

## Contractor Environmental Health & Safety Guidelines

The work rules listed are not intended to be all-inclusive. They are set forth as the proper standards of conduct expected of contractors and vendors working on the property of Cooper Lighting Solutions (CLS). Any contractor / vendor employee who violate these work standards or other regulatory requirements would be subject to disciplinary action up to and including dismissal from company property.

### Work Rule Disciplinary Levels

**Class 1** – work rule violations require the supervisor of the contractor/vendor employee **immediately dismiss** the employee from the property /project. **These include the *Life Saving Rules* infractions.**

**Class 2** – work rule violations require the issuance of a **warning** from the supervisor of the contractor/vendor’s employee. A **second incident** will require dismissal of the employee from the property/project.

Extreme violations of **Class 2** work rules **may result in Class 1 Enforcement** if the nature of the offense is sufficiently serious to warrant the employee’s immediate removal from the property/project.

Serious and repeated violations by a contractor/vendor employee could lead to grounds for dismissal, and non-qualification for any future contract work.

### General Guidelines:

The contractor will have a supervisor serving as the “**Designated Safety Competent Person**”, onsite anytime that the contractor is performing work onsite - will be in overall charge of the conduct of their employees and responsible for their actions and the enforcement of these work and safety rules.

The contractor assumes responsibility for the actions of any subcontractor whose services they have contracted to perform work at the Cooper Lighting Solutions campus. This includes compliance with all of the rules, regulations and guidelines as specified in this document.

The contractor representative is responsible for complying with company Hot Work Permit and Chemical HAZCOM program. Copies of Safety Data Sheets (SDS) brought on site, must first be submitted and approved PRIOR to start of work.

The contractor representative is responsible for coordinating entrance procedures and work hours to the Cooper Lighting Solution Project Manager.

Class 1 Violations	Class 2 Violations
1. Extreme violation of company safety rules or any act that places a person or property in danger	1. Violation of safety rules or common sense safety practices
2. By-passing or altering the function of any safety device or guards on equipment	2. Unauthorized use of machines, equipment or materials
3. Possession, use, under influence of alcoholic beverages, illegal drugs on company property	3. Act of disorderly conduct, obscenity or disrespectful language toward co-workers or Eaton employees
4. Carrying / concealing weapons on company property	4. Careless driving on company property
5. Assault, fighting or provoking a fight	5. Use of tobacco products on property
6. Theft / vandalism of any company property	
7. Any infraction of a <b><i>Life Saving Rule</i></b>	

# General Safety Rules and Dress Code

1. A thorough job analysis must be accomplished to identify the risks with the project work and the controls to prevent incident/injury. Appropriate personal protection must be considered (*long pants/sleeves, chemical apron, boots, gloves, flame retardant material*)
2. **Gloves** - are required while performing all tasks that require the handling of metal parts, glass, plastic/wire or where chemical hazards exist.
3. **Safety Glasses** – above and beyond normal protection from flying particles (operating machinery or power tools), safety glasses are also required at all times within Operations (warehouse or assembly areas). Mirrored / sunglasses / or regular prescription glasses are not acceptable.
4. **Closed-toed shoes** - required to be worn by all contractor/vendor/employees and visitors on the property, especially walking through warehouse operations on designated pathways
5. **Safety (toe) Shoes** - will be required for all performing maintenance / construction tasks. This would include both inside and outdoor areas. Work outside of dedicated warehouse walkways would also require safety shoes.
6. **Visibility Vests** – will be worn by all crew team members while on campus (inside or outside). Certain office areas may be exempt, as determined by CLS project manager or safety manager.
7. **Jewelry** that could get caught during work tasks should be removed (rings, watches, wrist bands, necklaces, shirt tails). Metal objects should be removed while performing electrical work.
8. Unauthorized operation of CLS equipment is strictly prohibited. Unusual or malfunctioning equipment should be immediately reported to Project Manager.
9. Proper **Housekeeping** is the responsibility of each contractor employee, with accountability with the contractor representative.
10. **Clear Access** to - fire extinguishers, fire exits, emergency eyewashes, and electrical panels. These should never be blocked.
11. Running in the facility, horseplay, and other unsafe acts which place you or other persons in danger are strictly prohibited.
12. Any work related injury or illness must be reported to the contract Supervisor, who must immediately inform the CLS Project Manager or Safety Manager.
13. All major incidents will be investigated by the contractor, and report submitted to CLS.

## 14. LIFE SAVING RULES

1. **Safety Devices / Guards** – shall not be removed during operation
2. **Electrical** – Arc Flash PPE must be used when performing live work or troubleshooting
3. **Permitted Confined Space** – no person shall enter without approved permit
4. **Lockout Tagout** – procedures must be followed during maintenance / servicing
5. **Fall Protection** – **3 points of control** must always be maintained at any height, unless using platform ladder, portable stairs (handrails), scaffolding, scissor lift or as last resort a fall harness (*protection working > 6'*)
6. **Seat Belt/Restraints** – must be used on contractor sit down forklifts or scissor lifts