

1. ENVIRONMENT, HEALTH and SAFETY

SERVICE PROVIDERS

a) PRE-START PROGRAM REVIEW.

Prior to beginning any work on property owned, operated, leased, occupied or controlled by the Boeing Company, the Seller shall provide for review a completed Service Provider Pre-Qualification form and project specific environment, health and safety plans (EHS) for all work being performed by the Seller and lower-tier subcontractors. The EHS plans must include all applicable aspects of the standards outlined by the Occupational Safety and Health Administration (OSHA), the Environmental Protection Agency (EPA) as well as other federal, state and local regulation entities. The Seller shall also comply with requirements detailed in the Boeing Service Provider Manual and any site-specific information made available by Boeing. Plans shall be provided to the Boeing Procurement Representative and Boeing Environment, Health and Safety (EHS) office may require modifications, additions or deletions of the EHS plans to address overlooked requirements. The EHS plan will be signed and dated by the Seller and Boeing and will be posted at the job site. One copy will also be provided to the Boeing EHS department.

The manual is available here.

The form is available here.

b) HAZARDOUS CHEMICAL LIST.

Prior to commencing work, Seller shall provide Boeing a list of hazardous chemicals, if any, to be used on-site and corresponding Material Safety Data Sheets (MSDS).

c) EHS PERMITS.

All environmental permits and notices required by federal, state and local agencies must be coordinated with the Boeing Onsite Activity Representative (BOAR) and must be in place prior to initiating contract activity. Seller shall obtain a dig permit from the BOAR prior to excavating, trenching, backhoe, power shovel or the use of other mechanized equipment that might impact underground utilities.

d) EXPLOSIVE PRE-START APPROVAL.

Site and construction plans for ammunition and explosive facilities will be submitted to the Buyer for endorsement and transfer to the cognizant DoD Safety Office in accordance with the requirements of Chapter 1, paragraphs f, g and h, DoD Contractor's Safety Manual 4145.26-M. Modifications, additions or relocation of facilities or operations shall likewise be submitted for review. These provisions apply equally to Seller's subcontractors. Pre-award safety approval by

the Government is required for any subcontracts involving research, developing, manufacturing, loading, testing, and handling of ammunition, explosives and related dangerous materials. Therefore, seller shall: (a) request a pre-award safety survey be performed of any proposed subcontracts; and (b) obtain Buyer's approval in writing prior to the award of subcontracts.

e) COMMUNICATION AND TRAINING.

Seller shall appoint one member of the crew as EHS Supervisor, with full authority to coordinate, implement and enforce the EHS plan. The name of the EHS Supervisor and phone numbers will be transmitted to the BOAR and the Boeing EHS department. Competent persons will be appointed when work shifts do not allow the supervisor to be present. Boeing will appoint a Boeing Onsite Activity Representative (BOAR) who will act as the Seller's point of contact for EHS matters. The BOAR will monitor work performance and suspend activities that pose an immediate serious EHS risk to people, product or the site.

1. The Seller and Seller's lower tier subcontractors shall not require any employee to work in surroundings or under working conditions that are unsanitary, hazardous or dangerous to health and/or safety.
2. The Seller shall ensure that all Seller's lower tier subcontractors are instructed in the recognition and avoidance of unsafe conditions and instructed in the regulations applicable to his work environment to control or eliminate hazards or other exposure to illness or injury.
3. Seller shall ensure that its employees review and acknowledge the site EHS plan requirements.
4. Seller's lower tier subcontractors shall be advised that compliance is mandatory and it shall be the Seller's responsibility to ensure that all Seller's lower tier subcontractors abide by the requirements.

MATERIAL PURCHASES AND SERVICE PROVIDERS

f) NOTIFICATION OF TOXIC CHEMICALS.

Seller will comply with Section 313 of the Emergency Planning and Community Right to Know Act of 1986 (EPCRA) and 40 CFR Part 372. As part of such compliance, Seller shall furnish to the Buyers Procurement Representative the following information with the initial shipment of each project to the Buyer. This notification must be attached to or otherwise incorporated into an MSDS submitted by the Seller.

1. A statement that the Project contains chemicals which are subject to Section 313 of the Emergency Planning and Community Right to Know Act (EPCRA) of the Superfund Amendments and Reauthorization Act of 1986 and 40 CFR 372.45;
2. The name and associated Chemical Abstract Service Registry number of each chemical which has been incorporated in the Product and which is listed in the specific Toxic Chemical Listings contained in 40 CFR 72.65; and

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3. The percent by weight of each toxic chemical component of the product shipped.

g) OZONE DEPLETING SUBSTANCES.

All items to be delivered shall not contain and/or are prohibited from being manufactured using Class I and Class II ozone depleting substances.

h) DANGEROUS AND HAZARDOUS MATERIALS.

Seller shall package, label, transport and ship hazardous materials or items containing hazardous materials in accordance with current published issues or tariffs and regulations reflecting 29 CFR 1910.1200, 49 CFR Article 171-179 or Packaging and Handling of Dangerous Materials for Transportation by Military Aircraft, Joint Manual AFR 71-4, TM 38-250, NAVSUP PVB 505, dLM 4145.3 and MCO-P 4030.19 and subsequent reissues thereof. Shipment of hazardous materials shall be by common carrier authorized to handle the material and in accordance with 49 CFR Parts 100-199 and the IATA "Dangerous Goods Regulations" or "The International Maritime Dangerous Goods Code" (if applicable). This includes but is not limited to:

1. Shipping papers must include the emergency contact number
2. Shipping papers and packages for hazardous materials or wastes identified as N.O.S. (not otherwise specified) must show the technical name listed in parenthesis, the association the basic description, and in the case of mixtures, list the major hazardous components by percentage contributing to the hazard.
3. Seller shall indicate on the shipping papers whether the material presents Poisonous Inhalation (PIH) hazard.
4. At Buyer's request Seller will provide test reports indicating Performance Oriented Packaging (POP) compliance to facilitate Buyer's reshipment of Seller's Product.
5. Seller shall mark on all interior packages and shipping containers the closed cup flash point of flammable and combustible materials and/or percentage concentration of corrosive liquids.



Service Provider Manual

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Emergency Numbers

In the space provided below, please write in the correct emergency numbers you are given by your company representative or Boeing Onsite Activity Representative.

Emergency*: _____
(*must be filled in) _____

Give 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
4. Nature of emergency

Don't hang up until told to do so!

You are a vital line in the emergency and must relay changes in the state of the emergency.

Boeing Onsite Activity
Representative: _____

Other numbers: _____

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Introduction

The Boeing Company is committed to maintaining high safety, health, fire prevention, security, and environmental standards. As a service provider to The Boeing Company, you are expected to maintain the same high standards.

While working on Boeing property, you will be working closely with personnel from various Boeing organizations and related service providers. Therefore, it is important that you are familiar with our safety, health, fire prevention, security, and environmental requirements.

As a Service Provider, you are responsible for ensuring that 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 The Boeing Company 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.

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

Service-provider employees violating any of these requirements are subject to removal from the site and/or disciplinary action.

Your cooperation is expected and appreciated.

1.0 General Information

1.1 General Plant Rules

All service providers are to stay within assigned work areas. Wandering throughout the site is **strictly prohibited**.

- a. Use of offensive language and display of offensive materials is not permitted.
- b. Horseplay, running on the premises, theft, fighting, harassment, gambling, and possession or use of alcohol or controlled substances or firearms (or other weapons) is **strictly prohibited**.
- c. Use of Boeing equipment or utilities is prohibited without prior permission from the Boeing Onsite Activity Representative.
- d. The use of cameras or camera-enabled devices is prohibited without a permit issued by The Boeing Company.
- e. Electronic communication devices, such as portable radios, are controlled on Boeing property and must be pre-approved before use.
- f. Smoking is strictly prohibited in all areas unless otherwise posted or designated as a smoking area.
- g. Use of Boeing restrooms or cafeterias may require pre-approval.
- h. Boeing phones are limited to business and emergency use.
- i. Firearms, ammunition, and animals are not to be brought onto Boeing property.

1.2 Badge Identification

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

1.3 Vehicles

- a. 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.
- b. Service-provider vehicles, equipment, or supplies shall not block entrance ramps, truck doors, plant access aisles, emergency routes, and parking specified for Boeing equipment, facilities, or plant personnel without prior approval from the Boeing Onsite Activity Representative.
- c. Posted speed limit and traffic signs shall be followed at all times while on Boeing property.
- d. **Pedestrians have the right of way at all times.**

General Information

- e. Service-provider vehicles are not permitted on flight line ramps without prior approval.
- f. Seat belts, when provided in vehicles, shall be worn at all times.
- g. Personnel shall not be transported in the beds of trucks.
- h. Do not idle vehicles unnecessarily.
- i. Do not idle vehicles in proximity to building air intakes or building entrances.

1.4 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.

2.0 Emergency Procedures

2.1 Evacuations

- a. 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, instruction and directions given by your supervisor, security, or other emergency response personnel shall be followed.
- b. In the event of a building or site incident in which you are asked to “Shelter In Place,” follow the direction of Boeing employees in your work area.
- c. Do not leave the assembly point or shelter-in-place location until authorized to do so.

2.2 Emergency Notification

Immediately report all emergency situations such as, but not limited to, fire, medical, gas or chemical release, noxious odors, and vehicular incidents to the Boeing emergency number listed in the front section of this booklet and your Boeing Onsite Activity Representative.

2.3 Emergency Medical Care

Should you observe a medical emergency, call the appropriate emergency response agency.

See the listing on the first page of this booklet for the appropriate emergency number for the site you are working on.

Remember, do not hang up until the dispatcher tells you to do so.

You are a vital link in the emergency and must relay changes in the state of the emergency.

2.4 Environmental Incidents

Immediately report all environmental spills or releases. You must know the building number, grid/column line number, floor level, door number, and location of the nearest phone.

Emergency numbers vary, depending on your location. See the listing on the first page of this booklet for the emergency numbers for the site you are working on.

Remember, do not hang up until the dispatcher tells you to do so.

You are a vital link in the emergency and must relay changes in the state of the emergency.

3.0 Fire Prevention

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. 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.

3.1 General Housekeeping

- a. Boeing trash receptacles shall not be used for construction debris.
- b. All trash and debris receptacles shall be located away from any Boeing building or structure. If construction trash 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.
- c. All work areas shall be maintained in a clean state. Clean up and remove trash, scrap, excess materials, and other debris. This shall be done at frequent and regular intervals, daily, or whenever the accumulation constitutes a fire hazard.
- d. Burning of trash is prohibited.
- e. Wood, sawdust, or shavings shall not be used as absorbents for spilled flammable or combustible liquids or petroleum lubricants.

3.2 Equipment Requirements

- a. All powered equipment shall be refueled outdoors, away from storm drains and clear of structures, with engines shut off.
- b. Gasoline, liquid propane gas, or propane-powered equipment shall be allowed on building roofs only with prior written approval from the Boeing Fire Department or a Boeing Security and Fire representative.
- c. 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.
- d. Exhaust emissions from powered equipment operating within buildings or enclosed structures shall be piped outside the facility, and air monitoring shall be conducted to check for hazardous emissions.
- e. Service providers shall provide their own FM Approved or UL Listed portable fire extinguishers. Fire extinguishers approved by the Boeing Fire Department or the Security and Fire Representative for the specific hazards of the location must be readily accessible and fully charged.

3.3 Flammable Liquids

- a. All flammable liquids, chemical fuels, resins, lubricants, and solvents shall be segregated and labeled. All storage areas for flammable or combustible liquids shall be approved by the Boeing Fire Department or a Boeing Security and Fire Representative.
- b. Flammable liquids (flashpoint below 100°F or 38°C) shall not be used or stored inside Boeing buildings unless contained in an FM Approved or UL Listed container or Boeing-approved container and only in quantities needed to accomplish the immediate tasks.
- c. The use of glass containers is strictly prohibited.
- d. Effective methods of spill retention and cleanup of materials are required.
- e. The service provider shall comply with all safety regulations and codes pertaining to labeling, handling, and storage of flammable and combustible products.

3.4 Spray Painting, Flammable Resins, and Chemicals

- a. Boeing Fire Department or Boeing Security and Fire Representative inspection and approval are required before painting, including spray painting or cleaning with flammable materials.
- b. Only explosion-rated or intrinsically safe electrical equipment, including forklift trucks that are, for example, EE or EX rated, shall be used in areas such as flight hangars, paint booths, and tank lines, where explosion-proof electrical systems are required.
- c. A 50-foot distance from ignition sources is required.

3.5 Heating Devices

- a. Open-flame devices and sources of heat and spark-producing equipment shall not be used in areas with combustible materials or flammable liquids.
- b. Open-flame devices and furnaces shall have a constant attendant.
- c. The hot-work procedures outlined in section 3.6 shall be followed for heating devices.

3.6 Welding/Cutting Activities

A hot-work permit is required prior to performing all open-flame or spark-producing work.

- a. To obtain a hot-work permit, contact the applicable Boeing Fire Department or Boeing Security and Fire Representative.

Fire Prevention

- b. Fire-retardant protective materials (such as fire blankets) shall be used to contain sparks and prevent them from falling against walls, on wooden floors, on combustibles or valuable materials and equipment, or into hidden spaces.
- c. Flash shields, fire-resistive curtains, or other suitable shields shall be placed around the welding area to protect any adjacent personnel from sparks and arc flash.
- d. Tungsten inert gas (TIG) welders or other welding machines with the potential to interfere with implanted medical devices shall be posted per site safety and health requirements.
- e. Local ventilation is required for welding operations that will generate welding fumes inside the building.
- f. Service providers shall provide their own FM Approved or UL Listed portable fire extinguishers. Fire extinguishers approved by the Boeing Fire Department or a Boeing Security and Fire Representative for the specific hazards of the location must be readily accessible and fully charged.
- g. All service providers performing welding/cutting work shall provide their own FM Approved or UL Listed portable fire extinguishers for use during these activities. Boeing-owned fire extinguishers and hoses shall be used for standby fire watch.
- h. The fire watch person shall be assigned and trained in the use of portable fire-fighting equipment. The fire watch person shall be dedicated to the assigned activity and remain on standby a minimum of 30 minutes following the end of any and all open-flame activities.
- i. The assigned fire watch person shall notify the Boeing Fire Department on completion of work.
- j. Hot-work permits shall be removed and destroyed at completion of work or when they expire.

3.7 Fire Protection Systems

- a. The Boeing Fire Department or Security and Fire Representative shall be notified 24 hours in advance of all proposed requests for fire protection systems closure or impairments. Boeing requests a fourteen (14) day notice for all required utility shut off events, but realizes situations may arise where this is not always possible. However, under no circumstance shall notice be less than seven (7) days.
- b. The Boeing Fire Department shall be notified and shall approve, before use, the use of fire hydrants or building standpipe systems for temporary water supply.

- c. The service provider shall verify with the Boeing Fire Department or a Security and Fire representative that all fire-extinguishing protection systems (sprinklers) are operational in an area of welding and open-flame cutting.

3.8 Temporary Structures and Enclosures

- a. A separation of 20 feet shall be maintained between temporary buildings and storage areas and other buildings or areas. All temporary installations must have prior approval by a Boeing Onsite Activity Representative. Temporary walls or partitions shall be noncombustible.
- b. Plastic or Visqueen film shall be UL Listed or FM Approved, meeting requirements of NFPA #701, “Standard Methods of Fire Tests for Flame Propagation of Textiles and Films.”

3.9 Storage of Combustible Building Materials

Combustible materials shall not be stored within 25 feet of the exterior of structures.

3.10 Roofing

The Boeing Fire Department or a Security and Fire representative shall be notified of all roof work involving welding, open flame equipment, and spark-producing or hot work before start of the work.

4.0 Safety Requirements

4.1 Project-Specific Safety Plans

Before beginning the work or any portion of the work, the service provider shall submit a written, project-specific safety plan with the details in the plan applicable for work being performed. Project-specific safety plans shall be available and communicated at the site where the work is being performed.

- a. Immediately report all incidents such as, but not limited to, fire, gas or chemical release, vehicular incidents, and near misses involving any electrical work or confined spaces to the Boeing emergency number listed in the front section of this booklet and your Boeing Onsite Activity Representative.
- b. The service provider shall submit to The Boeing Company, on request, a copy of its company safety program.
- c. Additional assistance on this section of the manual can be provided by your Boeing Onsite Activity Representative and the Boeing site Safety, Health and Environmental Affairs staff.

4.2 Personal Protective Equipment

- a. The service provider shall ensure that its employees have access to and use all required personal protective equipment (PPE). Boeing does not provide PPE to the service provider.
- b. The service provider employee's PPE shall be appropriate for the job. Examples of PPE are
 - Industrial safety glasses with side shields and face protection.
 - Ear plugs and muffs.
 - Hard hats.
 - Gloves and hand protection.
 - Full-body safety harness.
 - Sturdy, low-heeled shoes with closed toe and heel.

Service-provider employees assigned to work in shop, manufacturing, maintenance, or construction areas shall wear ankle-length pants and a shirt top that covers the body from the waist up and over the shoulder (no tank tops).

4.3 Hazard Communication/Material Safety Data Sheet

- a. The Boeing Company shall provide, on request, the material safety data sheet (MSDS) for any hazardous chemicals under Boeing control within the assigned work area.
- b. All hazardous chemicals brought onto Boeing property shall be properly identified and labeled as to contents.

- c. Before any hazardous chemicals arrive on site, the service provider shall furnish to the Boeing Onsite Activity Representative quantities of, and have available for review, MSDS data on all chemical products that will be used.
- d. The service provider shall bring on to Boeing property only the amount of hazardous chemicals necessary for the project.

4.4 Electrical Safety

All electrical incidents or near misses shall be reported immediately to the Boeing Onsite Activity Representative.

- a. Only FM Approved or UL Listed electrical equipment shall be used.
- b. The service provider shall supply ground fault circuit interrupters for all temporary electrical wiring cords and portable equipment and tools.
- c. Energized electrical work is **strictly prohibited** unless written pre-approval is obtained from the Boeing Onsite Activity Representative.
- d. Specialized clothing, tools, and equipment are required when working on or near energized electrical systems. Refer to the current edition of NFPA 70E for more information.
- e. All portable electrical equipment and cords and drills shall be inspected by the service provider before use and maintained in a safe working condition.

4.5 Lockout, Tag, Tryout Program

Prior to shutdown of any Boeing equipment, building system, or utility, the service provider shall notify the Boeing Onsite Activity Representative.

- a. All equipment that could present a hazard from inadvertent activation during maintenance or servicing shall have the energy supply locked out and tagged except where the energy supply is needed for troubleshooting, inspecting, or servicing equipment.
- b. Before working on any energized system, you shall take the following steps in accordance with your company's procedures:
 - 1. Isolate the energy source and release all energy or potential energy (e.g., electrical [stored], gravity, pressure, thermal, pneumatic, and hydraulic).
 - 2. Refer to machine-specific instructions on controlling multiple energy sources.
 - 3. Install physical lockout lock with your company lockout tag, in accordance with your company's lockout, tag, tryout procedure.

Safety Requirements

4. Before proceeding with work, test or try out the system to ensure zero energy.
5. The following information shall be printed on all lockout tags in use:
 - a. Employee name, company name, date, and phone number (or pager number).
 - b. Off-shift contact and phone number (requires someone to be available 24 hours per day).

4.6 Trenching and Excavations

Pre-approval shall be obtained from the Boeing Onsite Activity Representative before excavating or opening any trench.

- a. A qualified locater service shall be used to locate any utilities or other underground structures in the area where the work is to be performed.
- b. Hand-digging shall be required where there is any risk of contacting underground utilities or structures.
- c. The service provider shall physically barricade all excavations and trenches.
- d. Excavations shall be reviewed by the service provider's competent person each day and after every rainstorm or freeze/thaw situation.
- e. The service provider's competent person shall assess the soil condition to determine the method of shoring or sloping required for excavation.
- f. All excavations and trenches shall be shored, sloped, or otherwise protected to ensure that collapse does not occur.

4.7 Warning Signs and Barricades

- a. Service providers shall supply appropriate signs, barricades, flashing-light barricades, ground attendants, and flagging, as required, to keep unauthorized personnel out of the work areas.
- b. Highly visible physical barriers shall be provided by service providers to block off areas where Boeing personnel and others not directly involved with the project could likely walk through a work area. Signs supplied by the service provider shall be posted to indicate overhead work in progress.
- c. Substantial barricades, such as standard guardrails, 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 and wherever necessary to warn or protect all personnel.

4.8 Confined-Space Entry

All confined-space incidents or near misses shall be reported immediately to the Boeing Onsite Activity Representative. Boeing shall apprise the service provider of any known site-specific hazards associated with confined space entry activities.

- a. The service provider shall have and follow its own written confined-space entry program, including an entry permit system, monitoring equipment, retrieval system, and observation personnel.
- b. For jointly occupied confined spaces, the service provider shall coordinate its confined-space entry plan with the Boeing Onsite Activity Representative.
- c. The service provider shall have its written confined space entry program available and post the confined-space entry permit at the point of entry.
- d. Upon completion of confined-space entry, provide a copy of the closed permit and debriefing to the Boeing Onsite Activity Representative.
- e. The service provider shall, on request, provide documented evidence that personnel involved with confined-space entry procedures have been properly trained in all aspects of confined-space entry activities.

4.9 Fall-Protection Program

- a. All fall-protection equipment and devices shall meet American National Standards Institute standards. Mountain-climbing equipment is not an acceptable substitute for this requirement.
- b. The service provider shall be able to provide documented evidence that personnel have been properly trained and are knowledgeable in all fall-protection prevention activities.

4.10 Ladders/Scaffolding

- a. Ladders shall be in good condition and used as intended (e.g., do not use step ladders as straight ladders).
- b. Portable metal ladders shall not be used for electrical work and may be completely prohibited at some Boeing sites.
- c. Ladders shall not be used in front of doorways without posting or otherwise protecting the area.
- d. 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.

Safety Requirements

- e. During scaffolding erection, dismantling, and use, all employees shall be fully protected from fall hazards.

4.11 Work Permits

There may be additional site-specific permit requirements other than those specified in this document. Check with the Boeing Onsite Activity Representative for further clarification.

4.12 Foreign Object Damage

When working on or adjacent to flight line areas, the service provider shall prepare a foreign object damage (FOD) procedure.

FOD is defined as “an item alien to aircraft, assembly, or other product that has been allowed to remain in the product or in a position where it could possibly enter the product.”

4.13 Overhead Crane Operations

- a. The service provider shall notify the Boeing Onsite Activity Representative and schedule any work requiring access to and use of Boeing overhead cranes, work adjacent to Boeing overhead cranes, or work around Boeing overhead cranes. These activities may require the installation of bridge-crane rail stops, or inactivation of bridge cranes to preclude collision with service-provider equipment.
- b. Portable crane rail stops shall be installed front and rear of employees 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 foreign crane entering from another area or adjacent bay.
- c. The service provider shall provide and use, while working overhead, an effective method to prevent falling objects from endangering or injuring people, equipment, or products below.

4.14 Utility Shutdowns

Service providers shall minimize service interruption during unavoidable utility shutdowns. Written authorization must be requested from the Boeing Onsite Activity Representative a minimum of two weeks before the scheduled utility shutdown or as soon as it is known to be required in order to perform required work.

4.15 Joint Occupancy Issues (Occupied Work Areas)

The service provider shall cooperate and coordinate work with The Boeing Company and other Boeing service providers so all work may be promptly and properly performed without undue interference or delay. The service provider shall afford The Boeing Company and other Boeing service providers reasonable opportunity for the execution of their work.

4.16 Training

- a. The service provider shall ensure that all of its employees are properly trained for all jobs and tasks that require specific training and/or competency to meet all applicable federal, state, and local regulations.
- b. All service-provider employees shall be trained in, and be knowledgeable of, the project-specific safety plan.
- c. The service provider shall submit to The Boeing Company, on request, validation of the training received.

4.17 Radiation Safety

The Boeing Onsite Activity Representative shall be contacted before the following radiation sources are brought onsite:

- a. Licensed radioactive material (e.g., gamma radiography equipment, moisture density gauges).
- b. Class 3b or 4 lasers (class indicated by label on equipment).
- c. Radio frequency sources.
- d. Machines that produce x-rays.

The Boeing Onsite Activity Representative shall provide additional requirements if necessary.

5.0 Environmental

5.1 Hazardous Materials

- a. Hazardous materials stored on Boeing sites shall be stored under cover, in containment, and be clearly labeled.
- b. Transfer (pouring, pumping, dispensing) of hazardous materials shall be performed in a contained area.
- c. A utilization report may be required at some locations for materials that are brought on site. Verify requirements with the Boeing Onsite Activity Representative.
- d. Hazardous materials shall be stored in a manner that protects water quality. Refer to section 5.5 for additional guidelines.
- e. When bringing hazardous materials on site, notify the Boeing Onsite Activity Representative. The Boeing Onsite Activity Representative shall provide additional storage requirements, if necessary.
- f. Containers shall be kept closed when not in use.

5.2 Hazardous Waste and Solid Waste Handling and Disposal

- a. The Boeing Company disposes of all hazardous waste that is generated on its property, regardless of the party that generates the waste. Service providers shall not take hazardous waste off site. If you are working under a contract on a Boeing site and need assistance with hazardous waste disposal, establishing a waste station, or complying with hazardous waste regulations, contact the Boeing Onsite Activity Representative.
- b. All hazardous waste generated by the service provider shall be properly segregated, containerized, and labeled by the service provider, as directed by the appropriate Boeing environmental group.
- c. Hazardous waste shall be stored in a manner that protects water quality. For water quality requirements, see section 5.5.
- d. Keep all waste containers closed between waste additions to containers.
- e. Monitor your waste stations on a daily basis. Inspect the stations for leaks and full containers of waste. You are responsible for the waste that you generate until the Boeing environmental organization has received it.
- f. When a waste drum becomes full, it shall be immediately removed from the work site according to the Boeing-approved plan for hazardous waste management prepared by the service provider. Do not store full waste drums at construction sites. Never allow a waste drum to accumulate waste for more than 60 days after the date shown on the front of the drum.
- g. Never dump or discharge hazardous waste into storm sewers, building sanitary sewer drains, or rest rooms or solid-waste containers.

- h. Where recycling is required, at the Boeing worksite, segregate garbage, clean cardboard, wood, metal, glass, stumps and brush, clean gypsum, and concrete in separate containers for recycling. Only wood, and aluminum cans (when they are packed in plastic bags), can be stored in open-top huge hauls or roll-offs that are not watertight. All other construction, demolition, and land-clearing debris shall be stored in covered, watertight roll-offs. Contact the Boeing Onsite Activity Representative for a description of the appropriate containers.

5.3 Suspect Materials

5.3.1 Asbestos Awareness

- a. Boeing facilities may contain asbestos-containing materials (ACM). Prior to the start of Work, obtain a determination from the Boeing Onsite Activity Representative regarding the presence of asbestos-containing materials associated with the Work.
- b. Abatement of all ACM affected by the project shall be coordinated by The Boeing Company.
- c. If, after the project commences, the service provider discovers a possible asbestos disturbance or new suspect material, work shall stop immediately until the Boeing Onsite Activity Representative can determine the next course of action.

5.3.2 Lead Awareness

- a. At The Boeing Company, lead can be found in a variety of different products, such as greases, solders, sealants, lead paints, and counterweights.
- b. Operations or processes that may cause lead exposure are
 - 1. Spray painting with paints containing lead.
 - 2. Grinding, sanding, or welding on lead-based paints.
 - 3. Soldering activities.
- c. All grinding, sanding, or welding on lead-based painted surfaces is prohibited.
- d. All painted surfaces are presumed to contain lead unless determined otherwise.
- e. Lead paint shall be removed before proceeding with any grinding, sanding, or welding activities. Lead-paint removal shall be performed by trained personnel. Never use compressed air to remove lead dust.
- f. All lead-abatement activities are coordinated through the Boeing Onsite Activity Representative.

Environmental

- h. If, after the project commences, the service provider discovers a possible lead-containing materials disturbance or new suspect material, work shall stop immediately until the Boeing Onsite Activity Representative can determine the next course of action

5.3.3 Soils and Remediation

- a. Final disposition of all soil shall be as directed by the Boeing Onsite Activity Representative.
- b. All personnel performing remediation work shall be required to be trained before commencing with this work.
- c. 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.

5.4 Air Quality

- a. The Service Provider shall not emit any air contaminant in sufficient quantities and of such characteristics and duration as is, or is likely to be, injurious to human health, plant or animal life, or property, or which unreasonably interferes with enjoyment of life or property. Contact the Boeing Onsite Activity Representative if you are not sure your activity falls in this category.
 - b. Open burning is strictly prohibited.
 - c. Vehicles and equipment shall not leave the work site coated with dust, dirt, or mud.
 - d. Loads shall be covered. The service provider shall take appropriate measures to prevent drag-out and fugitive emissions.
 - e. 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.
 - f. 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 with tarps. Contact the Boeing Onsite Activity Representative for specific requirements before starting outdoor blasting or painting activities.
-

- g. For grade-and-fill operations associated with construction and demolition projects, employ water spray as needed to prevent visible dust emissions.
- h. Blowing dust and debris shall be controlled. Contact the Boeing Onsite Activity Representative before the start of any activity that may generate dust.
- i. All material that contains volatile organic compounds (VOC), such as paints, coatings, sealants, resins, that are to be used on site shall be pre-approved by the site environmental department. Contact the Boeing Onsite Activity Representative to determine how to get the appropriate approval.

5.5 Water Quality

- a. Wastewater, including, but not limited to, water from dewatering and storm water, shall be handled in accordance with the service provider's written wastewater plan. This plan shall be approved by The Boeing Company.
- b. Never pour any liquid into a storm drain, not even drinking water. Do not use a hose to clean pavement. Alternative methods, such as sweeping, shall be used.
- c. No vehicle, equipment, or building washing is permitted outside without prior approval from the Boeing Onsite Activity Representative.
- d. Equipment stored outside shall be maintained in good working order to prevent leakage of fluids (e.g., fuel, hydraulic fluids, and antifreeze).
- e. Wastewater, including concrete slurry, liquid from dewatering, and cooling water, must be managed in accordance with instructions from the Boeing Onsite Activity Representative.
- f. Sanitary sewage shall be disposed of in the sanitary sewer and not in an industrial waste sewer.
- g. Store all hazardous materials and hazardous waste (including contaminated demolition debris) in a covered and contained area that prevents rain from washing materials or waste to the soil or storm sewer. The containment shall be large enough to hold 110% of the volume of the largest container. A building is considered containment. This applies to materials and waste that are both hazardous and nonhazardous in nature.
- h. Refueling shall be conducted away from storm drains and unpaved areas.
- i. Implement the Boeing-approved best management practices as needed, to prevent storm water contamination, such as, but not limited to, silt fences, tarps for rain covers, and drain covers.
- j. Approved best practices are available from the Boeing Onsite Activity Representative.



The Boeing Company
P.O. Box 3707
M/C 7A-UR
Seattle, WA 98124-2207



Service Provider Pre-Qualification Form

Date:

SAFETY AND LOSS CONTROL DATA TO BE PROVIDED

1. List your firm's Interstate Experience Modification Rate (EMR) for the **past three years**. Use your intrastate EMR if not interstate rated. Attach a signed and dated letter from your workers' compensation insurance carrier verifying your EMR. If self insured, attach a letter signed by a company officer stating that you are self insured and do not have an EMR.

Year 1 _____ Year 2 _____ Year 3 _____ YTD _____

2. Provide your company's injury experience for the **past four (4) years** using OSHA No. 200/300 logs.

Number of OSHA recordable cases
 Number of lost workday cases
 Number of lost workdays
 Number of restricted workday cases
 Number of fatalities (last 4 years)
 Number of man-hours worked

YTD	Year 1	Year 2	Year 3	Year 4

3. Has your organization been cited by OSHA or an Environmental Regulatory agency in the last 5 years?

Yes No How often? _____
 If yes, for what?

4. Name of the Senior Representative who will be assigned to the Boeing work. For construction projects list the location, OSHA Recordable Incident Rates, and Lost Time Case Rates for each of his/her last three (3) projects, regardless of titles

a. _____
 b. _____
 c. _____

5. Provide one copy of your Corporate Safety Program's **Table of Contents** with the submittal of all Requests for Information (RFI), Requests for Bid (RFB), Requests for Quote (RFQ), or Requests for Proposal.

6. Will a full-time or part-time safety supervisor be utilized on this project? Please specify.

7. Are you self-insured? Yes No If no, name your insurance carrier:

8. How often will your insurance company's loss control specialist visit the work site?

Never Monthly Quarterly Annually

9. Within your corporate organization, what Senior Management person directly receives insurance reports, forms, OSHA 300 logs, etc. from outside audit agencies and jurisdictional authorities?

10. Do you require that documented safety meetings be held for:

- | | | | | |
|----------------------|-----|----|-----------|-------|
| a. Field Supervisor? | Yes | No | Frequency | _____ |
| b. Employees? | Yes | No | Frequency | _____ |
| c. New Hires? | Yes | No | Frequency | _____ |
| d. Subcontractors? | Yes | No | Frequency | _____ |

(Provide agendas, minutes or other dated material used in at least 3 safety meetings on two recent projects for each group above.)

11. Do you conduct documented safety inspections? Yes No
How often? _____

12. Do you have a home office safety representative who visits and audits the job?
Yes No If Yes, provide the person's name Title _____
Frequency of Visit to job site _____

13. Does the representative have the authority to make corrections? Yes No

14. To whom does the representative report?
Name _____ Title _____

15. Do you currently maintain a company program in compliance with applicable state "Right to Know" laws and OSHA Hazard Communication Standard for construction?
Yes No

The undersigned warrants and represents the data provided in this document is accurate in all respects.

Name of Firm: _____

Preparer's Signature: _____

Title: _____

Date: _____