

Palmdale Contractor Safety Orientation



Environment, Safety & Health Dept.

Introduction

- Orientation is given to ensure that contractors are working safely and in accordance with OSHA regulations and the Lockheed Martin Aeronautics (LM Aero) Contractor Environment Safety & Health Handbook (PM-8013).
 - The PM-8013 is provided to all general contractors prior to site arrival and can be obtained from the Supply Chain website
- Contractors may be instructed to STOP WORK if a potential risk to personnel, the environment, equipment, or facilities is observed at LM Aero
- Any willful or repeat violations may result in work being stopped and the offending contractor employee being removed from the worksite



LM Aero Certifications

- LM Aero's ESH Management System is registered to the ISO 14001 Standard
 - ESH Policy Commitments
 - Protect people and the environment
 - Prevent injuries and accidents
 - Ensure full compliance
 - Prevent pollution and conserve resources
 - Integrate ESH into the business
 - Promote continual improvement
 - A person performing tasks that potentially cause ESH impacts shall be competent based on education, training or experience, and shall retain records (Contractors included)
 - Follow Environmental requirements (hazardous waste, air quality, water quality, spill response, biodiversity)

ESH Contractor Questionnaire

- Contractors who perform construction, maintenance, equipment installation, etc. must submit Form 12109 Contractor ESH Questionnaire
- The form is supplied by the LM Aero Buyer or the LM Aero Point of Contact
- The following information can be accessed on the Supply Chain website:
 - Contractor ESH Handbook
 - Contractor ESH Questionnaire
 - LM Priority Chemicals List (HMEL)
 - Palmdale Contractor Orientation
 - Contractor Hazardous Material Usage Log
 - Appendix Desert Tortoise

Environment Safety & Health – Contractor Questionnaire

Attention Lockheed Martin Aeronautics Contractor Date: _____

URGENT
Inadequate or unsatisfactory response to the Environment Safety & Health (ESH) Contractor Questionnaire may result in Contractor's removal from the bid list or non-renewal of contract.

As a potential contractor, Lockheed Martin Aeronautics requires the contractor to fill out the information below and return to the Lockheed Martin Aeronautics Buyer.

ESH Contractor Questionnaire

Part I – General Information

Company Name _____
Company Address _____
City, State, Zip _____
Work Site Location Fort Worth Marietta Palmdale Other

Contractor's ESH Manager or Person(s) Responsible for Contractor's Environment Safety & Health Program
Name _____ Email _____ Phone _____
Name _____ Email _____ Phone _____

1. North American Industry Classification System (NAICS) Code _____
2. Number of Employees (Company-Wide) _____

3. Calculate OSHA/CalOSHA Overall Recordable Case Rate company-wide for the **last 4 years**.
A) Add the total number of cases entered on lines G, H, I and J from OSHA/CalOSHA Form 300/300A
B) Multiply total number of cases by 200,000
C) Divide by total number of hours worked in a specific year.

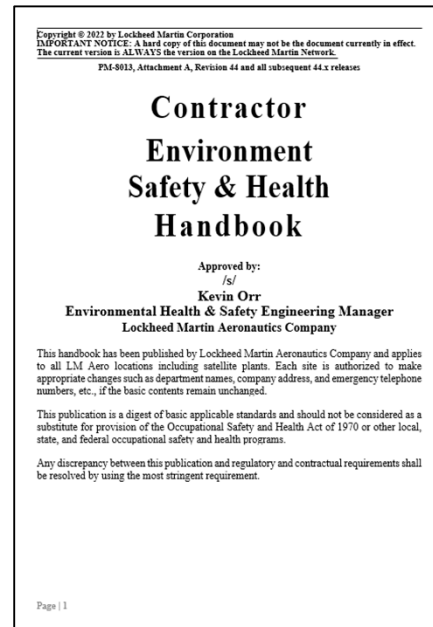
Year	Overall Recordable Case Rate
_____	_____
_____	_____
_____	_____

4. Overall OSHA/CalOSHA Day-Away/Restricted Time (DART) Case Rate company-wide for the **last 4 years**.
A) Add the number of cases involving days away from work, restricted work, and/or transfers to other jobs (Can be obtained by adding values from lines H and I of OSHA/CalOSHA Form 300/300A)
B) Multiply total number of cases by 200,000
C) Divide by total number of hours worked in a specific year

Year	Overall DART Case Rate
_____	_____
_____	_____
_____	_____

Contractor ESH Handbook

- LM Aero uses this handbook as the safety policy for all work performed by contractors on LM Aero premises
- See the Supply Chain website for updated information (Most current revision)



Issue	Date	Description or Reason for Change
43	December 2023	<ul style="list-style-type: none"> • Due to replacing the HMIEL with the Lockheed Martin Priority Chemicals List • Updated image for LOTO lock and tags for Palmdale (page 28)
42	December 2022	<ul style="list-style-type: none"> • Update Issues only: Added note to AC regarding notification to update annual SCM ESH website when change is made
41	December 2022	<ul style="list-style-type: none"> • Added Palmdale Only vehicle decal requirement (page 12) • Added point-based traffic enforcement reference (page 22)
40	September 2022	<ul style="list-style-type: none"> • Removed Palmdale Only: Contractors shall mark company vehicles with vehicle numbers (Page 12) • Removed Palmdale Only: vehicle operator training requirement (page 22)
39	July 2022	<ul style="list-style-type: none"> • Added Vehicle Signage Requirements (page 11-12) • Added Palmdale Only vehicle decal requirement (page 12) • Updated Palmdale Only vehicle operator training requirement (page 22)
38	November 2021	<ul style="list-style-type: none"> • Updated contractor responsibility to clarify how often weight tickets must be submitted. (page 22)
37	June 2021	<ul style="list-style-type: none"> • Subcontractor summary updates (page 9) • Subcontractor management updates (page 11) • ESH 05 summary paragraphs removed (page 16) • Chemical review process revisions to clarify process (page 27-29) • Confined space permit requirements revisions (page 38) • Revised attachment B • Update to Maritime emergency contact numbers • Formatting updates
36	October 2020	<ul style="list-style-type: none"> • Removed all references to "Fort Worth only" including Attach H, Added Fort Worth Safety Manual as Attach H • Added ESH 04 requirements for contractor notifying LM of OSHA required reporting of fatality and/or injuries (page 12) • Clarified vehicle and equipment refueling while indoors (page 27) • Fixed formatting issues and page numbering • Palmdale Only requirement for LSV operation added, Contractor Vehicle Orientation linked (page 12) • Low Speed Vehicle (LSV) acronym added (page 15)
35	December 2019	<ul style="list-style-type: none"> • Update form for Fort Worth 12745 to 13126 (page 10)
34	October 2019	<ul style="list-style-type: none"> • Revise evaluation process for subcontractors (page 10)
33	October 2018	<ul style="list-style-type: none"> • Added blue light requirement for contractor vehicles (Fort Worth)
32	August 2018	<ul style="list-style-type: none"> • Replaced ESH website links • Added Electrical PPE violation policy • Added concrete walls requirement • Added contractor vehicle parking restriction (Palmdale) • Updated wording for Asbestos • Added gas pass rule change (Palmdale) • Updated labeling asbestos requirement (Palmdale) • Changed welding shield requirement • Added EMACS number • Removed sentence from Attachment B

Some requirements are site specific (e.g., Palmdale Only)

Contractor ESH Handbook

- LM Aero specific Environment Safety & Health (ESH) requirements are listed in the Contractor ESH Handbook
- Contractors and their subcontractors, if applicable, shall report injuries that require medical attention or OSHA notification to the LM POC within 8 hours of incidence



Contractor ESH Handbook

- Contractors shall document the following as a minimum:
 - ESH Site Orientation for all personnel prior to working on site
 - Competent person(s) (Ex: Excavation/trenching, scaffolding, etc.)
 - Specific OSHA required training (Ex: Fall prevention, confined space, Lockout/Tagout, forklift, etc.)
- Contractors shall identify the following with their company name:
 - Freight Containers (Ex: Conex, Seatrains, Land & Sea containers, etc.)
 - Company vehicles including forklifts, aerial lifts, etc.
 - Dumpsters/roll offs
 - Job site storage containers

Contractor ESH Handbook

- When applicable, contractors shall submit the following to ESH:
 - Cal/OSHA Excavation/Trenching permit (**Submit annually**)
 - Form 11173: Contractor Confined Space Information Verification (**Submit annually**)
 - Form 12109: Contractor ESH Questionnaire to LM Aero ESH department for all subcontractors hired by you before work starts (**Submittal dependent on Tier**)
 - Form 10977: Contractor Hazardous Material Usage Log for usage of painting and coating products (**Submit monthly**)
 - Form 10121: Hazardous Material Review to LM Aero POC for all chemicals used (**Submit before using chemicals onsite**)
 - Safety Data Sheets (SDS) to LM Aero POC and ensure they are approved by ESH (**Submit before using chemicals onsite**)

See Contractor ESH Handbook for additional requirements

Emergencies & Incident Reporting

- Fire/Rescue/Injury/Emergency Medical/Security
 - Dial 911 from a plant telephone
 - If calling from a wireless telephone dial 661-572-2010
 - After calling emergency number, notify supervisor and LM Aero POC
 - For fires you can activate a fire alarm pull station
- Review with your supervisor and become familiar with the nearest exits, evacuation routes and evacuation assembly areas
- If the fire alarm sounds, proceed to the nearest exit, leave the building, and go to your evacuation assembly area
- Report all injuries, near misses, and property damage to your LM Aero POC. This applies even if you have already called emergency services



Hazard Communication

- The Hazard Communication Standard requires all employers to:
 - Maintain a written Hazard Communication program
 - Provide information regarding chemicals known to be present in the workplace
 - Train employees on the safe use and handling of chemicals present in the workplace
- Chemical Use & Handling
 - Chemical containers must be properly labeled
 - Flammables shall be stored in flammable storage cabinets
 - No more than five (5) gallons of these materials may be stored at one location without specific approval from LM Aero Facility Protection (Fire)



Hazard Communication

- Dial Emergency Number in case of spill
- When Hazardous Waste containers are needed
 - Contact LM POC
 - Request additional containers in advance
 - Complete Form 11867 for Roll-Offs
- Day cans in area may be used
 - Clear plastic liner
 - Do not overfill
 - Contact HazMat for pick up
 - This includes left over chemicals



Hazard Communication

- Light Tube Disposal
 - Must be disposed of in box
 - Box must be labeled and dated
 - Take to HazMat Yard
- Hazardous Waste cannot be taken offsite
 - Contact HazMat when project is complete
 - HazMat Dept. (661) 572-2314



Personal Protective Equipment (PPE)

- Requirements for the use of PPE will be determined by your employer
- PPE must be provided by your employer before starting any hazardous work
- Employee must be trained on the use and care of PPE



Earmuffs



Ear Plugs



Safety Glasses



Disposable Respirator



Work Gloves



Hard Hat



Work Boots



Respirator

Hearing Protection

- Must be used when exposed to high noise levels
- Rule of Thumb: If you have difficulty hearing or understanding a "normal" tone of voice from about three feet away, the noise in the area is probably exceeding safe levels
- Employer must provide hearing protection equipment
- Employer must ensure employees are trained in the proper use and care of their hearing protection equipment

DECIBEL - dB(A)	EQUIPMENT
112	Pile driver
110	Air arcing gouging
108	Impact wrench
107	Bulldozer - no muffle
102-104	Air grinder
102	Crane - uninsulated cab
101-103	Bulldozer - no cab
97	Chipping concrete
96	Circular saw and hammering
96	Jack hammer
96	Quick-cut saw
95	Masonry saw
94	Compactor - no cab
90	Crane - insulated cab
87	Loader/backhoe - insulated cab
86	Grinder
85-90	Welding machine
85	Bulldozer - insulated cab
60-70	Speaking voice

Double protection recommended above 105 dB(A)

Hearing protection recommended above 85 dB(A)

Table 1: Some typical noise levels found on construction sites

Contractor Vehicles

- Vehicle operators must complete all company-required training prior to operating vehicles on LM premises.
 - This orientation does not authorize you to operate LM-owned vehicles.
 - If your company is authorized to operate LM-owned vehicles, you are only permitted to operate the vehicle specified in the PO.
 - Refer to PM-8013 ESH Contractor Handbook for all contractor requirements.
 - For more information on these requirements contact your LM POC.



Contractor Vehicles

- LM Aero ESH or Facilities Protection has the right to suspend/revoke driving privileges for unsafe driving practices
- Report all in-plant traffic accidents involving property damage or personal injury immediately to LM POC
- Only park in designated parking spots
 - Use parking placard when parking in contractor spaces
- Do not drive into hazardous areas enclosed by barricades or designated by signage without prior authorization
- Signal all turns and stops either with mechanical devices or hand signals

Contractor Vehicles

- Pedestrians, aircraft, and emergency vehicles always have the right of way
- All personnel must sit in approved seats
 - Seat belts must be worn when vehicle is equipped
 - Riding in truck beds or trailers is prohibited
- Cell Phones Policy
 - No talking while driving unless hands-free device is used
 - No texting and driving



Contractor Vehicles

- Ensure headlights and taillights are working properly when operating during hours of darkness, inclement weather, or in poorly illuminated areas
 - This includes golf carts and nonstandard vehicles such as all-terrain vehicles
- Follow posted traffic and speed limit signs
 - Stop at all Stop signs
 - Do not park in undesignated spots
 - Slow down & stop at crosswalks
 - Site speed limits
 - 20 mph (unless otherwise marked)
 - 15 mph through gates
 - 10 mph in parking lots
 - 5 mph within buildings



Contractor Vehicles

- Request authorization from LM POC before driving vehicles into buildings
 - Use caution when entering/exiting buildings
 - When no Stop sign is present, vehicles traveling on north-south aisle have the right-of-way over other vehicles
 - When vehicle is equipped with a horn, stop and honk as you enter/exit buildings and at intersections
 - Vehicles shall not be refueled inside any building
 - This does not apply to the exchange of propane cylinders on propane-fueled vehicles
- Do not overload your vehicle or trailer
 - Secure any material that has potential for movement prior to departing
 - Do not load material onto a vehicle, trailer, or skid unless it is safe to do so

Contractor Vehicles

- Traffic Violation Notification for individuals who accrue the following points over one calendar year

Points	Violations
2 Points	Traffic Violation Notification sent to: Vehicle Operator, Company POC, and LM-POC <ul style="list-style-type: none"> • Parking Violation Minor (No Parking zone, incorrect parking stall)
4 Points	Traffic Violation Notification sent to: Vehicle Operator, Company POC, and LM-POC <ul style="list-style-type: none"> • Speeding • Operating vehicle in unapproved area • Use of cell phone and other electronic devices while operating a bicycle/tricycle • Parking Violation Major (fire lane, blocking emergency exit, causing safety hazard) • Failure to obey regulatory traffic signs requiring stop, yield, denied entry, or one-way • Failure of operator or occupants to use available restraint system devices while moving • Use of cell phones and other electronic devices without a hands-free device while operating any type of vehicle • Operating a vehicle during hours of darkness, inclement weather, or in poorly illuminated areas without proper headlights and taillights
6 Points	Traffic Violation Notification sent to: Vehicle Operator, Company POC, LM-POC, SCM POC, Facilities Director, and ESH Senior Manager <ul style="list-style-type: none"> • Operating a vehicle in an unsafe manner
8 Points	Traffic Violation Notification sent to: Vehicle Operator, Company POC, LM-POC, SCM POC, Facilities Director, ESH Senior Manager, and Site Vice President <ul style="list-style-type: none"> • Fleeing the scene of an accident (hit and run) • Unauthorized possession and use of vehicle placard • Failure to pull over, stop and wait when meeting a moving aircraft • Operating a motor vehicle while under the influence of alcohol or drugs • Failure to yield right of way to emergency vehicles, pedestrians, or aircraft • Reckless driving (willful and irresponsible disregard for the safety of persons and property)

Contractor Vehicles

NOTICE

FAILURE TO COMPLY WITH COMPANY POLICIES INVOLVING VEHICLE OPERATION WILL RESULT IN TRAFFIC VIOLATION NOTIFICATION ISSUANCE, AND POTENTIAL **ESCALATION** TO SITE EXECUTIVE LEADERSHIP, **DISCIPLINARY ACTION AND/OR REMOVAL FROM SITE**

For more information:

Employees: See AC-1521 How To Manage Vehicle Operations, Employee Handbook, and California Aeronautics Vehicle and Pedestrian Safety Course in Atlas (employees: 226443WPL00, leaders: 226457WPL00)

Non-Employees: See PM-8013 ESH Contractor Handbook, Security External Site, VisitLM

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Contractor Equipment

- Contractors shall ensure equipment used on site is registered/permitted with the California Air Resources Board (CARB)
 - Portable generators: demonstrate CARB Permit
 - Off road diesel equipment (e.g., backhoes, front loaders, etc.): CARB registration
 - Look for red/white label
 - Large spark ignition equipment: propane, gasoline, or electric equipment rated at 25 bhp and >1 liter displacement (e.g., forklifts, tow tractor, etc.): CARB registration



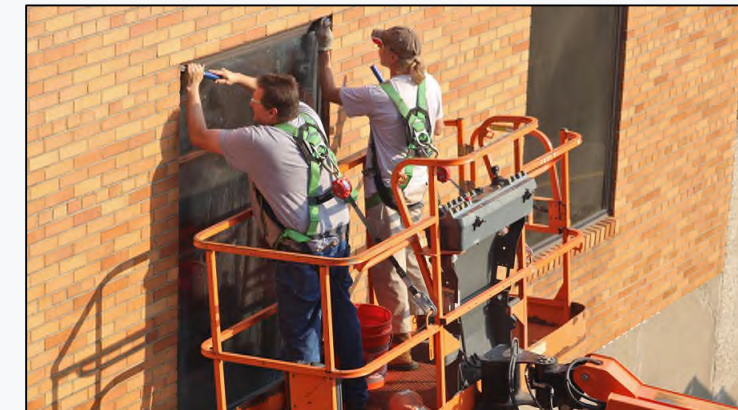
Flightline Safety

- Contractor personnel are not permitted on the flightline unless in the performance of a contractual job task and with the coordination of the LM Aero POC
- Contractor employees must receive Foreign Object Debris (FOD) training prior to entering flightline area
- Training is set up through the LM Aero POC
- Entry onto the flightline requires LM Aero POC authorization and shall only be through the designated FOD checkpoints



Fall Protection

- LM Aero Palmdale has mandatory fall protection requirements
- Type of protection determined by competent person
 - Full body harness, shock absorbing lanyard
 - Anchorage point capable of 5,000 lbs. of static force
- Harness storage
- 100% Tie off
 - Use double lanyard if needed
 - Fall protection D rings only
 - No rigging chokers
 - No knots in lanyards



Failure to follow these requirements may result in removal from site

Lockout/Tagout (LOTO)

- Each contractor shall have a written LOTO program when applicable
 - You must be trained on your company's LOTO program
 - All hazardous energy sources must be locked and tagged out (Electrical, mechanical, gravitational, hydraulic, pneumatic, chemical, thermal etc.)
- Notify LM Aero POC before applying LOTO if the lockout will include an LM employee
- LM Aero equipment may have specific LOTO procedures in place
 - Contact LM Aero POC for procedures




For complex systems, such as B603, LOTO is managed through the area operator

Excavation/Trenching

- Form 13322 Excavation Permit
 - Issued by Facilities and Plant Engineering
- Excavation/Trenching Access
 - Ladder or stairs must be used when excavation depth is 4 feet or greater
 - No more than 25 feet of travel distance to an access point
- Competent Person must inspect excavations
 - Prior to allowing personnel to enter
 - Prior to start of shift
 - When conditions change

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Sawcutting/Demolition & Excavation
Permit March 2021 Rev. 6

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EXCAVATION PERMIT

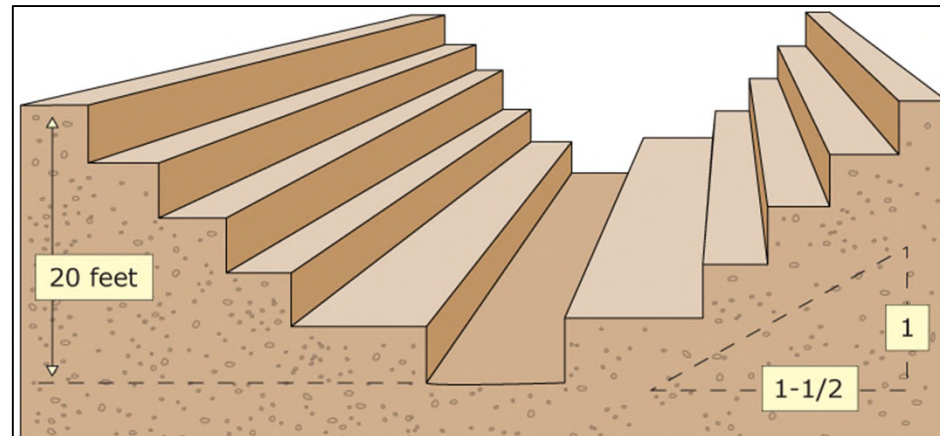
THIS PERMIT MUST BE FULLY COMPLETED PRIOR TO CONSIDERATION

APPLICANT	NAME OF APPLICANT: _____	PHONE: _____
	PROJECT TITLE: _____ PO NUMBER / FSR NUMBER: _____	CELL: _____
APPLICANT	NAME OF EXCAVATOR: _____ <small>(IF DIFFERENT FROM APPLICANT)</small>	PHONE: _____
	CITY/STATE: _____	CELL: _____
ANTICIPATED START DATE: _____		ANTICIPATED FINISH DATE: _____
EXCAVATION DETAILS (Attach Drawing Separately)		
WORK SCOPE: _____		
SPECIFIC LOCATION: _____		
EXCAVATION DIMENSIONS LENGTH: _____ WIDTH: _____ DEPTH: _____		
CONTRACTOR / LM CE	PROJ MGR - CONDITIONS REVIEWED (Initial or Mark NA if Not Applicable)	
	<input type="checkbox"/> Underground Utilities Identified in Design Package <input type="checkbox"/> Review Electronic Master Underground Drawings <input type="checkbox"/> Review Legacy Underground Drawings <input type="checkbox"/> Utilize Utility Locating Service <input type="checkbox"/> Site Visit/Verification <input type="checkbox"/> Comprehensive Explanation of All Utilities in Area	
	LM PROJECT MANAGER	
	Print: _____	
	Signature: _____	
	Date: _____	
	SAWCUTTING/DEMOLITION CONTRACTOR	
	Supv. - Print: _____	
	Supv. - Signature: _____	
	Date: _____	
Operator - Print: _____		
Operator - Signature: _____		
Date: _____		
EXCAVATION CONTRACTOR		
Supv. - Print: _____		
Supv. - Signature: _____		
Date: _____		
Operator - Print: _____		
Operator - Signature: _____		
Date: _____		
AUTHORIZING ENGINEER		
PI WORTH ENGINEERS		
HOOKER, JOHN		
MACKAY, RYAN		
NEWTON, JASON		
NGUYEN, LAM		
PEREIRA, ANGELA		
PALMDALE AUTH ENGINEERS		
ESPINOZA, WILIE		
CANAS, WILL		
ECHEVERRIA, FRANK		
SALAS, FREDDY		
SILVA, GREG		
LM AUTHORIZING ENGINEER		
Print: _____		
Signature: _____		
Date: _____		
COMMENTS		
LM CONSTRUCTION ENGINEER		
Print: _____		
Signature: _____		
Date: _____		
COMMENTS		

13322-03232021

Excavation/Trenching

- Protective Systems
 - Required for excavations with a depth of 4 feet or more
 - Required for excavation with a depth less than 4 feet when soil conditions pose a potential risk to employees
 - Soil must be kept back from the edge of excavation a minimum of two feet
 - Engineered shielding systems must have tableted data available
 - When used, Bench and Slope methods must comply with regulations



Hot Work

- Any work involving arc welding, torch cutting, open flames, grinding or sparks requires a Hot Work Permit
- Hot Work Permits are issued by LM Aero Fire Prevention
- Instructions for obtaining a Hot Work Permit may be obtained through your LM Aero POC
- Permits must remain in the work area and be available for inspection by LM Aero ESH



Housekeeping

- All work areas shall be kept clean and orderly
- Outside dumpsters shall be kept covered and closed unless in use
- Aisles and exits must be kept clear at all times
- Electrical cords and hoses shall be kept out of walkways
- Fuel must be stored in approved safety cans
- No storage of flammable liquids inside buildings unless in approved flammable cabinet
- Propane cylinders
 - Must be stored outside
 - Refueling of propane equipment must be performed outside

Food and Drinks in the Workplace

- Eating, drinking, or storage of food/beverages in shop areas where hazardous materials are present is not allowed
 - Area Maps identify locations safe to store and consume beverages
 - Food and Drinks can only be eaten in designated areas, refer to local area signage
- OSHA 29 CFR 1910.141(g)(2)
 - No employee shall be allowed to consume food or beverages in any area exposed to a toxic material
- Cal/OSHA Title 8 CCR 3368(b)
 - Food and beverage shall not be stored or consumed in area where they may be contaminated by any toxic material



Confined Space

- Written confined space program required
- All entrants, attendants, and entry supervisors must be trained
- Hazardous energy sources must be locked and tagged prior to confined space entry
- All confined spaces must be reviewed by a competent person prior to entry
- Rescue services must be arranged for all Permit Required Confined Spaces (PRCS)
- Provide completed PRCS form and feed back to LM Aero ESH when job is complete



Asbestos

- You must have a written asbestos program; if applicable
- Review LM Aero yearly asbestos notification for locations that are know to contain asbestos
- If you find or suspect asbestos stop work and notify your supervisor and your LM Aero POC
 - LM Aero will arrange for sampling and analysis
 - See the LM Aero annual asbestos notification for know areas






Lead Based Paint


- Lead
 - Is a toxic metal
 - The chemical symbol for lead is Pb
 - Older paints are more likely to have lead
 - Lead effects the
 - Nervous system
 - Reproductive systems
 - Circulatory system




ESH Contractor Badges

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 **CONTRACTOR SAFETY** 

 Adhere to LM policies and procedures


Report all incidents, injuries, and property damage to LM POC

 Stop work and report any contact or suspected contact with Asbestos to LM POC


Wear all required PPE

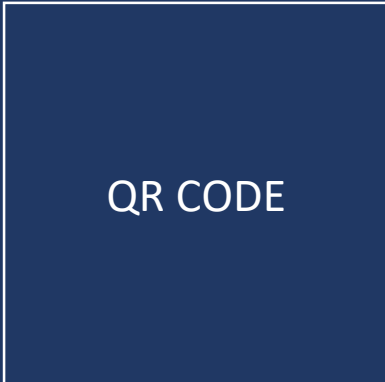
 In Case of Emergency call:

- 911 from Landline
- 661-572-2010 from cell



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 **CONTRACTOR SAFETY** 




QR CODE

ESH References

Badge # _____

Expires: _____



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