**Service Provider Manual**

Not subject to U.S. Export Administration Regulations (EAR), (15 C.F.R. Parts 730-774) or U.S. International Traffic in Arms Regulations (ITAR), (22 C.F.R. Parts 120-130).

**St. Louis JANUARY 2024**

Prior to the start of work, please write in the correct emergency numbers you are given by your company representative and the Boeing Onsite Activity Representative in the spaces provided below.

**Emergencies**

### Emergency Call Number: (844) 898-6644

### In case of an emergency - Provide the following information:

1. Your name and your employer’s name.
2. Phone number from which you are calling.
3. Location of the incident:

City, street address (if known)

Building number and floor level

Column number / Nearest door number

1. Nature of emergency.

### Don’t hang up until told to do so!

### You are a vital link in the emergency and must relay changes related to the emergency.

**Boeing OAR Notification**

Notify your Boeing Onsite Activity Representative of emergency and non-emergency incidents. Additional reporting may be required.

### Boeing OAR Call Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Other Call Numbers: Non-Emergency: (314) 232-2821

**Fire Services: (314) 234-0754**

**Security: (314) 232-2821**

**TABLE OF CONTENTS**

|  |
| --- |
| **PAGE** |
| INTRODUCTION. 5 |
| 1.0 GENERAL INFORMATION 6 |
| 2.0 EMERGENCY PROCEDURES 8 |
| 3.0 FIRE PREVENTION 10 |
| 4.0 SAFETY REQUIREMENTS 14 |
| 5.0 ENVIRONMENTAL 25 |
| 6.0 SITE-SPECIFIC INFORMATION 33 |

**QUICK REFERENCE GUIDE BY SUBJECT**

|  |  |
| --- | --- |
| **Page** | **Page** |
| Air Quality 29  Asbestos Awareness 27  Badge Identification 7  Cameras 6  Conduct 6  Confined Space Entry 18  Crane Operations 22  Electrical Safety 16  Emergency Egress………………………..14  Emergency Notification…………………9  Equipment Requirements……………..10  Evacuations 17  Explosives .25  Fall-Protection Program .19  Fire Extinguishers………………………….10  Fire Protection Systems…………………13  Flammable Liquids………………………..11  Foreign Object Damage 21  Forklift Operations 7  General Housekeeping………………….10  General Rules 6  Hazardous Materials 26  Hazard Communication/  Material Safety Data Sheet 15  Hazardous Waste and Solid Waste Handling and Disposal 26  Hot Work………………………………………12  ISO 14001 25  Joint Occupancy Issues (Occupied Work Areas) 23 | Ladders and Scaffolding 20  Lasers 24  Lead Awareness 28  Lockout, Tag, Tryout Program 17  Personal Protective Equipment 15  Project-Specific Safety Plans 15  Radiation Safety 24  Radios 6  Recycling 26  Required Postings 8  Roofing 13  Safety Requirements 14  Spray Painting, Flammable  Resins, and Chemicals 11  Storage of Combustible  Materials 12  Suspect Materials 27  Temporary Structures and Enclosures..13  Training 23  Traffic Control 24  Trenching and Excavations 17  Use of Boeing Assets 6  Utility Shutdowns 23  Vehicles and Mobile Equipment 7  Warning Signs and Barricades 18  Waste Handling and Disposal 26  Water Quality 30  Welding/Cutting Activities 12  Work Permits 21 |

## INTRODUCTION

Boeing is committed to high standards for safety, health, fire prevention, security, and the environment. As a Service Provider to Boeing, you are expected to maintain the same high standards.

You will be interfacing with Boeing operations and working closely with personnel from various Boeing organizations and related Service Providers. Therefore, it is important that you, your employees, and your subcontractors are familiar with Boeing’s safety, health, fire prevention, security, and environmental requirements.

As a Service Provider, you are responsible for ensuring that your employees and all your sub-contractors follow safe work practices and comply with all federal, state, local, and Boeing contract requirements. This booklet is intended to help you comply with Boeing safety, health, fire, security, and environmental requirements. Nothing herein shall relieve you of your responsibility to comply with federal, state, and local laws, codes, rules, regulations, and Boeing contract requirements.

Your Boeing Onsite Activity Representative (OAR) is your primary point of contact. Some work activities you are involved in may require additional coordination with Boeing Environment, Health, and Safety (EHS), Fire, Security, and other entities as appropriate. The Boeing Onsite Activity Representative will facilitate this coordination.

Throughout this manual, activities requiring additional coordination are identified with the statement “Additional coordination is required.”

Please read this booklet, and if you do not fully understand the information provided in all sections or if there are site-specific issues, discuss your questions with your supervisor or your Boeing Onsite Activity Representative.

Watch the Boeing Onsite Service Provider Orientation video on the Boeing Supplier Portal: <https://www.boeingsuppliers.com/environmentLinks.html> (accessible from any smart device). Ensure that each of your personnel and subcontractors that will be performing work for Boeing are aware of the requirements of this manual and watches the orientation video.

The requirements of some locations or activities may differ from those in this manual. Consult with your Boeing Onsite Activity Representative for questions and additional requirements that may apply to your contract. Service Provider employees violating Boeing requirements are subject to removal from the site. Your cooperation is expected and appreciated.

# 1.0 GENERAL INFORMATION

### General Rules

* + 1. All Service Providers are to stay within assigned work areas. Wandering in non-assigned work areas is strictly prohibited.
    2. Service Providers shall comply with all posted safety requirements, including but not limited to rules concerning: hearing protection, eye protection, confined space entry, access barriers, parking, and driving requirements.
    3. Use of offensive language and display of offensive materials is not permitted.
    4. Horseplay, theft, fighting, harassment, gambling, and possession or use of alcohol or controlled substances is strictly prohibited.
    5. Firearms or other weapons, and ammunition are strictly prohibited. Other weapons include any instrument or device declared to be a prohibited weapon by Boeing Security & Fire Protection, such as knives (blade over 3 inches), swords, bows, arrows, and similar objects. Mock or non-functional weapons are also strictly prohibited. Contact your Boeing Onsite Activity Representative if there is a business reason for blades over 3 inches in length. Additional coordination is required.
    6. Use of Boeing Assets such as equipment, machinery, tools, utilities, etc., is prohibited without a prior contractual agreement. Additional coordination is required. The use of Boeing assets by Service Providers is generally forbidden unless there is a specific business need such as unique tooling required for a project or additional risk incurred in operating portable equipment such as cranes.
    7. Use of a photographic or camera-enabled device must be properly authorized using a Camera Permit. Additional coordination is required.
    8. Radio frequency devices, such as portable radios, are controlled on Boeing property and must be pre-approved before use. Additional coordination is required.
    9. Tobacco use of any kind is prohibited on Boeing property, including Boeing-controlled, owned, or leased grounds, parking lots, private vehicles, and buildings, in Boeing-controlled, owned or leased vehicles, or in pre-delivered products. This prohibition includes the use of any product that gives the appearance of using tobacco (examples: e-cigarettes, herbal chew).
    10. Animals are not to be brought onto Boeing property. Contact your Boeing Onsite Activity Representative regarding the use of guide dogs or other human service animals. Additional coordination is required.
    11. Phone or electronic device use is not permitted while walking or bicycling. Stop the movement when safe to use the electronic device. When driving, you must use the electronic device in hands-free mode. This requirement does not apply to work activities that require the use of an electronic device during movement (e.g., crane and two team communications). Additional local rules may be more stringent.
    12. Reflective Apparel meeting ANSI/ISEA Class II is required on flight line/ramp areas.

### General Rules

* + 1. You must obtain an identification badge and visibly display and wear the badge while on Boeing property.
    2. Lending or borrowing identification badges is strictly prohibited.

### Vehicles and Mobile Equipment

* + 1. Personal and Service Provider vehicles and industrial mobile equipment used inside secured Boeing property are allowed with special permission only and may require a Boeing-issued parking pass.
    2. Service Provider vehicles, personal vehicles, and industrial mobile equipment and accessories shall be maintained in a safe operating condition.
    3. Service Provider vehicles, equipment, or supplies shall not block entrance ramps, truck doors, plant access aisles, emergency routes (including lanes or safe zones), or parking specified for Boeing equipment, facilities, or plant personnel without prior approval from the Boeing Onsite Activity Representative. Additional coordination is required.
    4. Forklifts must be isolated from pedestrians with barricades or spotters when transporting between areas. Additional coordination is required.
    5. Posted speed limit and traffic signs shall be followed at all times while on Boeing property.
    6. Vehicles must yield right-of-way to: Pedestrians

Moving aircraft Emergency vehicles

* + 1. Service Provider vehicles are not permitted on flight line ramps without prior approval. Additional coordination is required.
    2. Seat belts, when available, shall be worn at all times.
    3. Personnel shall not be transported in the beds of trucks.
    4. Do not idle vehicles unnecessarily.
    5. Do not idle vehicles near building air intakes or building entrances.
    6. Operation of diesel and gasoline-powered equipment is restricted in Boeing buildings. This restriction does not apply to transient vehicles or short-term loading and unloading inside occupied buildings. If diesel or gasoline-powered equipment is to remain running inside a Boeing building, then the equipment exhaust shall be piped or vented to the outside of the building or use a Boeing-approved filtering system. Additional coordination is required.

### Required Postings

The Service Provider is responsible for ensuring that all federal, state, and local agency permits and posters are placed at the entrance to the job site, or at a location as directed by the Boeing Onsite Activity Representative. Additional coordination is required.

### Incident/Accident Reporting, Including Near Misses

* + 1. Report any incidents that create a risk to Boeing operations (people, products, property, assets) to the Boeing Onsite Activity Representative. Additional coordination is required.
    2. An “Incident” is any unplanned event that results in or has the “potential to result” (i.e., near-miss) in occupational injury/illness or environmental impact.

# EMERGENCY PROCEDURES

### Evacuations

* + 1. All Service Providers shall participate in scheduled evacuation exercises or drills.
    2. In the event of a building or site evacuation, immediately evacuate through the nearest safe exit and report to your designated assembly point. If you do not know your assembly point, check with your immediate supervisor or Boeing Onsite Activity Representative. In all cases, instructions and directions given by your supervisor, security, or other emergency response personnel shall be followed.
    3. In the event of a building or site incident in which you are asked to “shelter in place,” follow the posted directions, or direction from the designated emergency response personnel, to the closest designated “shelter in place” location.
    4. Do not leave the assembly point or shelter in place location until authorized to do so by Boeing Security & Fire Protection or local emergency response agencies.
    5. Ensure there is an effective means of communication with all of your employees and subcontractors working at the site.

### Emergency Notification

Immediately report all emergency and significant incident situations to the Boeing emergency number (844) 898-6644 and your Boeing Onsite Activity Representative.

You must know: the type of emergency, site name & address, building number, grid/column line number, floor level, and door number.

Remember: do not hang up until the dispatcher tells you to do so. You are a vital link in the emergency response and must relay changes in the state of the emergency.

Emergency and significant incidents are defined as follows.

* + 1. Emergency: Any event requiring emergency personnel and equipment, including but not limited to:
* Visible flame, smoke, noxious odors, or noise that may attract the attention of the surrounding community or that results in the evacuation of personnel.
* An event that places human life, the environment, or property at risk.
* Environmental spills or releases.
  + 1. Significant Incident: Any event involving one or more of the following.
* Death, serious injury, or exposure of an individual to hazardous substances that requires attention beyond first aid, hospitalization, or results in permanent impairment.
* Property damage to Boeing or Boeing customer assets.
* Damage or the potential for damage to a Boeing product or related production component or part.

# FIRE PREVENTION

### Fire Extinguishers

* + 1. As required and approved by the Boeing Fire Department or a Boeing Security and Fire representative, all Service Providers shall provide their own Factory Mutual (FM) Approved or Underwriters Laboratory (UL) Listed portable fire extinguishers in good working order. Fire extinguishers approved by the Boeing Fire Department or a Security and Fire representative for the specific hazards of the location must be readily accessible in the immediate area.
    2. All fire extinguisher activations must be reported immediately and treated as an emergency.

### General Housekeeping

* + 1. Boeing trash receptacles shall not be used for construction debris.
    2. Construction debris trash receptacles exposed to the elements must remain covered and in good condition to minimize comingling with rainwater.
    3. All construction trash and debris receptacles shall be located away from any Boeing building or structure. If construction chutes are required, the location and design of the chute shall be approved by the Boeing Fire Department or a Boeing Security and Fire representative. Coordinate with the Boeing Onsite Activity Representative. Additional coordination is required.
    4. All work areas shall be maintained in a clean state. Clean up and remove the trash, scrap, excess materials, and other debris. This shall be done at least daily and whenever the accumulation constitutes a fire hazard.
    5. Burning of trash is prohibited.
    6. Wood, sawdust, or shavings shall not be used as absorbents for spilled flammable or combustible liquids or petroleum lubricants.

### Equipment Requirements

* + 1. All equipment must be operated in accordance with the manufacturer’s instruction manual.
    2. All powered equipment shall be refueled outdoors, away from storm drains and clear of structures, with the engines shut off. Spill containment must be provided for equipment fueling. Spill clean- up kits must be available at refueling locations.
    3. Gasoline, liquid propane gas, or propane-powered equipment may be allowed on building roofs. Coordinate with the Boeing Onsite Activity Representative. Additional coordination is required.
    4. Electrical equipment used in areas where flammable atmospheres (vapors, dusts, or mists) may exist shall have appropriate National Fire Protection Association (NFPA) class and division ratings for explosion proofing.
    5. Air monitoring (e.g., for NO, NO2, CO, SO2) shall be conducted, as necessary, to check for hazardous emissions from powered equipment operating within buildings, excavations, or enclosed structures. Monitoring results shall be available for review if requested by Boeing.
  1. **Flammable Liquids**
     1. The Service Provider shall comply with all safety regulations and codes pertaining to labeling, handling, and storage of flammable and combustible products.
     2. Flammable liquids shall not be used or stored inside Boeing buildings unless contained in an FM Approved, UL Listed, or Boeing-approved container and only in quantities needed to accomplish the immediate tasks.
     3. Effective methods of spill retention, containment, and cleanup of materials are required.
     4. Containers and dispensing apparatus shall be electrically bonded and grounded when dispensing or transferring flammable liquids, except for portable containers less than five gallons in capacity.
     5. Portable flammable liquid containers five gallons or greater in size must be of metal construction.
     6. Service Provider flammable liquid storage locations must be approved through the Boeing Onsite Activity Representative. Additional coordination is required.
  2. **Spray Painting, Flammable Resins, Chemicals**
     1. Inspection and written approval are required before painting, including spray painting or cleaning with flammable materials. Additional coordination is required.
     2. All electrical equipment shall be rated for Class I, Division 1 locations where flammable or combustible liquids are sprayed. Spray operations shall be conducted in well-ventilated, unoccupied areas. Additional coordination is required.
     3. Only explosion-rated or intrinsically safe electrical equipment, including forklift trucks that are, for example, EE or EX rated, shall be used in hazardous locations, such as flight hangars, paint booths, and tank lines. Additional coordination is required.
     4. A minimum distance of 20 feet from ignition sources is required.

### Storage of Combustible Materials

Contact the Onsite Activity Representative to obtain approval for the storage of combustible materials. Additional coordination is required.

### Welding/Cutting Activities

* + 1. A Boeing hot-work permit is required before performing all open- flame, welding, or spark-producing work.
    2. Coordinate with the Boeing Onsite Activity Representative regarding hot work permit requirements at your location.
    3. Fire-retardant protective materials (such as fire blankets) shall be used to contain sparks and prevent them from falling against walls, on wooden floors, through the flooring, on combustibles or valuable materials and equipment, or into hidden spaces.
    4. Flash shields, fire-resistive curtains, or other suitable shields shall be placed around the hot work area to protect any adjacent personnel from sparks and arc flash.
    5. All flammable materials shall be a minimum of 35 feet away from hot work areas.
    6. Arc welding machines with the potential to interfere with implanted medical devices shall be posted with an appropriate hazard warning.
    7. Local ventilation is required for welding operations that will generate welding fumes inside the building. Coordinate with Boeing Onsite Activities Representative. Additional coordination is required.
    8. Service Providers shall provide their own FM Approved or UL Listed portable fire extinguishers. Fire extinguishers approved for the specific hazards of the location must be readily accessible and fully charged.
    9. The Service Provider shall assign a fire watch for any open flame or spark-producing work. The fire watch shall be trained in the use of portable fire-fighting equipment. The fire watch shall be solely dedicated to the assigned activity and remain on standby a minimum of 30 minutes following the end of any and all open-flame activities.
    10. The assigned fire watch shall notify the Boeing Fire Department or other agency that issued the hot work permit, upon completion of work. Coordinate with the Boeing Onsite Activity Representative. Additional coordination is required.
    11. Hot-work permits shall be removed and destroyed upon completion of work or when they expire.

### Fire Protection Systems

* + 1. Notify the Boeing Onsite Activity Representative 24 hours in advance of all proposed requests for fire protection system closure or impairments. Additional coordination is required.
    2. Boeing requests a 14-day notice for any non-emergency fire system impairment event, but realizes situations may arise where this is not always possible. However, under no circumstance shall the notice for non-emergency fire system impairment shut-off events be less than 7 days. Coordinate with the Boeing Onsite Activity Representative. Additional coordination is required.
    3. Before using any fire hydrant or building standpipe system as a water supply, the Service Provider must obtain approval through the Boeing Onsite Activity Representative. Additional coordination is required.
    4. The Service Provider shall verify with the Boeing Onsite Activity Representative that all fire-extinguishing protection systems (sprinklers) are operational in an area of welding and open- flame cutting. Additional coordination is required.

### Temporary Structures and Enclosures

* + 1. A separation of 25 feet shall be maintained between temporary buildings and storage areas and other buildings or areas. All temporary installations must have prior approval by the Boeing Onsite Activity Representative. Temporary walls or partitions shall be noncombustible. Additional coordination is required.
    2. Plastic or Visqueen film shall be fire-resistive, UL Listed or FM Approved, and meet the requirements of NFPA #701, “Standard Methods of Fire Tests for Flame Propagation of Textiles and Films.”

### Roofing

The Boeing Onsite Activity Representative shall be notified in advance of all roof work involving: welding; open flame equipment; spark-producing or hot work, or use of a heat gun, coatings, solvents, or chemicals, before the start of the work. Additional coordination is required.

### Emergency Egress

### Service Providers shall not block or obstruct emergency exits or other means of egress at any time.

* 1. **SAFETY REQUIREMENTS**
  2. **Occupational Health and Safety Management System (OH&SMS)**

Service Providers at Boeing facilities must ensure that their employees are made aware of the Boeing Safety and Health Policy.

The following is the Boeing Safety and Health Policy. Boeing and its employees are committed to using the Occupational Health and Safety (OH&S) management system to:

1. Provide a framework for establishing OH&S objectives and plans to achieve them.
2. Conduct operations in compliance with applicable laws, regulations, and Boeing policies and procedures.
3. Provide safe and healthy working conditions for the prevention of work-related injury and ill health appropriate to the purpose, size, and context of Boeing and to the specific nature of OH&S risks and opportunities.
4. Continually reduce occupational injuries and illnesses by assessing, evaluating, communicating, and controlling or eliminating OH&S risks.
5. Continually improve our OH&S management system.
6. Work together with our stakeholders on activities that promote OH&S.
7. Commit to consultation and participation of workers, and, where they exist, workers’ representatives.
8. Use the change register process in Enablon for the review of facilities, equipment, and tooling changes to ensure compliance and reduce risk when facilities, equipment, or tooling is changed (i.e., new, modified, relocated, repurposed, removed).
9. Service Provider personnel must have knowledge of how their actions may impact worker safety and health and the consequences of not following proper procedures and requirements.
10. Service Providers at Boeing facilities must ensure that their employees are made aware of the Boeing Safety and Health Policy. For more information on the Boeing OH&SMS program contact your Boeing Onsite Activity Representative.
    1. **Project-Specific Safety Plans**
11. The Service Provider shall prepare a written, project-specific safety plan with the details in the plan applicable for work being performed, and submit the plan to the Boeing Onsite Activity Representative, upon request, for Boeing review. Project-specific safety plans shall be available and communicated at the location where the work is being performed.
12. The Service Provider shall submit to Boeing, on request, a copy of its company safety program.
13. The Service Provider shall provide written notification to the Boeing Onsite Activity Representative of the name and title of the Service Provider’s on-site safety representative for the project.
14. Contact your Boeing Onsite Activity Representative for additional assistance. Additional coordination is required.
    1. **Personal Protective Equipment**
       1. The Service Provider shall provide their employees all required personal protective equipment (PPE) and ensure that it is used. Boeing does not provide PPE to Service Provider personnel.
       2. All PPE must conform to applicable regulatory requirements and appropriate industry standards.
       3. Examples of PPE are:
          * Industrial safety glasses with side shields
          * Face protection
          * Body protection
          * Ear plugs and muffs
          * Hard hats
          * Gloves and hand protection
          * Full-body safety harness and lanyards
    2. **Hazard Communication/Safety Data Sheets**
15. Boeing shall provide, on request, the safety data sheet (SDS) for any hazardous material under Boeing’s control within the assigned work area.
16. Before any hazardous material arrives on site, the Service Provider shall furnish to the Boeing Onsite Activity Representative the following information on each hazardous material to be used:
17. The identity of each hazardous material;
18. An SDS for each hazardous material; and
19. The quantity of each hazardous material to be used and/or stored on site.
20. The Service Provider shall bring to the job site only the amount of hazardous materials necessary for the project.
    1. **Electrical Safety**
       1. All electrical incidents and near misses shall be reported immediately to the Boeing Onsite Activity Representative.
       2. Equipment used by Service Providers must be approved by a nationally recognized testing laboratory.
       3. The Service Provider shall supply ground fault circuit interrupters for all temporary electrical wiring cords and portable equipment and tools.
       4. The Service Provider must comply with current OSHA and NFPA 70E standards for safe work on or near energized electrical systems. Work on or near energized exposed movable conductors (e.g., power lines) or energized equipment with exposed conductors operating at 50 volts or greater, shall only be done when approved in writing by the Boeing Onsite Activity Representative. Additional coordination is required.
       5. Portable electrical equipment (e.g., extension cords, drills, etc.) shall be maintained in a safe working condition.
       6. Equipment, carts or other items shall not be stored in front of electrical panels or substations.
       7. Combustible materials shall not be stored in any substation or electrical room.
       8. After completion of work, substations and electrical rooms shall be secured to prevent unauthorized access.
       9. Do not daisy chain extension cords. Extension cords must be plugged directly into an approved receptacle.
       10. Temporary power cords must be protected from damage.
    2. **Control of Hazardous Energy (Lockout, Tag, Tryout)**

Prior to the shutdown of any Boeing equipment, building system, or utility, the Service Provider shall notify the Boeing Onsite Activity Representative. Additional coordination is required.

* + 1. All equipment that could present a hazard from inadvertent activation or release of energy during maintenance or servicing shall have the energy supply locked out and tagged except where the energy supply is needed for testing, troubleshooting, inspecting, or servicing equipment.
    2. Before working on any energized system, the Service Provider shall take the following steps in accordance with the Service Provider’s company procedures:

1. Refer to machine-specific instructions on controlling Multiple Energy Sources.
2. Isolate the energy sources and release all energy or potential energy (e.g., electrical [stored], gravity, kinetic, pressure, thermal, pneumatic, and hydraulic).
3. Install your company’s physical lockout device and lockout tag for each affected employee. The tag must include:
   1. Employee name, company name, date, and phone number (or pager number).
   2. Off-shift contact and phone number (requires someone to be available 24 hours per day).
   3. Boeing Onsite Activity Representative (add to blank space, if no specific field).
   4. Before proceeding with work, test or try out the system to ensure zero energy state.
      1. For joint occupancy jobs that require lockout/tag out, the Service Provider shall coordinate its hazardous energy plan with the Boeing Onsite Activity Representative. Additional coordination is required.
   5. **Trenching and Excavations**
      1. Notify and obtain approval from the Boeing Onsite Activity Representative before excavating or opening any trench. Additional coordination is required.
      2. Before starting work, for both indoor and outdoor excavations, a qualified service shall be used to locate the approximate location of subsurface installations such as sewer, telephone, fuel, electric, water lines, or any subsurface installations that may be encountered during excavation work. While the excavation is open, subsurface installations shall be protected, supported, or removed as necessary to safeguard personnel.
      3. Hand-digging shall be required where there is any risk of contracting underground utilities or structures.
      4. The Service Provider shall physically barricade all excavations, trenches, and operating excavation equipment.
      5. Daily inspections of excavations, adjacent areas, and protective systems shall be made by a competent person for evidence of hazardous conditions. Inspections shall also be made after every rainstorm or other hazard-increasing occurrence. If a hazardous condition is observed, personnel shall be removed from the hazard area until the hazardous condition is corrected.
      6. The Service Provider’s competent person shall assess the soil condition to determine the method of shoring or sloping required for excavation.
      7. All excavations and trenches 5 feet or more in-depth shall be benched, shored, sloped, or otherwise protected to ensure that collapse does not occur.
      8. Excavated soils must be placed not less than two feet away from the excavation.
      9. Place excavated soils on the up-slope side of the trench whenever possible to capture sediment runoff in the event of rain.
   6. **Warning Signs and Barricades**
      1. The Service Provider shall supply appropriate signs, barricades, flashing light barricades, ground attendants, and flagging, as required, to keep unauthorized personnel out of potentially hazardous work areas. Additional coordination is required.
      2. Highly visible physical barriers such as warning tape shall be used by Service Providers to identify their work area and to prevent Boeing personnel and others not directly involved with the project from entering.
      3. Substantial barricades, such as chain link fencing, standard guardrails, etc., are required around excavations, holes, or openings in floors, roof areas, edges of roofs, and elevated platforms. In addition, barricades are required around overhead work to warn or protect all personnel.
   7. **Confined Space Entry**
      1. All confined-space incidents or near misses shall be reported immediately to the Boeing Onsite Activity Representative.
      2. Service Providers shall request from the Boeing Onsite Activity Representative information on confined space hazards identified and precautions/procedures (if any) that Boeing has implemented for the protection of Boeing employees working in or near existing confined space locations.
      3. The Service Provider shall have and follow its own written confined space entry program, including an entry permit system, monitoring equipment, ventilation, retrieval system, and observation personnel.
      4. For jointly occupied confined spaces, the Service Provider shall coordinate its confined-space entry plan with the Boeing Onsite Activity Representative. Additional coordination is required.
      5. Service Providers must independently evaluate hazards presented by work in or near Permit Required Confined Spaces (PRCSs) and implement precautions and hazard controls necessary for safe entry and work in PRCSs. Prior to entry, the Service Provider must contact the identified rescue service provider and ensure its availability.
      6. Rescue service contact information must be readily available to PRCS personnel. Additional coordination is required.
      7. The Service Provider shall have its written confined space entry program available at the worksite and post the confined-space entry permit at the point of entry.
      8. Upon completion of PRCS entry operations, provide a copy of the closed permit(s) to the Boeing Onsite Activity Representative.
      9. The Service Provider will debrief the Boeing Onsite Activity Representative after the conclusion of PRCS entry operations. This debrief shall include:
         * information regarding the confined space program shall be followed and
         * any hazards confronted or created in confined spaces during entry operations.
   8. **Fall-Protection Program**
      1. A fall protection work plan is required when fall protection systems including, but not limited to, anchorage points, static lines, lanyards, and full body harnesses must be utilized because fall hazards cannot be eliminated through the use of passive systems such as guardrails.
      2. All fall-protection equipment and devices shall meet American National Standards Institute (ANSI) Z359 standards.
      3. The Service Provider shall provide all necessary fall protection equipment to its employees.
      4. The Service Provider shall inspect and maintain its fall protection equipment and shall promptly remove any fall protection equipment found to be defective.
      5. Before considering the use of material handling equipment to lift personnel, the Service Provider shall consult with the Boeing Onsite Activity Representative. Additional coordination is required.
      6. Service Providers must have measures in place to protect personnel in the area of elevated work from hazards resulting from dropped tools, work materials, etc. This may include the use of barricades, spotters, and nets. The inclusion of tool and parts control/inventory provisions in the project-specific safety plan may be required. Contact the Boeing Onsite Activity Representative for more information. Additional coordination is required.
      7. When the Service Provider personnel utilize personal fall protection equipment, the Service Provider must have a documented fall protection rescue plan. Service Provider fall protection rescue plans must be available for Boeing review upon request.
      8. Prior to accessing rooftops, the Service Provider shall coordinate access with the Boeing Onsite Activity Representative. Authorized Service Provider personnel may only enter approved areas of rooftops necessary to perform the Service Provider’s scope of work. Additional coordination is required.
      9. Before accessing a roof, the Service Provider must have a fall protection work plan identifying the area of the roof where work will be occurring and describing the required safeguards for employees. The Service Provider will make the plan available to Boeing for review upon request.
   9. **Ladders and Scaffolding**
      1. Ladders shall be in good condition and used as intended (e.g., do not use portable A-frame step ladders as straight ladders).
      2. Portable metal ladders shall not be used for electrical work. The use of metal ladders is completely prohibited at some Boeing sites. Contact the Boeing Onsite Activity Representative prior to use.
      3. Ladders shall not be used in front of doorways without posting or otherwise protecting the area.
      4. Scaffolds will have an inspection/certification tag affixed to the scaffold prior to use.
      5. Scaffolding systems shall be erected and regularly inspected by a competent person. All scaffolding shall have work platforms fully planked; all braces, access ladders, proper guardrails, and toe boards must be installed. Where items may fall onto personnel working or passing below, safety netting shall be provided.
      6. During scaffolding erection, dismantling, and use, all employees shall be fully protected from fall hazards.
   10. **Work Permits**
       1. There may be additional site-specific permit and licensing requirements other than those specified in this document. Check with the Boeing Onsite Activity Representative for further clarification. Additional coordination is required.
   11. **Foreign Object Debris / Foreign Object Damage**

Foreign Object Debris (FOD) is any substance, debris, or article that could find its way into a product system (e.g., aircraft, radar system, satellite, launch system, etc.) and cause damage. Service Providers shall take the following steps to prevent Foreign Object Damage:

* + 1. Prior to performing work within a FOD area, Service Providers must coordinate activities with the Boeing Onsite Activity Representative. Additional coordination is required.
    2. Follow any posted FOD requirements when working in a FOD Critical, FOD Control, or FOD Awareness area.
    3. Maintain accountability for all tools, construction materials, hardware, and personal items brought into work areas.
    4. Properly contain and secure tools, construction materials, and hardware, to prevent them from falling off carts, being moved by weather events, or otherwise migrating into production systems.
    5. In FOD critical areas food and beverages and/or the consumption of food and beverages are PROHIBITED.
    6. In Non-Critical FOD Awareness areas, beverages are permitted but they shall be in Non-Spill proof drink containers. However, food consumption is not authorized in any FOD designated areas.
    7. Pick up any dropped tools, debris, or other objects promptly.
    8. Clean up and remove trash, scrap, excess materials, and other debris at least daily.
    9. Immediately report missing/lost tools and other items to the Boeing Onsite Activity Representative.
    10. When work involves loose material (i.e., concrete, asphalt, gravel, dirt, etc.) that can migrate onto product system traveled surfaces or factories where production systems are manufactured, construct FOD barriers as necessary to surround the work area, contain all debris, and sweep up the area of any loose debris daily.
  1. **Crane Operations**
     1. General

1. Service Providers must coordinate all crane operations with the Boeing Onsite Activity Representative, including material deliveries and hoisting operations. Additional coordination is required.
2. The Service Provider shall provide and use cranes and rigging that have been proof loaded and have required certifications available at the job site.
3. Service Providers must provide, upon request, evidence of crane safety training for the specific equipment to be utilized in accordance with Section 4.19.
4. All crane operations must conform to ASME (American Society of Mechanical Engineers) P30 Planning Standards and the ANSI/ASME B30 Safety Standards.
   * 1. Overhead Cranes
5. Service Providers shall obtain approval from the Boeing Onsite Activity Representative and schedule any work requiring access to and use of Boeing overhead cranes and crane space, work adjacent to Boeing overhead cranes, or workaround Boeing overhead cranes. These activities may require the installation of bridge-crane rail tops, or inactivation of bridge cranes to preclude collision with Service Provider equipment. Hazardous energy control requirements are found in Section 4.8, Control of Hazardous Energy. Additional coordination is required.
6. Mechanical, electronic or other approved crane stop systems shall be installed in front and behind personnel while they are

working in an elevated position, or while they are making a lift of materials through the crane travel zone, to protect them from the crane they may be working on and from any other crane entering from another area or adjacent bay.

* + 1. Mobile Cranes

1. Service Providers shall obtain written approval from the Boeing Onsite Activity Representative prior to the use of a mobile crane greater than 200 feet in height and whenever the crane would be used within 20,000 feet of an airport or flight line. Additional coordination is required.
2. Service Providers shall provide and use cranes and rigging that have been proof loaded and Service Providers shall have all required certifications available at the job site.
3. Lift plans are to be provided to Boeing upon request.
   1. **Utility Shutdowns**

Service Providers shall minimize service interruption during unavoidable utility shutdowns. Service Providers shall submit utility shutdown requests to the Boeing Onsite Activity Representative a minimum of two weeks before the requested date of the utility shutdown or as soon as it is known to be required. Additional coordination is required.

* 1. **Joint Occupancy Issues (Occupied Work Areas)**
     1. The Service Provider shall cooperate and coordinate work with Boeing and other Boeing Service Providers so all work may be promptly and properly performed without undue interference or delay. The Service Provider shall afford Boeing and other Boeing Service Providers reasonable opportunity for the execution of their work. Contact your Boeing Onsite Activity Representative for additional assistance. Additional coordination is required.
     2. For work in close proximity to Boeing personnel, Boeing products, or other non-Boeing persons, a joint project-specific safety plan may be required. Contact your Boeing Onsite Activity Representative for more information. Additional coordination is required.
  2. **Training**
     1. The Service Provider shall ensure that all of its employees are properly trained and hold regulatory-required certifications for all jobs and tasks that require specific training and/or competency to meet all applicable federal, state, and local regulations prior to conducting work for Boeing.
     2. All Service Provider employees shall be trained in, and be knowledgeable of, the Service Providers’ Project Specific Environmental, Health, and Safety Plan.
     3. The Service Provider shall submit to Boeing, on request, validation of the training received by Service Provider employees.
     4. Service provider employees must receive information/orientation as necessary to comply with site-specific requirements.
  3. **Radiation Safety**

Written approval must be obtained through the Boeing Onsite Activity Representative before any of the following activities occur. Additional coordination is required when the following is to be brought onsite:

* + 1. Licensed radioactive material (e.g., gamma radiography equipment, moisture density gauges, etc.) is brought onsite.
    2. Class 3b or 4 lasers (as indicated by the label on the equipment) are brought onsite.
    3. Radiofrequency sources capable of exposing personnel above OSHA limits are brought onsite.
    4. Machines that produce x-rays (x-ray machines, XRF units, etc.) are brought onsite.
    5. Service Providers work in any area restricted for purposes of radiation protection.
    6. Service Providers work with any radioactive material possessed under a Boeing license.
  1. **Traffic Control**
     1. When delivering and receiving material, Service Providers shall ensure that traffic controls are in place, including flaggers, truck waiting areas, staging areas, and appropriate traffic guidance signs.
     2. If at any time a road or other traffic hazard (e.g., obstructions, poor lighting, etc.) exists that impacts drivers, pedestrians, or material handling activities, Service Provider must place obvious warning devices in order to alert affected people/vehicles approaching the hazard. These warning devices shall remain in place until the hazard is mitigated. For all traffic control issues, coordinate with your Boeing Onsite Activity Representative. Additional coordination is required.
  2. **Explosives (Class 1) and Explosive Containing Devices (ECD’s)**

*Note: This does not apply to ammunition or powder-actuated tools.*

ECD’s are devices, regardless of a hazard class, that contains an explosive such as fire extinguishers (halon bottles), or other articles during their installation or removal.

* + 1. Before bringing an explosive or ECD onto Boeing property, Service Providers must prepare an explosives safety plan and work instructions for use of the explosive and/or ECD, and provide the plan and instructions to Boeing upon request.
    2. Prior to the commencement of explosives work, coordinate with the Boeing Onsite Activity Representative. Additional coordination is required.
  1. **ENVIRONMENTAL**
  2. **ISO 14001 Environmental Management System (EMS)**
     1. Service Providers at Boeing facilities that are ISO 14001 certified must ensure that their employees are made aware of the Boeing Environmental Policy and written procedures established for activities, products, and services necessary to protect the environment. The following is the Boeing Environmental Policy Boeing is committed to:
        + Conduct operations in compliance with applicable environmental laws, regulations, and Boeing policies and procedures.
        + Prevent pollution by conserving energy and resources, recycling, reducing waste and pursuing other source reduction strategies.
        + Continually improve our environmental management system.
        + Work together with our stakeholders on activities that promote environmental protection and stewardship.
     2. Service Providers must be familiar with and comply with the Boeing Environmental Policy and have knowledge of how their actions may impact the environment and the consequences of not following proper procedures.
     3. For more information on the ISO 14001 program contact your Boeing Onsite Activity Representative.
  3. **Hazardous Materials**
     1. Hazardous materials stored on Boeing sites shall be labeled, stored under cover, in containment, and be segregated with regard to material compatibility. Storage areas must be approved by the Boeing Onsite Activity Representative. Additional coordination is required.
     2. Secondary containment must be provided for operations involving the transfer (e.g., pouring, pumping, or dispensing) of hazardous materials.
     3. A utilization report may be required at some locations for hazardous materials that are brought on site. Verify requirements with the Boeing Onsite Activity Representative. Additional coordination is required.
     4. Keep containers closed when not in use.
     5. No lead or asbestos-containing materials are permitted to be brought on-site, without prior approval by the Boeing Onsite Activity Representative. Additional coordination is required.
     6. Powder-Actuated Tools - Only lead-free cartridges may be used.
     7. When bringing hazardous materials onto a Boeing site, notify the Boeing Onsite Activity Representative. Additional coordination is required.
  4. **Waste Handling and Disposal**
     1. If Service Provider activities generate hazardous or solid waste, coordinate with the Boeing Onsite Activity Representative. The service provider must develop a written plan for managing waste to the Boeing Onsite Activity Representative upon request. Additional coordination is required.
     2. Hazardous Waste:
        + Boeing disposes of all hazardous waste, including universal waste, used oils, etc. that is generated on its property, regardless of the party that generates the waste. Service Providers shall not take hazardous waste off-site. If the Service Provider needs assistance with hazardous waste management, establishing a waste accumulation point, or complying with hazardous waste regulations, contact the Boeing Onsite Activity Representative.
        + All hazardous waste generated by the Service Provider shall be properly segregated, containerized, and labeled by the Service Provider, as directed by the Boeing Onsite Activity Representative. Additional coordination is required.
        + Keep all waste containers closed between waste additions to containers.
        + Monitor your waste stations on a daily basis. Inspect the stations for leaks and full containers of waste. Report any issues such as spills, bulging containers, etc. to the Boeing Onsite Activity Representative.
        + When a waste drum becomes full, it must be immediately removed from the work site as directed by the Boeing Onsite Activity Representative. Additional coordination is required.
        + If managing hazardous waste in an “accumulation area”, a container must not accumulate waste for more than 60 days after the date shown on the hazardous waste label affixed to the container.
        + Never dump or discharge hazardous waste into storm drains, building sanitary sewer drains, restrooms, or solid-waste containers.
     3. Non-hazardous waste: (as defined by federal or state regulation)
        + Follow non-hazardous waste disposal policies as communicated by the Boeing Onsite Activity Representative. These policies cover construction debris, waste minimization, and recycling. Additional coordination is required.
  5. **Suspect Materials**
     1. Asbestos Awareness
        + Notify the Boeing Onsite Activity Representative prior to conducting activities that may disturb asbestos. Additional coordination is required.
        + Boeing project locations may contain asbestos-containing materials. Prior to the start of work, obtain a written asbestos determination/survey from the Boeing Onsite Activity Representative regarding the presence or absence of asbestos-containing materials (ACM) associated with the work.
        + Abatement of all ACM affected by the project shall be coordinated by the Boeing Onsite Activity Representative. Additional coordination is required.
        + If, after the project commences, the Service Provider discovers a possible asbestos disturbance, new suspect materials, or there is a change in the scope of work or affected area of work, stop work immediately and notify the Boeing Onsite Activity Representative. Work shall remain stopped until a resolution can be coordinated by the Boeing Onsite Activity Representative. Additional coordination is required.
     2. Lead Awareness
        + Notify the Boeing Onsite Activity Representative prior to conducting activities that may disturb lead. Additional coordination is required.
        + All painted surfaces are presumed to contain lead unless determined otherwise.
        + Lead can be found in a variety of different products, such as greases, solders, sealants, paints, coatings, lead shielding in walls and around tables, lead pipes, ceramic tile glaze, and counterweights.
        + Operations or processes that may cause lead exposure include but are not limited to:
          - Spray painting with paints containing lead.
          - Grinding, sanding, or welding on lead-based paints.
          - Soldering activities.
          - Demolition of oxidized lead shielding.
        + Lead-containing paint shall be removed before Service Provider proceeds with any grinding, sanding, or welding activities.
        + Never use compressed air to remove lead dust.
        + All lead-abatement activities are coordinated through the Boeing Onsite Activity Representative. The Service Provider shall prepare a written plan for lead abatement activities and provide that plan to Boeing upon request. Additional coordination is required.
        + If, after the project commences, the Service Provider discovers a possible lead-containing material disturbance or new suspect material, work shall stop immediately until the Boeing Onsite Activity Representative can determine the next course of action.
     3. Soils and Remediation
        + Final disposition of all soil shall be coordinated through the Boeing Onsite Activity Representative. Additional coordination is required.
        + Immediately contact the Boeing Onsite Activity Representative listed at the front of this document if you notice contaminated soil or water during excavation activities. Watch for fuel and solvent smells, visible oil sheen, and other indications of contamination. Stop work immediately until the Boeing Onsite Activity Representative can determine the next course of action.
  6. **Air Quality**
     1. If Service Provider activities may produce emissions of any air pollutant, the Service Provider must develop a written plan for minimizing these emissions and provide this plan to the Boeing Onsite Activity Representative upon request. Additional coordination is required.
     2. The Service Provider shall not emit any air contaminant in sufficient quantities and of such characteristics and duration that is likely to be injurious to human health, plant or animal life, or property, or which unreasonably interferes with the enjoyment of life or property. Contact the Boeing Onsite Activity Representative if you are not sure your activity falls in this category.
     3. Open burning is strictly prohibited.
     4. Minimize idling of equipment whenever possible.
     5. Vehicles and equipment shall not leave the work site coated with dust, dirt, or mud.
     6. Truckloads and roll-off containers with loose materials shall be covered. The Service Provider shall take appropriate measures to prevent drag-out and fugitive emissions.
     7. All Service Providers shall take measures to prevent overspray and airborne emissions from painting and blasting operations from depositing on adjacent buildings and automobiles. Any such deposits must be swept up immediately.
     8. Abrasive blasting and spray-painting operations shall be performed inside a booth designed to capture the blast grit or overspray. Outdoor blasting or painting of structures or items too large to be reasonably handled indoors shall employ control measures, such as curtailment during windy periods, and enclosure of the area being painted or blasted. Contact the Boeing Onsite Activity Representative for specific requirements before starting outdoor blasting or painting activities. Additional coordination is required.
     9. For grade-and-fill operations associated with construction and demolition projects, employ water spray as needed to prevent visible dust emissions. The application of water for dust control that does not infiltrate into the ground must be contained by use of the approved erosion and sediment controls.
     10. Airborne and blowing dust and debris shall be controlled. The Service Provider is responsible to obtain any necessary dust control permits. Contact the Boeing Onsite Activity Representative before the start of any activity that may generate dust.
     11. All material that contains volatile organic compounds (VOC), such as paints, coatings, sealants, or resins that are to be used shall be pre-approved through the Boeing Onsite Activity Representative. Additional coordination is required.
     12. If internal combustion engines or equipment using refrigerants are brought onsite (e.g., emergency generators, temporary boilers, freezers) additional permitting or record-keeping may be required. Use of this type of equipment shall be pre-approved through the Boeing Onsite Activity Representative. Additional coordination is required.
  7. **Water Quality**
     1. If Service Provider activities may produce wastewater, or if the Service Provider may handle hazardous materials in an area that may be exposed to stormwater, the Service Provider must develop a written plan for handling such wastewater or stormwater. This plan must be provided to the Boeing Onsite Activity Representative upon request. Additional coordination is required.
     2. Wastewater, including, but not limited to, concrete slurry, water from dewatering, cooling water, and stormwater, shall be handled in accordance with instructions from the Boeing Onsite Activity Representative or the Service Provider’s written wastewater plan.
     3. Never pour any liquid into a storm drain. Potable water or fire hydrant water cannot be discharged to a storm drain without written permission provided through the Boeing Onsite Activity Representative. Additional coordination is required.
     4. Do not use a hose or pressure washer to clean pavement unless the resulting wastewater can be contained. Alternative methods, such as sweeping, shall be used.
     5. No vehicle, equipment, or building washing is permitted outside without prior approval from the Boeing Onsite Activity Representative. Contact your Boeing Onsite Activity Representative for additional assistance. Additional coordination is required.
     6. Equipment and vehicles shall be maintained in good working order to prevent leakage of fluids (e.g., fuel, hydraulic fluids, and antifreeze). Methods to prevent and contain leaks must be implemented by the Service Provider (e.g., drip pads).
     7. Sanitary sewage and industrial wastewater shall be disposed of in accordance with instructions from the Boeing Onsite Activity Representative. Additional coordination is required.
     8. Store all hazardous materials and hazardous waste (including contaminated demolition debris) in a covered and contained area to prevent possible stormwater or soil contamination. The containment shall be large enough to hold 110% of the volume of the largest container. This applies to materials and waste that are both hazardous and non-hazardous in nature.
     9. Implement the Boeing-approved Best Management Practices (BMP’s) as needed, to prevent stormwater contamination, such as, but not limited to, silt fences, tarps for rain covers, and drain covers. Approved BMPs are available from the Boeing Onsite Activity Representative. Additional coordination is required.
     10. When a Stormwater Pollution Prevention Plan (SWPPP) is required:
         + The Service Provider will submit an SWPPP to the Boeing Onsite Activity Representative. Additional coordination is required.
         + A copy of the site Construction General Permit, SWPPP, and National Pollution Discharge Elimination System (NPDES) General Permit must be kept at the construction site at all times during construction and prior to notification from the agency that the NPDES permit has been terminated. Note: Coordinate with Boeing Onsite Activity Representative to ensure all required permits have been obtained and are posted.
         + The Service Provider shall maintain a site logbook that contains a record of the implementation of the SWPPP and other permit requirements including the installation and maintenance of BMPs, site inspections, and stormwater monitoring.
     11. Refueling and mobile equipment repair shall be conducted away from storm drains and waterways. Refueling over unpaved areas must be fitted with temporary containment or spill control. Spill clean-up materials shall be staged on-site, in well-marked containers, and insufficient quantity and locations to respond to spills such as hydraulic equipment leaks.
     12. Portable toilets must be secured as necessary to prevent them from being blown or knocked over and must be leak-free, maintained in good working order, and located at least 100 feet from any waterway or stormwater conveyance structure. Portable toilets must be serviced by a permitted company and cannot be dumped at the site.
     13. Additional water quality information is provided in Section 6.29

# ST. LOUIS REGION SITE-SPECIFIC REQUIREMENTS

The following provisions identify additional obligations for Service Providers when performing work at the Boeing Defense, Space & Security Facilities in the St. Louis Region.

These requirements supplement but do not replace, other applicable requirements in contracts and agreements between Boeing and the Service Provider; provisions of the Service Provider’s project-specific Safety plan; and applicable laws and regulations. Additionally, the Service Provider must comply with the following:

* + - The Service Provider must review and comply with all safety requirements of Boeing’s ISO 45001 Occupational Health and Safety Management Systems Policy.
    - The Service Provider must review and comply with all environmental requirements of Boeing’s ISO 14001 Environmental Management System Manual.

The Service Provider must comply with all applicable federal and Missouri State regulations. Where a Boeing requirement exceeds/is more stringent than the applicable federal or Missouri State requirement, the Service Provider must comply with the Boeing requirement.

If the Service Provider is not sure whether a particular requirement applies to the work being performed, or believes that two or more applicable requirements may conflict with each other, the Service Provider must immediately inform the Boeing Onsite Activity Representative (OAR) to resolve questions about the requirements.

# Definitions

1. **Boeing Onsite Activity Representative (Boeing OAR)**

The Boeing employee who has been designated to oversee and monitor Service Provider activities for the Using Organization. The term Onsite Activity Representative is not a job description – it is a functional title only. The following personnel often serve as OAR for Service Provider activities: Project Engineer, Project Administrator, Construction Management, Contract Administrator, Maintenance Analyst, etc.

# Electronic Devices

Electronic devices include cell phones, smartphones, notebooks, tablets, portable music players such as iPods & MP3 players, headphones and earbuds used for music, gaming devices, video, helmet cameras, pagers, radio players, two-way radios, etc.

# Emergent Work

Emergent work is primarily performed by Equipment Maintenance and Supplier Management. It is characterized by short notice for the needed work to be performed and limited project duration. This type of work can be on a contract with a recurring service provider or a new Service Provider that provides very specialized services.

1. **Forklift Operating Zones**

A zone designated for the use of forklifts where controls effectively separate pedestrians and vehicle traffic from the forklift activity. A Forklift Operating Zone can be permanent or temporary.

# Planned Work

Planned work is primarily performed by Equipment Engineering and Construction Management. It is characterized by long notice, longer project durations, larger scope, multiple Boeing OAR’s, and possibly sub-contractors of a Boeing Service Provider.

# Project Specific Safety Plan

A written plan developed by the Service Provider that identifies project-specific environmental, health, and safety hazards, and the processes, procedures, and safeguards used to control these hazards. Plans may cover a single job or a group of similar or related jobs.

# Safety Zone

# A Safety Zone is a location where employees typically face fewer risks of workplace hazards of injury. Use of personal electronic devices is permitted in Safety Zones.

# St. Louis Site Visitor Guide :

# The St. Louis Site Visitors guide shall be used when ensuring Service Provider personnel and subcontractors are aware of the requirements of this manual. This guide is available from the Boeing Onsite Activity Representative and the St. Louis Badge Office.

# Contact Information and Reporting Requirements

1. **Boeing On-Site Activity Representative (OAR)**
   1. Prior to beginning work on a project at the Site, the Service Provider must obtain the name and contact information of the Boeing OAR.
   2. Maintain contact and update the status of activities with the Boeing OAR throughout the duration of the project.
2. **Emergency Reporting**
   1. In the event of an emergency (e.g., workplace injury, environmental spill, etc.), the Service Provider must immediately report the emergency to Boeing Emergency Services **at (844) 898-6644**.
   2. When reporting an emergency, the Service Provider should be prepared, to the extent possible, to report the location (including building, floor, room, column, and the nearest door), the incident type, the nature of injuries, and the severity of injuries.
   3. Your assistance may be needed to direct Boeing Security to the location of the emergency. Do not end the call until instructed to do so by Boeing Security.
   4. The Service Provider must report all spills of hazardous materials and/or hazardous waste to Boeing EHS **at (844) 898-6644** to the Boeing OAR, and to Site Security Services
   5. The Service Provider is required to follow all emergency provisions included in the Service Provider’s project-specific/site-specific safety plan.
   6. See the inside front cover of this Service Provider Manual for additional requirements related to emergency reporting.
   7. The OAR is required to submit hazard, near-miss, incident, injury, and spill reports on behalf of the Service Provider.
   8. An incident report using the Service Provider’s standard form(s) must be submitted to the OAR who will input the incident into the Enablon Incident Reporting System attaching the Service Provider report.
3. **Injury and Near Miss Reporting**
   1. The Service Provider must immediately notify the OAR, who has the responsibility to notify St. Louis Site EHS, Boeing Operations, and/or the Boeing Procurement Agent regarding incidents that:

* Require an ambulance, security or fire department response,
* Result in the hospitalization of one or more employees
* Lead to amputation or loss of an eye
* Involve aircraft or property damage that may have safety or environmental implications.

1. **Non-Emergency Boeing Security and Fire Protection Reporting** 
   1. For access issues (e.g., locked door, aisle blockage, etc.) the Service Provider should contact Non-Emergency Boeing Security at **(314) 232-2821**.
   2. To report a fire the service provider should contact the site Fire Department **at (844) 898-6644**.
   3. The Service Provider must provide unimpeded access to their work areas during business and off-shift hours to agents of the company conducting authorized tasks.

# Area Access

# Some locations require additional access control for safety or security reasons. Primary controls are training and the use of badge cards to identify trained/allowed personnel. Coordinate with the Boeing Onsite Activity Representative.

# Use the Non-Emergency Boeing Security and Fire Protection contact number at (314) 232-2821 for access information in areas that are locked or temporarily closed.

# Service Providers must provide unimpeded access to their work areas during business and off-shift hours to agents of the company conducting authorized tasks (i.e. safety investigations, security control, emergency services, maintenance groups, etc.). The methodology of providing access during business and off-shift hours to these groups should be coordinated through the Boeing Onsite Activity Representative. This does not apply to bystanders or general Boeing employees.

# Chemical Processing areas, areas with barricades, fixed guarding, or restrictive access signage (i.e. chemical processing areas) have specific requirements that need to be fulfilled prior to entrance.

# All Final Assembly Areas – Buildings #67 & #101

# Complete the Final Assembly Access Nomination Form

# Complete the Final Assembly Security Briefing

# Electro Static Discharge (ESD) Training - My Learning course #75736 and #75737

# Flight Ramp Access – Building #75

# Complete the B75 Access Form

# Electro Static Discharge (ESD) Training - My Learning course #75736 and #75737

# Complete the Building 75 Aircraft Delivery Service Center Security and Safety Briefing.

# Badging

1. Service Providers must obtain and visibly display a Boeing identification badge on outer apparel above the waist with face-side visible on the front of the outermost garment while on Boeing property.
2. All badges are issued at the Badging center which is located at Building #921, 163 James S. McDonnell Blvd., St. Louis, MO. 63042. The Badge Office is open Monday – Friday 7:00 a.m. to 3:15 p.m.
3. To obtain a temporary badge, the badge recipient must complete the Non-Boeing Badge request at minimum 5 business days prior to coming onsite as well as presenting one of the following documents to gain unescorted access to the site:
   * Enhanced Driver’s License
   * United States Passport or Passport Card
   * Certificate of U.S. Citizenship (Form N-560 or N-561)
   * Certificate of U.S. Naturalization (Form N-550 or N-570)
   * U.S. Permanent Resident Card (Form I-551)
   * Non-U.S. Passport with unexpired temporary I-551 Stamp
   * Certification of Birth Abroad (Form FS-545)
   * Certification of Report of Birth (Form DS-1350)
   * Consular Report of Birth Abroad (Form FS-240) issued by the U.S. Department of State
   * Original or certified copy of U.S. birth certificate issued by a State, county, municipal authority, or territory of the U.S. bearing an official seal (Puerto Rican birth certificate issued on/after July 1, 2010)

Non-Employee Badge Request

# Non-employees at Boeing include contractors, consultants, Construction workers, and others who are not Boeing direct hires.

# A non-employee may obtain either an “Escort-Required” or “No Escort Required” badge.

# “Escort-Required” badges require a Boeing employee or other Authorized person to physically escort the visitor at all times during the visit. Non-Employees are not authorized to escort for service work. Escorts must remain with the visitor at all times per PRO-2777, Non-Employee Control and Identification. The escorts must also complete the Boeing Escort Training to be authorized as an escort

# “No Escort Required” badges must be sponsored by a Boeing Manager OAR, or authorized employee

# Non-employees may be issued a Boeing SecureBadge if their Boeing OAR/manager/sponsor approves this based on the frequency and requirements of their business (2+ days a week at a minimum for the duration of a year).

# Those non-employees who have Secure Badge’s, which allow for unescorted access to Boeing sites, are required to undergo a background screening in order to work at any Boeing facility within the United States per BPI-5687, Non-Employee Background Screening for Unescorted Access.

# Badge Requests must be received in the Badge Office five (5) days prior to the start of the assignment.

# Non-employee’s must report to the Badge Office for their new badge within 6 months or the request will be canceled and new paperwork required.

# Secure Badge’s must be returned upon termination of the non- employee’s onsite business.

# Lost or stolen badges must be immediately reported to the Boeing St. Louis Badge office at [DL-StLouisBadgeOffice@exchange.boeing.com](mailto:DL-StLouisBadgeOffice@exchange.boeing.com)

# Secure Badge’s and Paper Badges must be removed immediately upon exiting the facility and stored in a safe location. Badges are not authorized to be stored in vehicles.

# Vehicles and Mobile Equipment

# Due to the large and complex nature of the St. Louis site, vehicle and pedestrian safety is an important safety focus area.

# Any driver operating a licensed vehicle shall be in possession of a valid driver’s license at all times. Necessary training requirements shall be current for the type of vehicle being used.

# All drivers of a vehicle MUST yield the right-of-way to pedestrians in marked crosswalks

# Use shuttle stops, vanpool pullouts, and marked parking areas to load/offload passengers.

# Drive only within designated traffic lanes.

# Park only in designated areas. Do not park in any Red Square, White Square with text, or numbered stalls. These areas are subject to towing for non-authorized vehicles. Service Providers should coordinate with the Boeing Onsite Activity Representative to identify authorized parking locations and obtain appropriate windshield passes or credentials.

# All drivers of vehicles are responsible for ensuring the vehicle’s emissions do not exceed state standards and for ensuring that the vehicle is in safe operating condition prior to driving the vehicle. This includes ensuring that anything towed is also in safe operating condition.

# All drivers of vehicles shall move their vehicles to the right, out of the aisle, diving lanes, roadways, etc., when an emergency vehicle is approaching with emergency lights flashing, and sirens sounding. Vehicle drivers must stop their vehicle and remain there until all emergency equipment has cleared the area.

# Speed Limits

# Vehicles shall not be operated in excess of the following maximum allowable speed limits (weather, lighting, and poor driving conditions permitting):

# Inside buildings 5 mph.

# Parking lots 10 mph.

# Roads inside the fence line is 15 mph.

# Aircraft ramps 10 miles per hour in non-congested areas.

# Driving Lanes

# Driving lanes are considered a traveled path roadway designated for use by a single line of vehicles, to control and guide drivers and reduce traffic conflicts. The majority of driving lanes at the Everett site are two lanes, one lane for each direction of traffic flow and separated by lane markings.

# Use only marked vehicle transportation lanes. Material handling lanes are for the exclusive use of material handling equipment (Forklifts, Large Cargo Loader, Straddle Carrier, etc.). Personal and company vehicles, including service vehicles and electric carts, are NOT authorized to use the material handling lanes.

# Vehicle travel inside the buildings is limited to reduce congestion and potential pedestrian interaction incidents. Vehicles are to only be operated inside the buildings when performing essential and authorized work functions.

# Parts must travel through established drive lanes and approved routes.

# Parts staging is unauthorized in North/ South Aisles, fire lane aisle intersections, and pedestrian paths.

# Two-lane transportation aisles: one lane will always be left open to allow emergency vehicle flow.

# Proper infrastructure must be in place to support the vehicle (ex; power hookups, required space, utility clearance)

# Fire Lanes

# Emergency responders supersede all production support when responding to emergency situations. Clear passageways are critical to ensure dispatched emergency responders are able to provide timely medical, security, and fire response.

# All other fire lanes are marked by 4” inch red paint striping running parallel to the roadway.

# Obstruction of a fire lane is never authorized. Any blockage or nonstandard movement along fire lane transportation aisles must be communicated to Fire & Security and Boeing Onsite Activity Representative. Additional coordination is required.

# Traffic Signs and Traffic Control Devices

# All traffic signs, lanes, signals, and control devices will be obeyed, unless directed otherwise by Security Operations personnel. When traffic signs or control devices are not present, general highway rules apply.

# Overhead Doors and Doorways

# All drivers of vehicles will come to a complete stop before passing through doorways. Vehicles shall not pass under any overhead door that is in motion.

# Proper Protective Equipment

# All drivers and passengers onboard non-enclosed vehicles (including scooters without doors) are required to wear Safety glasses when inside the factory.

# All drivers and passengers onboard enclosed vehicles will be required to wear safety glasses when they get outside of the vehicle or when windows are down.

# Cell Phones Listening Devices and other Electronic Devices

# All drivers will NOT wear portable headphones, earphones, or other listening devices while operating a vehicle unless such are required to perform their job.

# Passengers

# The number of passengers will be limited to the designated/designed seating capacity and seatbelts. Passengers shall sit on a seat that is firmly attached to the vehicle.

# All passengers must remain seated and no part of any passenger’s body is to protrude outside the perimeter of the vehicle

# Pedestrian Safety Requirements

# Stay within the marked pedestrian path, walkways, and crosswalks where available. If not marked, pedestrians shall walk to the outside of the aisle.

# Allow vehicles to come to a stop before stepping into marked crosswalks.

# Do not use roll-up doors intended for vehicle/equipment use. Exceptions maybe granted for employees acting as spotters for equipment and/or material entering or exiting the buildings. Coordinate with the Boeing Onsite Activity Representative.

# Look both ways before stepping into a transportation aisle or crosswalk. DO NOT assume the vehicle operator will yield the right-of-way to pedestrians into marked crosswalks. Yield right-of-way to emergency vehicles and airplanes.

# Use of portable electronic devices is prohibited while in motion. Pedestrians are required to stop movement and ensure safe surroundings before use

# Project Specific Safety Plans (supplement to section 4.4)

# Service Providers are required to have a written plan developed and submitted to the Boeing Onsite Activity Representative who must ensure that the plan is reviewed by the St. Louis Site EHS and affected parties. Plans may cover a single job or a group of similar or related jobs.

# If the work statement or conditions change, such that different hazards are anticipated, a revised plan must be submitted to the Boeing Onsite Activity Representative, who must ensure that the plan is reviewed by the St. Louis Site EHS and other affected parties.

# This plan should include a brief description of:

|  |  |  |
| --- | --- | --- |
| * The Task(s) to be performed by Service Provider | * Project-specific environmental hazards | |
| * Project-specific health hazards | * Project specific safety hazards | |
| * Process to control hazards | * Procedures to control hazards | |
| * Safeguards used to control hazards |  |

# Safety and Expectations Training (supplement to section 4.19)

# All employees and sub-contractors of the Service Provider must be trained on The Boeing Company’s safety, health, fire, security, and environmental requirements before performing any work on Boeing property.

# Service Providers are required to provide each employee or sub-contractor with this Boeing Service Provider Manual.

# Any employee of the Service Provider not trained will not be able to work until the training has been completed and documented.

# All employees and sub-contractors of the Service Provider must be trained on The Boeing Company’s safety, health, fire, security, and environmental requirements before performing any work on Boeing property.

# Contractors whose employees perform specific tasks [housekeeping, material handling (including but not limited to loading and unloading), storage and staging of all operational, maintenance, storage, and cleaning areas] or who could impact stormwater quality will provide stormwater training to their employees. Contractors will provide training rosters showing all employee storm water training completions to the OAR. The OAR will provide completed training rosters to EHS.

# Contractors will provide Spill Prevention Control and Countermeasures (SPCC) training to employees who handle oil or oil products. Oil means oil of any kind or in any form, including, but not limited to: fats, oils, or greases of animal, fish, or marine mammal origin; vegetable oils, including oils from seeds, nuts, fruits, or kernels; and, other oils and greases, including petroleum, fuel oil, sludge, synthetic oils, mineral oils, oil refuse, or oil mixed with wastes other than dredged spoil. Contractors will provide training rosters showing all employee SPCC training completions to the OAR. The OAR will provide completed training rosters to EHS.

# Any employee of the Service Provider not trained will not be able to work until the training has been completed and documented.

# Service Provider‘s Employees violating Boeing requirements and terms and conditions of the contract are subject to removal from the site and/or disciplinary action.

# Secure-badged Service Providers must receive, “Escorting within Boeing Overview (75238) training” prior to escorting any visitors on Boeing premises.

# Planned Work Requirements

# Planned work allows for a more measured and thorough approach to notifying Service Providers of local hazards and the Service Provider notifying the Boeing OAR of potential hazards that their activities can create. Work that is generally classified as planned work is mostly conducted by Equipment Engineering and Construction Management.

# The following process has been developed for planned work:

# The Boeing OAR is responsible for providing the Service Provider with a copy of the Boeing Service Provider Manual, ensuring that the Service Provider understands the requirements, and providing clarification when needed.

# The Boeing OAR will invite the Service Provider to an onsite Pre- Work Meeting with affected stakeholders. Stakeholders may be Boeing Fire and Security, EHS, Engineering, representatives from the Business Unit, Subject Matter Experts, and other impacted individuals.

# The Boeing OAR shall follow a prepared agenda that covers site-specific hazards, non-obvious hazards, and as needed, distribute copies of the Boeing Service Provider Manual to the Service Provider.

# Prior to, but no later than, the Pre-Work Meeting, the Service Provider will submit their PSP for review by the Boeing OAR.

# The Boeing OAR will submit to the stakeholders, such as EHS for review.

# Work may not be performed until the PSP has been fully reviewed and all inconsistencies have been addressed.

# The PSP does not relieve the Service Provider or the Boeing OAR from any State or Company requirements that are set forth within the contract of the Boeing Service Provider Manual.

# Emergent Work Requirements

# It is recognized that the time constraints and the narrow scope of emergent work usually do not allow nor require detailed levels of pre- task planning. To adequately communicate local hazards to the Service Provider and the Service Provider to communicate potential hazards that they can create, the following process has been developed.

# This process will be used for work that is classified as Emergent Work which is mostly conducted by Equipment Maintenance and Supplier Management. Boeing OAR’s other than Equipment Maintenance and Supplier Management that believe it would be appropriate to use this process must coordinate with their supporting EHS professional for concurrence.

# The Boeing OAR is responsible for providing the Service Provider with a copy of the Boeing Service Provider Manual, ensuring that the Service Provider understands the requirements, and providing clarification.

# Personal Protective Equipment (PPE) (supplement to section 4.5)

# All projects with specific PPE requirements must have signage informing personnel of the requirements.

# PPE assessments and requirements by task shall be included in the project-specific safety, health, and environmental plan.

# Boeing does not provide PPE – It is the Service Provider’s responsibility to provide PPE to employees

# Protective Eyewear:

# With the exception of safety zones protective eyewear is required in all production areas at the St. Louis site.

# Tinted, shaded, photo-chromic, or mirrored lenses are prohibited for indoor work, except when performing work that may expose employees to harmful levels of ultraviolet, visible, or infrared radiation (welding, working with lasers, etc.).

# Protective Footwear:

# Service Provider shall perform a foot protection assessment to determine if enhanced foot protection is required for specific projects.

# At a minimum, foot protection shall be equivalent to the St. Louis requirements for factory footwear as follows:

# Completely cover your feet (incl. tops, toes, & heels)

# Recommended: Slip-resistant soles (e.g. rubber or neoprene)

# Made of sturdy material that resists cuts & punctures.

# Heels <2” high & heel base >1” square.

# Soles at least ¼” thick for protection from sharp objects.

# Hearing Protection

# If your work includes noise levels that reach or exceed 85 decibels, appropriate signage must be posted.

# Certain areas of the Site have noise levels that require the use of hearing protection PPE. These areas are placarded.

# Head Protection

# Certain areas of the St. Louis site and/or operations have hazards that require the use of head protection PPE (hard hat or bump caps).

# Service Providers are required to wear head protection when entering these areas

# A Bump cap is required whenever work is performed under a stationary structure with less than 75-inch clearance.

# All personnel are required to wear a hard hat when performing:

# Crane operations

# While in the crane envelope

# Exposed to overhead hazards

# As required by industry-specific code

# High Visibility Reflective Vests

# When high-visibility reflective apparel is required, yellow/green apparel meeting the requirements of ANSI/ISEA 107 will be worn on all flight lines.

# General Housekeeping/FOD Requirements (supplement to section 4.15)

# The Service Provider shall be responsible for properly organizing all activities on the job site to the extent that good housekeeping shall be practiced at all times. This shall include, but not be limited to:

# As the job progresses, work areas must be kept clean at all times.

# All materials, tools, and equipment must be stored in a stable position to prevent rolling or falling. Materials and supplies shall be kept away from the edges of floors, hoist ways, stairways, and floor openings. When exterior walls are being built, materials and supplies shall be kept away from the perimeter of the building.

# A safe accessway to all work areas and storage areas must be maintained. All stairways, corridors, ladders, catwalks, ramps, passageways, and work platforms shall be kept clear of loose material and trash.

# Forms and scrap lumber with protruding nails and all other debris shall be cleared from work areas, passageways, stairs, and in and around buildings or other structures.

# Combustible scrap and debris shall be removed at regular intervals. Safe means shall be provided to facilitate such removal.

* + 1. In FOD critical areas food and beverages and/or the consumption of food and beverages are PROHIBITED.
    2. In Non-Critical FOD Awareness areas, beverages are permitted but they shall be in Non-Spill proof drink containers. However, food consumption is not authorized in any FOD designated areas.
    3. Pick up any dropped tools, debris, or other objects promptly.
    4. Always check with the Boeing onsite Activity Representative for unique or more stringent area housekeeping requirements (i.e. a clean room).

# Welding/Cutting Activities

# If painted metal will be cut or welded with heated applications, the Service Provider must remove painted material prior to the start of work.

# The Service Provider performing hot work in any area shall:

# In advance of operations, request Boeing Fire to inspect the affected area by calling (314) 234-0754.

# Before proceeding with hot work, ensure that the hot work area has been approved and a Hot Work Permit has been issued by Boeing Fire. The following are safety requirements for obtaining a hot work permit:

* Fire extinguishers approved by Boeing Fire Protection for the specific hazards of the location shall be readily accessible in the immediate area.

*Note 1: Permanently installed fire extinguishers located within a building or areas are not intended to meet these requirements.*

*Note: 2: Service Providers shall provide their own fire extinguishers suitable to the associated hazards.*

# Permanently installed fire protection systems shall be in working order.

# Detection devices shall be protected from smoke and flame to prevent damage or activation.

# Display the Hot Work Permit in the immediate hot work area. All items marked and all comments written must be complied with prior to any hot work beginning.

# If the welder or operator has questions after ensuring compliance with the issued permit, they must contact Boeing Fire and have a re-inspection of the job site prior to work beginning.

# Arrange for the removal or protection of materials, personnel, or equipment as required by Boeing Fire.

# Ensure that adequate ventilation and personnel protective devices are provided and used.

# *Note: When necessary, consult with site EHS for requirements.*

# Ensure compliance with the personnel safety requirements and confined space document for that location.

# Areas requiring hot work operations on a continuous basis, i.e. more than one day, must obtain an Approved Hot Work Area Permit issued by the Boeing Fire Department

# Fire Protection Systems (supplement to section 3.8)

# When sprinkler valves need to be closed, the Service Provider must first contact the Fire Inspector assigned to the building and coordinated through the Boeing Onsite Activity Representative.

# All scheduled sprinkler valve closures must be called-in and scheduled with Fire Inspector, no less than 24 hours prior to the actual closure/shut- down date. This action needs to be coordinated through the Boeing Onsite Activity Representative and may require a pre-shutdown meeting.

# *Note: It is the Service Provider’s responsibility to research which Sprinkler System needs closed/shut.*

# For closure/shut-down, a firefighter will unlock the sprinkler valve and place a closure tag along with a lock on the sprinkler valve (firefighters will not ‘Turn’ open or shut valves). This tag has information about the work and the system and shall remain on the sprinkler valve during the closure period.

# Once the Service Provider has accomplished their work, and has placed the sprinkler valve back in service, the Service Provider shall notify the Boeing Fire Department (314) 234-0754, to have the sprinkler valve inspected by Boeing Fire personnel, prior to being placed back in service.

# Sprinkler valve closure/shut-down longer than eight hours, and any closures/shut-downs involving side-by-side sprinkler valve configurations, within a building or work area needs to be authorized by Boeing Fire Department.

# All Sprinkler Valve alterations, reconfiguration, additions and/or reductions, shall be approved by Boeing Fire Protection Engineering, prior to any Sprinkler Valve work.

# Roofing

# Prior to accessing any roof areas, Service Provider must develop project- specific fall protection work/safety plans and verify they have been reviewed by Boeing EHS.

# Control of Hazardous Energy (supplement to section 4.8)

# Service Provider must provide a written procedure of lockout device, lock, tagging system components, and methods for lockout removal.

# When a Service Provider is required to lock out a Boeing system, they shall coordinate with the Boeing Onsite Activity Representative to schedule the outage. Additional coordination is required.

# Aircraft Lockout, Tag, Tryout

# Whenever a Service Provider will be working on or near the aircraft:

# Check-in and coordinate with the Boeing Group Coordinator (GC) before proceeding with work. The Boeing GC must confirm with the Service Provider that they have all received the required LOTO training from their employer.

# The Boeing GC will discuss with Service Providers the nature of work and whether that work requires the control of hazardous energy. If the work requires the control of hazardous energy, the Boeing GC will work with the Service Provider employees to compare Hazardous Energy Control Procedures (HECP) and determine whether a Boeing HECP or the Service Providers HECP should be used to protect employees.

# The Boeing GC will designate a Boeing Primary Authorized Employee (PAE) to support the Service Provider employees.

# If the Service Provider employee will be using a Boeing HECP, the Boeing PAE applies the LOTO and allows the supplier to verify the LOTO.

# If the Service Provider employee is using its company HECP, the Service Provider employee will apply the LOTO and allow the Boeing PAE to verify the LOTO.

# The Boeing PAE will provide familiarization of the Boeing LOTO process to Service Provider employees

# Service Provider employees will follow Boeing requirements for LOTO devices.

# 

# Trenching and Excavations (supplement to section 4.9)

# Where oxygen deficiency or a hazardous atmosphere exists, or could reasonably be expected to exist, the atmospheres in excavation or trenches greater than 4 feet in depth shall be tested before employee entry. Results of the testing must be documented.

# Fall protection must be implemented near a trench or excavation at 4’ depths when a fall hazard exists.

# Pre-Dig Process

# Excavations have the potential to damage underground utilities. At the site, excavations are classified as any type of work that penetrates the ground surface. Utilities may have a non-standard installation that requires more than standard industry practices.

# Service Providers shall use, at the minimum, use a Ground Penetrating Radar (GPR) for locating underground utilities. When necessary, other means will be used, in addition to GPR. Coordinate with the Boeing Onsite Activity Representative for direction.

# Underground utilities shall be located for the entire run of excavation. Examples of work that qualifies as excavations are saw cutting, core drilling, lagging below grade, and mechanical or hand excavation.

# Confined Space Entry (supplement to section 4.11)

# The Service Provider shall develop a written confined space entry program and permits in accordance with regulatory requirements. Prior to any Service Provider personnel’s entry into a Confined Space, the Service Provider shall submit a written confined space program to the Boeing Onsite Activity Representative for coordination with local area Boeing Operations Management and St. Louis Site EHS.

# The Service Provider shall train its affected personnel subcontractors and supplier in all elements of the program.

# Notify Boeing Onsite Activity Representative of intention to enter a Boeing owned confined space.

# Boeing EHS will provide a notification of the potential confined space hazards before entry into the confined space.

# If a non-permit confined space will be reclassified, notify your Boeing Onsite Activity Representative and the St. Louis Site EHS.

# Service Provider will debrief with a Boeing Onsite Activity Representative after completion of work in the Boeing owned confined space.

# For jointly occupied confined spaces, the Service Provider shall coordinate its confined space entry plan with the St. Louis Site EHS, Boeing Operations Management, and the Boeing Onsite Activity Representative. Upon completion of joint confined space entry, the Service Provider shall hold a debriefing with the co-entrant’s management or Boeing Onsite Activity Representative and submit a copy of the closed permit and debriefing to the St. Louis Site EHS.

# The Boeing Fire Department is the designated Confined Space Rescue Team. With prior coordination, they may make emergency rescue services available for confined space emergencies. Additional coordination is required.

# Fall Protection (supplement to section 4.12)

# The Service Provider shall have and follow its own written fall prevention program when working from surfaces, tooling, equipment, and product or building structures at four (4) feet or more above a lower level.

# The Service Provider shall train its affected personnel, subcontractors, and suppliers in all elements of the program.

# The written Fall-Protection Work Plan shall be reviewed by Boeing St. Louis EHS and include the following minimum elements:

# Identification of all fall hazards in the work area.

# Description of the method(s) of fall protection to be provided.

# Description of correct procedures for assembly, maintenance, inspection, and disassembly of the fall protection system to be used.

# Description of correct procedures for handling, storage, and securing of tools and materials.

# Description of method of providing overhead protection for employees who may be in or pass through the area below the work site.

# Description of the rescue plan to include a method for prompt, safe removal of injured employees.

# *Note: The plans must meet the design specifications of the fall protection qualified person when using engineered systems such as horizontal or vertical lifelines, this person must be defined in the Project Specific EHS Plan.*

# Fall protection work plans must be maintained in the work area or job site, made available to employees, and updated by the Service Provider.

# Service Providers shall eliminate/mitigate any fall hazards created by their work that could affect Boeing employees.

# Service Provider shall coordinate with the Boeing Onsite Activity Representative prior to performing work involving aircraft fall protection.

# Unless prior contractual arrangements are made, the Service Provider shall furnish their personnel with proper fall protection equipment and training in its use

# Equipment Installation Requirements

# Facility changes shall not be made without prior coordination with Site Services, Equipment Engineering, and/or Tool Engineering.

# Service Provider supplied equipment shall not be installed and utilities to equipment shall not be installed without prior coordination. Prior to this type of work, the Service Provider shall notify Boeing Onsite Activity Representative (who will coordinate with Facilities & Asset Management and/or Equipment Services).

# Utility connections and disconnections must be coordinated with Facilities & Asset Management. Additional coordination is required.

# Install equipment to meet Boeing requirements, original equipment manufacturer (OEM) requirements, code requirements, and approved design.

# Facilitate equipment training for using organization operators on the equipment prior to use.

# Review equipment installation to ensure all required safeguarding and placarding is in place and the required craft signoff have occurred prior to notifying EHS for final equipment buyoff.

# Ensure that equipment to be modified or relocated has been brought up to current applicable code requirements.

# Crane Operations (supplement section 4.16)

# Overhead Crane Operations

# Overhead cranes are used throughout the main factory to transport heavy loads.

# Move away from the path of overhead crane loads so that they do not pass above you. Stay away from the immediate area around and under the load, the crane, and the lifting tools during the lifting, lowering, and moving

# Service Provider shall coordinate with the Boeing Onsite Activity Representative to schedule any work requiring them to be near the crane system.

# These activities may require the installation of bridge crane rail stops, or inactivation of bridge cranes to preclude collision with Service Provider equipment.

# Prior to the commencement of work in any St. Louis overhead crane space, Service Provider will be familiar with the process for the St. Louis Factory Access to Overhead Crane Space. Coordinate with the Boeing Onsite Activity Representative for this information.

# Service Provider shall furnish and use, while working overhead, an effective method to prevent falling objects from endangering or injuring people, equipment, or products below.

# Crane Stop-Process

# Unless prior arrangements have been made with the Boeing Onsite Activity Representative with concurrence from affected stakeholders (local crane support and BU), Service Providers should not install crane stops.

# Portable crane rail stops shall be installed front and rear of personnel working in an elevated position, or while they are making a lift of materials through the crane travel zone. The crane rail stops are installed to protect personnel from the crane they may be working on and from any other crane entering from another area or adjacent bay.

# Mobile Crane Spaces

# Daily and pre-shift inspections must be performed and documented for all mobile equipment by the operator or other properly trained representative designated by the Service Provider management in accordance with the manufacturer’s recommendations. All cranes must have load charts in cabs.

# All mobile cranes operators must be trained and certified through a valid accrediting agency for the specific type of equipment that is being operated.

# If a lift is to be performed over an occupied building, a registered structural engineer shall review and certify that the building can withstand the impact of the load being dropped on the building due to a crane or rigging failure. If the structural engineer cannot determine if the building can withstand the impact of a dropped load, or if the structural engineer determines that the building cannot withstand the impact of a dropped load, either the building areas that would be affected shall be evacuated during the lift, or the lift shall be scheduled when there will be no personnel in those areas of the building. The decision between evacuating the building or scheduling the lift for off-hours will be made by EHS with input from all affected parties.

# Operations should not commence or continue if winds exceed the manufacturer’s requirements or 20 MPH. If a personnel lift platform is used, this restriction is limited to a maximum of 15 MPH.

# Close Proximity Plans

# A Close Proximity Work Plan will be completed before any work within fifteen feet or directly above an aircraft and/or major components begin. These plans apply to all operations within a 15’ envelope of all surfaces and/or directly above Boeing’s airplanes, major airplane components, or high-value products (HVP’s).

# Environmental Requirements

# When bringing hazardous materials onto a Boeing site, notify the Boeing Onsite Activity Representative. The Service Provider shall provide safety data sheets (SDS) for all materials and chemicals, e.g. paint, solvent, adhesives, lubricants, etc., that are to be used on site. Please contact the EHS department at (314) 225-8947 for questions or additional guidance.

# The SDS’s will be evaluated through the St. Louis material approval process to determine whether the materials and/or chemicals are allowed to be used at Boeing St. Louis. The OAR will submit the request for chemical and material approval on behalf of the Service Provider. The Service Provider will follow comments resulting from the material approval process. Additional coordination with Boeing EHS is required.

# Use of Liquids at the Facility

# For work that requires Service Providers to use liquids (e.g., fuels, chemicals, water, etc.) at the site, the Service Provider must identify a covered storage location with secondary containment for such liquids, and be approved by EHS and the site Fire Department.

# The Service Provider must ensure that a spill kit is available at the storage location to address any spills that may occur.

# Spill Response

# In the event of a spill of a hazardous material or hazardous waste, the Service Provider must take appropriate actions. Clean up the spill if it is determined that cleanup will not expose workers to health or safety risks.

# Call Boeing Emergency Dispatch at (844) 898-6644 to report any spills of hazardous materials that could not be cleaned up by conventional means.

# Hazardous Waste and Solid Waste Handling & Disposal (supplement to section 5.3)

# Written Plan Requirement’s

# If a written plan is required by Section 5.3.a of the Service Provider Manual, the plan shall be submitted by the Service Provider to Environment, Health, and Safety (EHS) in addition to the Boeing OAR. The plan shall document the management of hazardous waste before the start of any work.

# Hazardous Waste Training

# All Service Provider employees generating and/or managing hazardous wastes must have documented Hazardous Waste Training. Annual refresher training must also be documented.

# Training shall include: how to identify hazardous waste, container management, and emergency procedures in case of spills or other types of releases.

# Safety Data Sheet (SDS) Requirement’s for Waste Analysis

# The Service Provider shall identify all possible materials used and the SDS’s shall be provided to EHS for waste analysis. The analysis should identify the waste mixtures likely to be generated, with estimated monthly or more frequent volumes, which shall be made available to EHS to facilitate management and disposal.

# It is important that Service Providers ask before taking action on hazardous waste. Incompatible materials, spills, and incorrect containers are issues that have happened. Contact EHS with questions.

# Suspect Materials (supplement to section 5.4)

# Tritium Awareness

# There may be some areas that contain tritium self-illuminating exit signs. These signs are regulated by the Nuclear Regulatory Commission (NRC). Boeing maintains a record of such signs, please contact the EHS for the locations these are at (314) 777-9172.

# Asbestos Awareness

# Certain buildings at the St. Louis facility are known to spray-on asbestos fireproofing insulation. Although not complete, the following is a list of buildings known to contain asbestos:

# 100, 101, 102, 103, 105, 106 107, 220, 270.

# Where work being performed at the St. Louis facility includes any action that may disturb building materials, or other suspect asbestos-containing materials, the Service Provider must include the following provisions in their project-specific EHS plan.

# The Service Provider shall comply with all federal, state, and local requirements pertaining to asbestos.

# All Service Provider personnel who are reasonably expected to perform asbestos disturbing work must have documented asbestos awareness training. All abatement personnel must be certified.

# If the Service Provider discovers a possible asbestos disturbance or new suspect material during the project, work shall stop immediately, notify the Boeing Onsite Activity Representative to determine the next course of action.

# Soils and Remediation

# Final disposition of all soil shall conform with the [Soil Management Plan](https://wsso-support.web.boeing.com:2016/redirect.html?URL=https://csdms.web.boeing.com/dmswsso/getdoc?number=239-23-01578&status=Released) and be coordinated through the Boeing Onsite Activity Representative. Additional coordination is required.

# Storm Water Pollution Prevention Awareness (supplement to section 5.6)

# Complete Storm water Pollution Prevention (SWPP) training per site requirements. Contact the OAR for applicability. Avoid exposing materials to rain/snow events.

# Keep containers closed when not in use.

# Place all waste products into appropriate containers.

# Practice Good Housekeeping by cleaning work areas daily.

# Do not overfill containers.

# Inspect equipment for leaks and repair if needed.

# Never introduce anything into drains without prior approval.

# Report spills by calling (844) 898-6644

**Acknowledgment of the Service Provider receiving this Manual:**

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Company Name

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Service Provider Representative (Print) Date