.2. **Shape premises:** all Shape facilities, including building, grounds, equipment/tooling and/or parking areas.
- 3.3. **Work at Shape:** entering, providing services, working within or on Shape premises.
- 3.4. **Contractor:** Organization who is contracted by Shape to perform work or services for Shape on premises.
  - 3.4.1. **Subcontractors:** Organization that is contracted by a Contractor to perform work or services for Shape on Shape premises, and includes a subcontractor to a Subcontractor.
- 3.5. **Contractor Employee:** Any employee of, or service provider to, a Contractor or Subcontractor, when that person is on Shape premises.
- 3.6. **Contractor Lead:** The person designated by the Contractor as responsible for Contractor Employees.
- 3.7. **Shape Contact:** The Shape Associate who is responsible for the contract with a Contractor. This responsibility may be designated, but the contact will be clearly identified prior to work start.

## 4. Policy Statements

### 4.1. Quality Policy Statement

*The Shape team will achieve total internal and external customer service. Our products will be complete, on time and defect free. Through continuously evaluating and improving our customer satisfaction, we strive to be the benchmark for global quality standards in the metal forming, coating and plastics industries.*

### 4.2. Safety Policy Statement

*Shape firmly believes that injuries and illnesses are preventable. The safety of Shape associates is paramount and no other considerations are of greater importance. Shape is committed to a safety program that:*

- *Provides and maintains a safe working environment*
- *Establishes and maintains safe work practices*
- *Provides training to promote safe work habits*

*Working safely is a condition of employment at Shape and each and every associate must accept personal responsibility for his or her individual safety performance. Demonstration of this acceptance of responsibility is evidenced by performing work in a safe manner and utilizing established procedures to prevent accidents. Accountability is promoted through individual safety performance evaluation.*

#### **4.3. Environmental Policy Statement**

*Shape will achieve and demonstrate sound environmental performance by controlling the impact of our activities, products and services on the environment by:*

- *Reducing Risks*
- *Compliance with Environmental Regulations*
- *Pollution Prevention*
- *Continuous Improvement*

### **5. Contractor Responsibility**

#### **5.1. Proof of Insurance**

**5.1.1.** Proof of Current Liability and Workers' Compensation insurance is required before any work can begin at Shape. This information must include:

- ✓ Liability Limits: \$1,000,000.00
- ✓ Workers' Compensation Limits: \$500,000.00

**5.1.2.** It is the responsibility of the Contractor to provide copies of insurance certifications prior to starting work (and renewals) as they become available.

#### **5.2. General Responsibilities**

**5.2.1.** Shape hires Contractors to perform work that Shape prefers to be performed by outsiders because of a variety of considerations such as manpower requirements, expertise, cost and time constraints, equipment needs, etc. Shape intends to hire only Contractors who can provide services in a safe and healthy manner. By accepting a contract, the Contractor commits that it has the skill, experience, expertise and commitment to perform work in a safe and healthy manner, and that it will allow only those Contractor Employees who are properly trained and supervised to work on Shape premises.

**5.2.2.** If a contract between Shape and a Contractor allows for the Contractor to subcontract, the Contractor is allowed to subcontract only to a Subcontractor who has the skill, experience, expertise and commitment to perform work in a safe and healthy manner, and that the Contractor will allow only those Subcontractor Employees who are properly trained and supervised to work on Shape premises. The Contractor is also responsible for providing this Contractor Safety and Environmental Manual to the Subcontractor before work on Shape premises begins.

**5.2.3.** A Contractor is responsible to keep Shape informed about its activities, and the activities of its Subcontractors, on Shape property. This is to be accomplished by the Contractor Lead with the Shape Contact.

**5.2.4.** A Contractor is responsible for providing the resources required (manpower and working hours) to get a job done; however, to protect the safety and health of associates, 16 hours consecutive is the maximum number of hours any Contractor employee will work in one shift on Shape premises. If the Contractor employee is required to work 12 hours or longer, it is highly recommended that at least 8 hours rest be provided prior to returning to work.

**5.2.4.1.** The Contractor Lead is responsible for reporting to the Shape Contact situations which may require any excursion to 5.2.4. The Shape Contact, with the Contractor Lead, will determine if work will continue and implement actions to verify that the work on the applicable over time hours is done safely, is complete, and that no mistakes are made.

**5.2.5.** Shape is not responsible for safety, health and environmental policies or practices of any Contractor or Subcontractor. This Manual is to provide guidance to Contractors and Subcontractors on how they can satisfy their own responsibilities in this regard.

**5.2.6.** Training costs incurred to meet regulatory requirements are the responsibility of the Contractor.

### **5.3. Safety Program**

- 5.3.1. The Contractor will have a safety program that outlines the requirements for performance of Contractor Employees specific to their activities. The Contractor is responsible for ensuring that this safety program meets the requirements of law, including but not limited to compliance with applicable MIOSHA standards.
- 5.3.2. The Contractor will ensure that Contractor Employees have been trained prior to performing any activity at Shape.
- 5.3.3. The Contractor will ensure that its employees know the requirements outlined in this manual prior to beginning any work activity.
- 5.3.4. The Contractor will communicate specific hazards found at Shape that may affect the safe work of Contractor Employees (e.g., work with chemicals).
- 5.3.5. The Contractor will be responsible for the direct supervision of Contractor Employees.

## **6. Site Access**

### **6.1. Signing In**

- 6.1.1. Each Contractor Employee must sign in upon arriving each day. Visitor kiosks are available at the front desks at each Shape facility and will automatically print a visitor badge.
  - 6.1.1.1. Signing in lets Shape know that you are here, provides you with a badge and indicates that you agree to our confidentiality requirements.
  - 6.1.1.2. Each Contractor Employee must wear the visitor badge when entering or providing services at Shape. The badge must be worn in a clearly visible location (preferably on the shirt pocket).
- 6.1.2. Each Contractor Employee must sign out at the visitor kiosk when leaving the facility.

### **6.2. Daily Communication**

- 6.2.1. The Contractor Lead must report to his or her Shape contact person upon arriving each day. At that time, scheduled activities, changes, issues and permit requirements will be discussed.

### **6.3. Parking**

- 6.3.1. Contractor Employees must park in designated parking spaces only. Designated parking spaces are arranged with your Shape contact.
- 6.3.2. Arrangements to load/unload equipment and tools at facility access points (i.e. bay doors, docks, man doors, etc.) must be arranged with your Shape contact prior to parking at the door/dock.

## **7. General Rules of Conduct**

### **7.1. Employee Dignity/Respect**

- 7.1.1. Shape is committed to its associates' well being. This means treating associates with dignity and respect. While working at Shape, all Contractor Employees are expected to understand and embrace this corporate value.
- 7.1.2. A Contractor Employee that does not comply with this corporate value will not be permitted to perform services for Shape.

### **7.2. Contractor Work Practices**

- 7.2.1. All Contractor work practices must comply with applicable National/Federal, Regional/ State, and local laws.
- 7.2.2. All Contractors must become familiar with, and follow to the extent applicable, Shape's safety, environmental, and other applicable policies, procedures and work instructions.

### **7.3. Consequences for Non-Compliance**

- 7.3.1. Working safely is a condition of employment at Shape. Any Contractor violating these rules and/or procedures will be required to permanently leave the premises.

### **7.4. Tobacco Use**

- 7.4.1. The use of tobacco products is strictly prohibited anywhere on Shape premises including inside any facility, outside entrances and doors, driving/riding in company owned vehicles, or in contractor owned vehicles on Shape premises.
  - 7.4.1.1. Tobacco use includes smoking, chewing, or holding of tobacco products in any form on your person anywhere on Shape premises.

## **7.5. Use of Cell Phones**

**7.5.1.** Cell phones with electronic imaging capabilities (i.e. picture or video phones) are not allowed to be used or carried while on Shape premises. If these phones are brought onto Shape premises, they must be checked in at the front desk when signing in each day or left in company vehicles.

## **7.6. Use of Shape Communication Tools (phones, intercom, computer, 2-way radio, e.g.)**

**7.6.1.** Contractors are permitted to use Shape internal phones only with the authorization and direction of their Shape contact.

## **7.7. Use of Shape Corporation Equipment/Tools**

**7.7.1.** Contractors may only use Shape process equipment if there is a necessity to troubleshoot, repair or service the equipment. Use of process equipment to manufacture parts or components is not allowed.

**7.7.2.** Equipment and tool requirements must be considered and outlined in the contract agreement before start of services provided by the Contractor.

**7.7.3.** Generally, Contractors are required to bring the equipment and tools needed for the services contracted. If any Shape equipment or tools are needed, authorization must be granted by your Shape contact person, before use of the equipment.

**7.7.3.1.** Contractors are responsible for damage to Shape equipment or tools.

**7.7.3.2.** Contractors are responsible for any training, licensing or other regulatory responsibilities for their employees prior to their using any Shape equipment or tool.

## **8. Violence and Security**

### **8.1. Weapons**

**8.1.1.** All firearms, knives and other weapons are strictly forbidden on all Shape premises, whether or not a concealed weapons permit has been issued under applicable law. Since this includes parking lots, Contractor Employees should not have these items in vehicles driven to Shape premises.

**8.1.1.1.** A knife is considered a weapon if the blade exceeds 4 inches in length.

### **8.2. Workplace Violence**

**8.2.1.** Acts and threats of violence (physical or verbal) are strictly prohibited.

## **9. Drug/Alcohol Policy**

**9.1.** The possession or use of narcotics, drugs, or intoxicating beverages of any kind is prohibited on all Shape premises. Since this includes parking lots, Contractor Employees should not have these items in vehicles driven to Shape premises.

**9.1.1.** Shape expects that the Contractor lead (or Contractor management) will immediately remove any Contractor Employee suspected of being under the influence of drugs or alcohol. That employee will not be allowed on premises unless a drug or alcohol test at the time of removal is negative.

**9.1.2.** Shape has the right to initiate the immediate removal of any Contractor Employee if suspected of being affected by drugs or alcohol.

## **10. Housekeeping**

**10.1.** Shape expects that Contractors ensure good housekeeping at all times. Good housekeeping practices are of the utmost importance in preventing injuries.

**10.2. DO NOT LITTER.** Contractors are responsible to keep the work area(s) in a neat and orderly condition at all times. All material must be cleaned up as the job progresses.

**10.3.** All roadways, passageways, and operating areas must be kept clear at all times

**10.3.1.** Blockages required to safely perform a task may be done only with approval from your Shape contact and by using some form of visible notification (e.g., stanchions, personnel, do-not-enter tape).

**10.4.** At the end of the work day:

**10.4.1.** Contractor equipment must be removed from the facility unless arrangements are made with the Shape contact for storage.

**10.4.2.** Trash, scraps and other waste must be removed.

**10.4.3.** Electrical cabinets and other controls must be secured when not attended.

- 10.4.4. Openings or other potentially hazardous conditions must be clearly identified and secured to prevent inadvertent entry.
- 10.4.5. Your Shape contact must approve the security arrangements for any potentially hazardous condition that must be left for any length of time.

## **11. Emergency Response and Equipment**

### **11.1. Access to Emergency Equipment**

- 11.1.1. Access to exits and to any emergency equipment (e.g., safety showers, eyewash fountains, fire fighting equipment) must be kept clear at all times.
  - 11.1.1.1. If exits or emergency equipment access must be blocked, prior authorization from the Shape contact must be received.
  - 11.1.1.2. The Contractor Lead is responsible for communicating alternative emergency procedures to Contractors.

### **11.2. Evacuations**

- 11.2.1. At all Shape facilities, immediate evacuation is required: when audible alarm is sounded and/or an announcement is made to evacuate.
- 11.2.2. Contractor Employees must leave by the closest/safest exit, as quickly as possible.
- 11.2.3. After exiting the building, Contractor Employees must assemble in the building parking lot and report immediately to the Contractor Lead.
  - 11.2.3.1. Contractor Employees must not stop for personal belongings or coats, and must not re-enter the building until instructed by the Shape contact.
  - 11.2.3.2. The Contractor Lead is responsible for informing their Shape contact that the evacuation of all Contractor Employees was successful.
- 11.2.4. Contractor Employees are not permitted to leave Shape premises without communicating with their Shape contact.

### **11.3. Spills and Incidental Releases of Hazardous Materials**

- 11.3.1. Contractor Employees must report any spill of chemicals or hazardous materials to their Shape contact immediately.
- 11.3.2. A Contractor bringing any chemical or hazardous material onto Shape premises is required to provide their Shape contact with an MSDS for each substance, and to use only approved, labeled containers for these substances.
  - 11.3.2.1. Provisions for spill prevention, response, and disposal of wastes generated from any potential clean-up activities from Contractor chemicals / hazardous materials must be discussed with the Shape contact before starting work with these substances.
  - 11.3.2.2. Generally, Contractor Employees are not permitted to respond to chemical spills at Shape. Questions about chemical spills must be directed to the Shape contact.
- 11.3.3. See Section 27.2 of this manual for requirements for disposing of wastes.

### **11.4. Fires**

- 11.4.1. Contractors must report any fire event occurring on Shape premises to their contact immediately. The Shape contact will initiate an evacuation, where required.
- 11.4.2. Contractors must be trained in portable fire extinguisher use per MIOSHA regulations.
- 11.4.3. Trained Contractors are encouraged to extinguish incipient fires using portable fire extinguishers (available at designated places in Shape facilities).
  - 11.4.3.1. If a fire extinguisher is discharged, the spent extinguisher must be provided to the Shape contact to ensure that it is appropriately recharged and replaced.



## **11.5. Weather Related Emergencies**

**11.5.1.** In the unlikely event of a tornado or other severe weather, an announcement will be made over the Shape PA system to take cover.

**11.5.1.1.** Contractor Employees must take cover in a designated/marked tornado shelter area (typically restrooms/locker rooms) at each facility.

**11.5.1.2.** Contractor Employees may not resume work or leave the shelter area until an all clear is given by a member of supervisory team.

## **11.6. Power Failure**

**11.6.1.** In the event of a power failure, turn off any equipment being utilized and report to your Shape contact person, unless directed to evacuate to a different location.

**11.6.2.** Powered Industrial Trucks may not be used or driven during a power failure.

**11.6.3.** Any potentially hazardous condition (e.g., hole, opening, charged equipment) must be secured before leaving the area.

## **12. Accident Reporting and Investigation**

**12.1.** The Contractor must immediately report any injury, illness, or near miss that occurs or is claimed to have occurred on Shape premises to the Shape contact.

**12.2.** Emergency evacuation (by ambulance or Contractor vehicle) of any Contractor Employee or death of a Contractor Employee working at Shape requires immediate stoppage of all activities under the responsibility of the Contractor.

**12.2.1.** Work may not resume until approved by the Corporate Safety & Environmental Manager.

**12.3.** The Shape Accident Report Form (or equivalent) must be completed with or submitted to the Shape contact for all injuries and illnesses. The accident reporting form must be completed as soon as practical after the incident.

**12.3.1.** The completed form will be forwarded to the Corporate Safety & Environmental Manager within 24 hours of occurrence.

**12.3.2.** Additional investigation or documentation may be required.

**12.3.3.** All forms or documentation or photographs related to the injury or illnesses must be supplied to the Corporate Safety & Environmental Manager.

**12.3.4.** Filing the Shape Accident Report Form with Shape is for informational purposes only. Each Contractor and Subcontractor remains responsible for recording and reporting injuries and illnesses as required by the MIOSHA standard.

## **13. Blood-borne Pathogens**

**13.1.** In accordance with Blood-borne Pathogen regulations, all human blood and certain human body fluids are treated as if known to be infectious. All equipment or surfaces that come in contact with any blood and/or certain other human body fluids must be cleaned and decontaminated as soon as possible.

**13.1.1.** If at any time, blood or certain human body fluids contaminate any surface, regardless of the source or reason, your Shape contact must be notified so that it can be cleaned and disinfected promptly and properly.

**13.1.2.** Universal precautions must be taken when cleaning any contaminated surface.

**13.1.3.** Your Shape contact will provide direction for the disposal of contaminated materials.



## **14. Personal Protective Equipment (PPE)**

**14.1.** Contractors are required to supply, and Contractor Employees are required to use, all required PPE for the hazards present while providing services on Shape premises.

**14.2.** Contractors are required to assess the hazards to which Contractor Employees are or may be exposed, and to select and wear the best level of PPE available. This may include, for example, hearing protection, head protection, fall protection, foot protection, face protection, eye protection, respiratory protection, clothing or body protection, etc.

**14.3.** Each Contractor will enforce the following:

- Hair longer than shoulder length must be tied back or restrained when in manufacturing areas.
- Necklaces, neckties, or other items that dangle from the neck are not permitted in the manufacturing areas.

**14.4.** The following minimum requirements for PPE apply to all Contractors providing services for Shape:

- Hard hats must be worn in all construction or demolition zones.
- Safety glasses are required at all times in manufacturing areas and toolrooms.
- Hearing protection is required at all times in manufacturing areas or in non-manufacturing areas where noise from Contractor activities exceeds MIOSHA-Permissible Exposure Limits.
- Safety goggles or full face shields must be worn when grinding.
- Respiratory protection is required at all times when airborne contaminants exceed exposure limits established by MIOSHA or other regulatory agency.
- Cut resistant gloves must be worn where there is exposure to sharp materials.
- Bump caps are required at all times in manufacturing, maintenance, and toolroom areas (and are available at front desks).
- Cut resistant sleeves are required at all times in manufacturing, maintenance, and toolroom areas.
- Chemical resistant gloves must be worn when there is exposure to chemicals.
- Appropriate welding protection is required for all welding/cutting operations.
- Long pants are required at all times (with the exception of exclusively outdoor work in warm weather months, as approved by the Shape Contact).
- Sleeveless shirts are prohibited at all times.
- Attire that contains offensive material (as determined by the Shape Contact) is prohibited at all times.
- Footwear must be leather (steel toe highly recommended). No open toe or backless shoes are permitted. Soles must be slip resistant when working/servicing in the manufacturing area.

## **15. Hand Tools**

**15.1.** All hand tools, including portable electrical tools, and other equipment brought onto Shape premises must be in safe condition. Shape reserves the right to prohibit the use of defective tools, ladders, etc. and dictate the removal of defective equipment without any obligation for cost of replacement or time lost.

## **16. Electrical Safety**

**16.1.** Contractors performing electrical work are required, at a minimum, to adhere to the following regulatory guidelines at all times: Federal Occupational Safety and Health Administration (OSHA), Michigan Occupational Safety and Health Administration (MIOSHA), National Fire Protection Association (NFPA), National Electrical Code (NEC), and Electrical Administrative Act 217 of 1956.

## **17. Lockout Tagout**

- 17.1.** All work by Contractors at Shape premises must be conducted in accordance with the Occupational Safety and Health Administration (OSHA) rule *29 CFR 1910.147, Control of Hazardous Energy (Lockout/ Tagout)*:
- 17.1.1.** Contractors must lockout/tagout machinery or equipment when servicing or performing maintenance at Shape when the unexpected energization or start up of the machines or equipment, or release of stored energy, could cause injury to Contractor Employees or Shape associates.
- 17.2.** The Contractor is responsible for informing the Shape contact of their lockout or tagout procedures. Contractors must be trained regarding the requirements of the OSHA standard prior to commencing work at Shape.
- 17.3.** Contractors may not remove or tamper with any Shape associate's, or fellow Contractor's, lock or tag.
- 17.4.** When servicing and/or maintenance is performed by a crew or group of Contractors and/or Shape associates:
- 17.4.1.** Each Shape associate and/or Contractor Employee affected must be afforded a level of protection equivalent to that provided by the implementation of a personal lockout or tagout device.
- 17.4.2.** Each authorized Contractor Employee must affix a personal lockout or tagout device to the group lockout device and shall remove those devices when he or she stops working on the machine or equipment being serviced or maintained.

## **18. Hot Work**

- 18.1.** "Hot work" means riveting, welding, flame cutting or other fire or spark-producing operation. No hot work is to be performed without first obtaining a Shape Hot Work permit, except in designated locations including Shop Maintenance and Facilities Maintenance areas.
- 18.1.1.** Your Shape contact will help you identify the need for and to complete required permit requirements.
- 18.2.** Hot Work Permits are generated and authorized by the Shape contact.
- 18.2.1.** Completed/closed permits must be submitted to your Shape contact for retention.

## **19. Compressed Gas Safety**

- 19.1.** Compressed gas cylinders must be secured in an upright position and kept away from sources of heat or flame at all times.
- 19.2.** All compressed gas cylinders must legibly marked with either their chemical or trade name.
- 19.3.** All compressed gas cylinders not in use must have their top caps securely tightened.
- 19.4.** Where different gases are stored, they must be grouped by types. Groupings shall separate the flammable gases from the oxidizing gases.
- 19.4.1.** All oxygen cylinders must be stored not less than 20 feet from fuel gas cylinders or other flammable gasses.
- 19.5.** Compressed gas cylinders may not be dropped, dragged, rolled or on their side or struck violently.
- 19.6.** A compressed gas cylinder may only be lifted only by cradles or enclosed platforms when using a crane or hoisting device. Electromagnets, hooks, ropes or slings shall not be used.
- 19.7.** A frozen or ice-clogged valve shall be thawed either by warm air or use of warm water and dried before using. Boiling water or a flame shall not be used. Force shall not be applied to a valve or cap to loosen a cylinder frozen in place.
- 19.8.** A cylinder shall not be placed where it will become a part of the electrical circuit by accidental grounding or where it may be burned by electric welding arc. A cylinder shall not be placed so that hot slag or flame will reach it or it shall be protected by a fire resistant shield.
- 19.9.** Flammable gas cylinders (including LPG tanks) may not be stored within 25 feet of an emergency exit.
- 19.9.1.** Flashback preventors are required on any torch.

## **20. Line breaking**

- 20.1.** Line breaking procedures must be followed (available through the Shape contact) whenever a Contractor works on or about piping that contains a potential hazard, such as: dangerous gases, toxic atmosphere, steam, temperature, flammable or combustible liquids, and corrosives.
- 20.2.** All Contractors must be familiar with the Shape line breaking policy in order to avoid confusion, accidents, damage, and injury.
- 20.3.** Before any equipment opening can occur, the Contractor must have proper training and knowledge of the chemicals that are used at in the applicable line to be broken. It is the responsibility of the Contractor Lead person to facilitate this training.
- 20.3.1.** The appropriate information may be obtained by reviewing the Material Safety Data Sheets.

## **21. Hazard Communication**

- 21.1.** Shape uses a variety of chemicals that Contractors may encounter. Shape maintains MSDS's for these chemicals. Contractors may request a copy of any/all MSDS's for chemicals to which they are (or may be) exposed by contacting their Shape contact.
  - 21.1.1.** Use of Shape chemicals by a Contractor for any purpose must be authorized in advance by the Shape contact.
- 21.2.** Chemicals brought onto Shape premises must be approved by your Shape contact. Some of our parts are painted. Contamination from unapproved chemicals may result in your having financial liability for the rework or scrap of affected Shape product.
  - 21.2.1.** A current MSDS must be readily available and maintained by the Contractor for all chemicals brought onto Shape premises.
  - 21.2.2.** MSDS's are not required for chemicals brought on site by Contractors that are products that Shape normally stocks/uses or would have an MSDS available (this should be verified with your Shape contact).
  - 21.2.3.** Products that are regular consumer products, that is, products that are stored in the original container, used in the same manner as a regular consumer, and do not expose the user to any greater hazard from exposure than that of a normal consumer, do not require MSDS to be provided. An example would be normal household cleaners or detergents. Regular consumer products are not products sold for use by professionals only.
- 21.3.** Chemical disposal is the responsibility of the Contractor. Shape will not dispose of waste chemicals used by the Contractor. (See #27)

## **22. Powered Industrial Trucks**

- 22.1.** Shape-owned Powered Industrial Trucks are not to be operated by Contractors unless they receive prior authorization from their Shape contact person.
  - 22.1.1.** Upon authorization, only Contractor Employees for whom the Contractor has provided training sufficient to meet MIOSHA standards for powered industrial trucks (including applicable licensing) will be allowed to operate this equipment.
- 22.2.** Contractor-owned Powered Industrial Trucks must be operated under the requirements of MIOSHA General Safety Standards, Part 21 *Powered Industrial Trucks. This includes training/licensing requirements, equipment inspection, and safe equipment operation requirements.*
- 22.3.** Fall Protection must be worn as required by anyone using a Boom Truck or as required by the Industrial Vehicle being operated.
  - 22.3.1.** See item 26 for more information about fall protection requirements with Powered Industrial Trucks
- 22.4.** Any Powered Industrial Truck that is not safe to operate must be tagged out of service and not operated until repaired/serviced.

## 23. Cranes and Hoists

- 23.1. Shape-owned Overhead Cranes and Hoists are not to be operated by Contractors unless they receive advance authorization from the Shape contact.
  - 23.1.1. Upon authorization, only Contractor Employees for whom the Contractor has provided training sufficient to meet MIOSHA standards for cranes and hoists (including applicable licensing) will be allowed to operate this equipment.
- 23.2. Contractor-owned Cranes and Hoists must be operated under the requirements of *MIOSHA General Industry Safety Standards, Part 18 Overhead and Gantry Cranes; Part 19 Crawler, Locomotive and Truck Cranes; and Part 20 Underhung Cranes and Monorail Systems*. This includes training/licensing requirements, equipment inspection, and safe equipment operation requirements.
- 23.3. Any crane, hoist or rigging system that is not safe to operate must be tagged out of service and not operated until repaired/serviced.

## 24. Confined Spaces

- 24.1. Confined space location information is maintained by the Shape Safety and Environmental Manager.
- 24.2. Confined space entry requires a Confined Space Entry Permit and a Contractor confined space entry permit. The Contractor is responsible for compliance with MIOSHA standards for any entry by a Contractor Employee.
- 24.3. Confined space entry training (per MIOSHA standards) is also a prerequisite for any entrants or attendants as part of this program. **Note:** Breaking the plane of the entry port or opening of a confined space with any part of the body is considered a confined space entry.
  - 24.3.1. Entry equipment must be provided by the Contractor and calibration information must be available upon request.
  - 24.3.2. Emergency rescue procedures, equipment, personnel and associated costs are the responsibility of the Contractor.

## 25. Ladders

- 25.1. All ladders used must be Type 1 Industrial stepladders, in good condition and have non-slip bases.
- 25.2. Straight or extension ladders must be secured (tied-off) as close to the support point as possible. When this is not possible, a second person shall be assigned to support the base.
- 25.3. Ladders of fiberglass or other non-conductive material construction are required near potential electrical hazards.
- 25.4. Use the proper ladder height for the job being performed. Side rails on straight ladders shall extend not less than three (3) feet above the point of support.
- 25.5. Ladders may not be used in the horizontal position as platforms, runways or scaffolds.
- 25.6. All ladders must be properly stored when not in use; proper storage includes being off the ground, secured and out of normal walkways.
- 25.7. Each of Shape's plant maintenance departments control the use of ladders greater than 4' by locking them up in a designated area. A checkout procedures binder is attached that contains ladder safety rules, inspection process and a sign off sheet.
  - 25.7.1. All contractors who need to use a ladder will be required to contact a maintenance associate to checkout a ladder. The maintenance associate will insure the contractor reads and understands the ladder safety rules and have them sign the required sheet before issuing a ladder.
  - 25.7.2. Contractors will return the ladders to the ladder containment area. Returned ladders must be clean and ready for use.

## **26. Fall Protection**

**26.1.** Working 6 feet or more above a working or walking surface that is not properly railed requires the use of fall protection equipment and appropriate warnings.

**26.1.1.** Working inside a scissor lift does not require fall protection. Working inside the lift means that both feet are on the floor of the lift. Climbing onto the rails or out of the platform requires the use of fall protection.

**26.2.** Working at an elevation of four (4) feet or more requires Fall Protection training.

## **27. Waste Disposal**

**27.1.** Proper identification of waste generated during work on-site is critical. All wastes must be segregated and managed according to applicable regulatory requirements.

**27.2.** The Contractor is responsible for the removal, transportation, and disposal of any waste generated. Applicable wastes must be manifested per State/Federal Laws. Copies of these manifests must be supplied to Shape upon request.

**27.3.** It is the responsibility of the Contractor to ensure proper waste management practices while performing services for Shape. Prior to any work, the Contractor will assess what wastes will be generated and communicate to the Shape contact any hazardous, non-hazardous, universal or construction wastes that will be generated and the methods that will be used to collect, manage, and dispose of these wastes.

**27.4.** Discharge of any material onto the ground is strictly prohibited by State/Federal Laws and Shape environmental policy. If any spill/discharge occurs, report it immediately to your Shape Contact (i.e.: leak from truck of oil, gas, or product being transported).

**27.5.** Any questions regarding proper classification and/or disposal of wastes generated must be brought to the attention of your Shape contact.

## **28. Roof Work**

**28.1.** The portion of a roof where Contractors are working must be kept free of ice, snow, or other slippery conditions.

**28.2.** All roof work performed on Shape premises must be conducted in accordance with MIOSHA Construction Safety Standard, Part 45 *Fall Protection*.

## **29. Rigging**

**29.1.** All rigging must be done in accordance with applicable regulations (i.e. OSHA, MIOSHA, etc).

## **30. Overhead Work**

**30.1.** All overhead work must be conspicuously roped off or otherwise marked to prevent anyone from walking or driving under the work area.

**30.1.1.** Overhead work creating sparks requires a Hot Work Permit (Item 18).

**30.1.2.** Overhead work creating falling debris requires additional protection for personnel and equipment that may be affected by the falling debris

**30.2.** All scaffolds must have full flooring within the frame, with cleats, toe boards, and railings and meet all other MIOSHA requirements.

## **31. Interruption of Utilities, Alarms, PA Systems or Fire Suppression Systems**

**31.1.** Contractors must receive verbal permission from their Shape contact immediately prior to interrupting any of the following systems:

- Utilities (i.e. natural gas, electricity, water, sewer).
- Alarm systems (i.e. fire/evacuation).
- PA systems.
- Fire Suppression systems (i.e. sprinklers, risers, etc.).

**31.2.** The Shape contact is responsible for coordinating interruption of these services, such as communication between municipalities, alarm companies, insurance companies, and Shape associates.

### **32. Grounds and Maintenance**

- 32.1.** Grounds keeping equipment and their operation at Shape must be compliant with applicable regulatory standards (i.e. MIOSHA General Industry Safety Standard Part 54 – Powered Grounds keeping Equipment).



**CONTRACTOR SAFETY & ENVIRONMENTAL ACKNOWLEDGEMENT**

I \_\_\_\_\_ have:  
*Print Name*

- 1) Received and reviewed a copy of the Contractor Safety & Environmental Manual; and
- 2) Provided proof of workers' compensation and liability insurance, as required by the Manual.

**Company Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

*\* Submit completed form to the Shape Contractor Contact for retention.*