

MFC CONTRACTOR

Environment, Safety, and Health Requirements

Lockheed Martin Missiles and Fire Control



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Introduction

Policy

The Environmental, Safety, and Health (ESH) policy of Lockheed Martin Missiles and Fire Control (LM MFC) is to operate our facilities in a regulatory compliant, responsible manner that is based on the prevention of occupational injury and ill health, protects the environment and surrounding communities, commits to pollution prevention, conserves natural resources, and provides a safe and healthful workplace for employees, contractors, and visitors, while consulting with and getting participation from employees and their representatives to eliminate hazards and reduce occupational safety and health risks.

"ESH is Everyone's Responsibility!"

Scope

This document applies to all LM MFC locations including satellite locations.

Applicability

This document applies to any organization or individual (Contractor) and its subcontractors, engaged by Lockheed Martin through written agreement to perform work at Lockheed Martin-owned, leased, controlled, and/or operated facilities or at sites where Lockheed Martin has work performance responsibilities. Contractors include, but are not limited to, construction contractors, service/technical representatives, vendors and suppliers, maintenance/renovation, consultants, cafeteria and security service providers, contracted software developers or support personnel. For purposes of brevity, the above will be referred to in this document simply as "Contractor".

Purpose

This publication is a digest of basic requirements to be followed by Contractors performing work for LM MFC and should not be considered as a substitute for provisions of the Occupational Safety and Health Act of 1970 or other local, state, and federal environmental and occupational safety and health programs and/or site-specific ESH requirements. This document is not designed nor intended to replace the Contractor's ESH program, nor to address every possible environment, safety, or health aspect. The Contractor is solely responsible for the development and implementation of its own ESH Program and compliance with provisions of the Occupational Safety and Health Act of 1970 and applicable local, state, and federal environmental and occupational safety and health laws, regulations, standards, and/or requirements. Contractors are solely responsible for ensuring the safety of their employees, their subcontractors, their processes, and the work areas affected by their processes.

Note: For site-specific ESH requirements, contact the local Contractor Monitor or local ESH representative.

Emergency Preparedness

Building Evacuation

LM MFC has developed emergency response plans for all facilities. The Contactor is responsible for familiarizing themselves with the site's emergency and evacuation procedures, including knowing the location(s) of designated assembly area(s). The Contractor may be asked to participate in evacuation drills.

When a fire alarm or other method of emergency notification sounds, the Contractor shall:

- Stop all work.
- Shut off electrical equipment and machines, if safe to do so.
- Exit the building or area and follow the site-specific evacuation procedures.
- Report to their supervisor.
- DO NOT re-enter the facility until instructed to do so by LM MFC and/or responsible authority.

Emergency Procedures

The Contractor shall develop and train personnel on emergency procedures as required by OSHA regulations. Plans and procedures shall incorporate site specific requirements and information to ensure coordinated emergency response efforts.

Medical Emergencies

In the event of a Contractor injury/illness on LM MFC property, the Contractor shall:

- Seek medical care per their employer's policies and procedures.
- Follow site specific injury/illness reporting processes for medical emergencies.
- Report the injury/illness immediately to their supervisor and to LM MFC regardless of severity.
- Provide copies of investigation reports and any relevant documentations for Contractor injury/illness to LM MFC upon request.

Where blood or other bodily fluids are present, the Contractor shall secure the area and immediately notify LM MFC. The Contractor shall not clean-up blood or other bodily fluids, unless authorized and trained to do so by their employer.

General Requirements

Contractor Management

Using their own procedures, the Contractor shall comply with all applicable local, state, and federal laws, regulations, standards, and all communicated LM MFC site and program-specific requirements.

The Contractor shall:

- Communicate and coordinate with LM MFC activities regarding regulatory compliance, site-specific requirements and procedures, and site-specific training, as applicable.
- Coordinate work activities with LM MFC upon entry into the facility and before starting any work.
- Manage and ensure subcontractors comply with all applicable laws, regulations, and all communicated LM MFC, site and/or program-specific requirements.
- Review the LM LMC Contractor ESH Orientation. The LM LMC Contractor ESH Orientation is included as part of the procurement package or may be obtained through your LM MFC Contract Monitor.
- Report all Contractor occupational injuries/illnesses occurring on LM premises to LM MFC. Immediately cease work and correct unsafe condition(s).
- Report to LM MFC all incidents involving damage to LM MFC equipment/facilities and impacts to LM MFC operations.
- Provide a copy of incident reports, including root cause and corrective action, to LM MFC, within 24 hours after LM MFC request.
- Provide a “Competent Person” as defined by OSHA for the entire duration of hazardous operation(s). These tasks include, but are not limited to asbestos/lead abatement, welding, erecting/changing scaffolding, excavation, demolition, remediation, use of accessory hoisting equipment, cranes, and fall protection.
- Assess the job site and verify compliance with ESH requirements. Continually assess the work site to identify potential hazards and mitigate those hazards.
- Stop work if it poses an imminent hazard to people, facility, products, or environment.
- Inform LM MFC and other potentially affected personnel of any hazards confronted or created during operations. Abate workplace hazards created by Contractor activity or under Contractor control.
- Report near misses/close calls incidents to LM MFC. Near misses/close calls shall be investigated to determine cause and mitigations to prevent recurrence. For the purposes of this document, a near miss/close call is an unplanned event that did not result in injury/illness, or damage, but had the potential to do so.
- Ensure that no Lockheed Martin process equipment is adjusted or relocated without authorization from LM MFC.
- Prohibit the use of tobacco and tobacco like products on LM MFC premises.

Contractor Inspections

Contractor shall:

- Perform regular work area/field inspections to ensure compliance with all applicable laws, regulations, and all communicated LM MFC, site and/or program-specific requirements.
- Facilitate inspection of work areas by LM LMC and take corrective actions where deficiencies are identified.

Enforcement Policy

LM MFC will enforce compliance to ESH requirements through a process of progressive discipline. Escalation of disciplinary action is dependent on the severity and frequency of repeated acts of indiscipline. Examples include, but are not limited to: warnings, suspension of work, expulsion from the work-site, removal from participation on bidding for future LM MFC work and up to contract termination.

Stop Work

When an unsafe act or condition is witnessed by LM MFC, a stop work order may be issued depending on the severity of the condition. A corrective action plan must be submitted by the Contractor and approved by LM MFC before work can resume.

Contractor ESH Orientation

The Contractor shall complete the LM MFC Contractor ESH Orientation prior to performing work on LM MFC premises.

ESH Training

The Contractor shall:

- Be trained (by their employer) according to applicable regulatory standards (e.g. OSHA, EPA, DOT) for the tasks performed for LM MFC.
- Provide proof of training, certification, or licensures associated with specialized work activities upon request by site LM MFC personnel.

Environmental Requirements

Air Emissions

- The Contractor shall coordinate any regulatory notifications and/or permits with LM MFC.
- No generators greater than 37 KWe (50 Horsepower) shall be used on LM MFC premises without prior LM MFC approval.

Refrigerants - Ozone Depleting Substances (ODS)

Contractors performing work with refrigerants shall comply with the following requirements:

- Refrigerants must not be vented to the atmosphere.
- All refrigerants shall be recovered using an EPA certified recovery unit.
- All refrigerant leaks shall be repaired and integrity verified in accordance with 40CFR82.
- Written documentation of leak repair efforts and follow-up verifications shall be provided to LM MFC for all units greater than 50 lbs. of CFC charge.
- Documentation reporting all refrigerant used or charged into equipment shall be provided to LM MFC for all units greater than 50 lbs. of CFC charge.
- All personnel performing refrigeration system installation, maintenance, and disposal shall provide a copy of their EPA refrigeration certification card to LM MFC upon request.

Soil Disturbances and Ground Water Impacts

- Activities that will disturb existing soil conditions, the underground water table and/or alter drainage systems (e.g., trenching, boring, excavations, post hole digging, etc.) shall be reviewed and authorized by LM MFC.
- Contractor shall coordinate with LM MFC regarding regulatory notifications and/or permits and shall fully comply with all laws, regulations, permit restrictions, and procedures.
- Planned generation of any groundwater will be coordinated with LM MFC. Any generated groundwater shall be contained (e.g., drums, tanks or tankers) for disposal pending a determination made by LM MFC.

Erosion and Sediment Control

- Manage and control borrow pit areas to prevent sediment from entering nearby streams or lakes. Restore areas, including those outside the borrow pit, disturbed by borrowing and hauling operations.
- Follow sediment and erosion control plans (where applicable).
- Burn-off of the ground cover is not permitted unless specifically authorized by LM MFC and properly permitted.

Water Resources

- Wastes, waste water, oils, or chemical substances shall not be discharged to surface water or in-to any storm or sanitary sewer system or be disposed of on any outside grounds without prior authorization. Discharges shall be authorized in advance by the LM MFC.
- DO NOT disturb fish wildlife or their habitat unless authorized to do so by LM MFC.
- Sanitary sewer connections shall not be made without authorization from LM MFC.

- No dredging, filling or dewatering may occur on-site until LM MFC receives appropriate dewatering and/or dredge/fill permits. The Contractor shall comply with all permit conditions.
- Provide adequate protection for leaks (110% of container size).
- The spill or release of any chemical substance to the environment shall be reported to LM MFC.

Storm Water Pollution Prevention Plan

- All Contractors conducting construction activities from which run-off goes into or adjacent to any surface water in the state shall coordinate any permitting activities with LM MFC.
- If a permit is required, the Contractor is required to comply with all aspects of the general permit including the implementation of a storm water pollution prevention plan.
- No site work can begin until LM MFC receives appropriate storm water permit modification and/or construction discharge permits. Contractors shall comply with all permit conditions of the storm water permit.
- Contractor shall prevent water and sediment run off into storm drain and sanitary sewers.
- Run-off from pressure washing shall not be allowed to enter facility storm drains, sanitary sewers or swales. Wastewater from concrete washout and cleanout of stucco, paint, form release oils, curing compounds, and other construction materials is prohibited.

Natural Resources

- Contractor is responsible for preserving the natural resources within the project boundaries and outside the limits of permanent work.
- Contractor shall restore natural resources to an equivalent or improved condition upon completion of work. Activities will be confined to within the limits of the work indicated or specified.
- Except in areas to be cleared, the Contractor shall not remove, cut, deface, injure, or destroy trees or shrubs without the authorization from LM MFC.

Solid and Sanitary Waste

- Solid waste and recycled material shall be placed in appropriate containers per site specific requirements and emptied regularly. Coordinate with LM MFC to determine site requirements/processes.
- Construction material to include paper, glass, plastic, metals, woods, wooden pallets, cardboard, and concrete shall be recycled to the maximum extent possible.

Hazardous Waste

- Storage, labeling, and handling of hazardous waste shall meet state, federal and LM MFC site specific requirements.
- Generation of hazardous waste (solid or liquid) shall be coordinated with LM MFC prior to generating the waste.
- The Contractor shall make arrangements with LM MFC for the characterization, handling, storage and disposal of all hazardous waste generated by the project/activity. No hazardous waste generated on property can be disposed of by the Contractor.
- Notify LM MFC immediately of any hazardous waste/material spills.

Safety and Health Requirements

Asbestos

- Contractor shall comply with all applicable laws and regulations, including without limitation, the OSHA and Environmental Protection Agency (EPA) regulations relating to the handling or removal of asbestos.
- Contractors shall immediately report to LM MFC and any employees working at the job site, any discovery, disturbance, and/or spill of Asbestos-Containing Material (ACM) and/or Potential Asbestos-Containing Material (PACM). The Contractor(s) is to cease all operations in the immediate area of the suspect ACM and/or PACM and demarcate the area as governed by 29CFR1926.1101. The approval of the LM MFC Contract Monitor and ESH Office is required before resuming operations.

Prior to removal and/or demolition of asbestos containing materials from LM MFC premises, the Contractor shall comply with the following:

- Notify the LM MFC when performing any maintenance, repair, renovation, construction, removal, demolition or salvage activities on any ACM or materials suspected to contain asbestos.
- DO NOT disturb or dispose of ACM without LM MFC approval.
- Immediately report any incidental disruption of ACM or PACM to the LM MFC. This applies to contractors who have not been specifically hired to perform ACM abatement.
- All work shall be completed in a way that will not expose LM MFC's employees to asbestos.
- The Contractor will post signs in accordance with OSHA 29CFR1926.1101(k)(7) stating that asbestos work is in progress. Secure the immediate area with flagging (or equivalent material) to keep personnel from entering the area.
- Disposal of ACM shall be coordinated with and authorized by LM MFC.
- Contractor shall inspect the job site at the end of each day to ensure all asbestos debris in the area has been properly cleaned up.
- Contractors performing bulk and post abatement air sampling shall provide a copy of the results of all areas and personnel monitored to LM MFC.

Compressed Gas Cylinders

Compressed gas cylinders are considered hazardous. Contractors shall:

- NOT bring compressed gas cylinders onto Lockheed Martin property without first following the hazardous materials review process and receiving subsequent approval by LM MFC.
- Chain or secure cylinders in an upright position always; whether in storage or in use.
- Store and properly secure cylinders in a well-ventilated location.
- Keep the protective cap in place when the cylinder is not in use.
- Ensure cylinders are clearly labeled with contents and hazard warnings.
- Always use the proper regulator for each cylinder. DO NOT use an adapter or other connections to attach a regulator to a gas cylinder
- Ensure cylinders are free of corrosion and inspected/tested per Department of Transportation (DOT) requirements. Remove cylinders not meeting DOT inspection requirements from site.

- Oxygen and fuel gas cylinders may be placed in close proximity (e.g., on cylinder carts) only when gases are in use.
- Shut off cylinder valves when left unattended (e.g. breaks, lunch, end of work shift).

Confined Space Entry

LM MFC premises may have permit/non-permit confined spaces as defined by OSHA. Contractor entry into these spaces shall be coordinated with LM MFC to ensure compliance with OSHA 29 CFR 1910.146 and communication regarding potential hazards associated with the space.

For work involving confined spaces (i.e., permit and non-permit required), the Contractor shall comply with the following:

1. The Contractor shall plan their entry in accordance with OSHA standards.
2. The Contractor shall complete a Confined Space Access Request form (LM MFC-0332) and provide it to LM MFC for review prior to accessing any confined space. The request shall include the following:
 - Proof of training for all attendants, entrants and entry supervisors.
 - Contractor's entry permit (Blank).
 - Proof of rescue training in accordance with 29CFR1910.146(k) if Entry Company is performing their own rescue.
 - Safety Data Sheets (SDS) for all chemicals to be used in entry.
 - Confined Space Entry Program/Policy.
3. The Contractor shall adhere to any special precautions or procedures that LM MFC has communicated for the protection of LM employees in or near the confined space where Contractor personnel may be working.
4. The Contractor shall not access any confined space unless authorized by LM MFC.
5. The Contractor shall inform LM MFC of any hazards confronted or created in the confined space during entry operations.
6. A copy of the Contractor's completed entry permit (if a permit was required) shall be submitted to LM MFC upon completion of the entry.

Note: Contractors performing confined space work at the Archbald site shall follow Archbald site-specific processes/procedures.

Crane and Hoisting Operations

All Contractor crane operations including, but not limited to, articulating cranes, knuckle-boom cranes, crawler cranes, mobile cranes, commercial truck-mounted, boom truck cranes, helicopter crane, etc., shall be coordinated with LM MFC. The following requirements shall be followed:

- The Contractor shall comply with 29CFR1926.1400 for Construction, 29CFR1910.179 for General Industry.
- The Contractor shall provide lift plans to LM MFC upon request.
- All personnel working below the swing radius and the horizontal boom length impact radius of the crane shall be evacuated before overhead work is performed.
- The area around the crane base shall be barricaded to prevent unauthorized personnel from entering the hazard zone.
- Never lift a load over people.

- Use tag lines to control loads per lift plans.
- Mobile cranes shall not be operated or moved within 10 feet of any open trench.
- The erection, operation or dismantling of any boom-type lifting or hoisting equipment or any part thereof, closer than 20 feet from energized overhead high-voltage lines is prohibited.
- Hoist, rigging equipment and associated attachments shall have the required manufacturer's label that includes its rated working load capacity.
- DO NOT operate under adverse weather conditions.
- The use of LM MFC cranes, hoisting equipment and rigging attachments by a Contractor is prohibited. Where necessary to use LM MFC equipment, follow the requirements in the Use of Lockheed Martin Equipment section of this document.

Electrical Safety

Any Contractor involved in installing, repairing electrical equipment or electrical distribution systems on LM MFC premises shall conform to OSHA 29CFR1910.303 and/or 1926.400 electrical standards (or equivalent state OSHA standards), NFPA 70E, NEC (NFPA 70) and other applicable electrical codes.

Any electrical work to be performed on LM MFC premises shall meet the following criteria:

- The Contractor shall provide proof of training upon request by LM MFC.
- Energized electrical circuits and equipment shall be put into an electrically safe work condition prior to performing electrical work.
- If live work is to be performed on energized electrical circuits greater than 50 volts, the Contractor shall complete their own energized electrical permit and provide to LM MFC upon request. Inconvenience is not justification for performing live work.
- Ensure electrical equipment is properly maintained and in safe operating condition.
- All energized junction boxes, circuit breaker panels and other electrical equipment shall be covered to prevent accidental contact.
- Contractors shall use either ground fault circuit interrupters (GFCI) or an assured equipment grounding program as specified in 29CFR1926.404 to protect employees on construction-sites. The program shall cover all cord sets, receptacles that are not a part of the building and equipment connected by cord and plug that are available for use or used by employees on the construction-site.
- All electrical work performed in corridors, aisles or any other areas accessible to LM MFC residents shall be barricaded such that anyone outside the barricades are protected from the hazard.
- No work site with exposed, energized parts shall be left open at the end of the work day. Protective covers, enclosures or Lockout/Tagout shall be used to protect against accidental contact.
- All lamps, provided for temporary, general illumination shall be protected from accidental contact or breakage. Metal-case sockets shall be grounded.
- Electrical equipment must be rated and approved for the hazardous (classified) location in which it is being used.

Overhead Power Lines

Contractor work near overhead power lines shall be avoided where feasible to prevent inadvertent contact. If work cannot be relocated, and the Contractor has a need to work on or near power lines, they shall coordinate with LM MFC and owner/operator of lines (as needed).

- Contractors working near power lines shall determine safe distances from the lines and maintain clearances over the course of their work.
- Contractors performing work on power lines shall be trained, qualified, and authorized to perform the work. Work shall be coordinated with LM MFC and the owner/operator of the line (as needed).
- Overhead wires shall be considered energized lines until the owner of such line or the electrical utility authority indicates that it is not.

Control of Hazardous Energy (Lockout/Tagout)

The Contractor is responsible for developing and implementing their own effective lockout/tagout program that complies with OSHA 29CFR1910.147, "The Control of Hazardous Energy (Lockout/Tagout)", and NFPA 70E.

- The Contractor shall provide information on their Lockout/Tagout (LOTO) Program and identify the lockout and tagout devices to be utilized upon request. The Contractor shall notify LM MFC before interrupting an energy source.
- The Contractor shall coordinate with LM MFC as needed to gain information for the development of energy control procedures.
- Where it is not possible to lockout/tagout a given system, the contractor shall notify LM MFC and identify a safe method for safeguarding.
- The contractor shall place their own locks and tags on energy isolating devices.
- Contractor locks and tags shall comply with the OSHA standard and any site-specific requirements.

Explosives

Explosives or ordnance shall not be brought on to LM MFC premises until approved to do so by the LM MFC explosive safety program owners.

Process Safety Management

Contractors required to work in an area with processes covered by OSHA 1910.119, Process Safety Management (PSM), shall comply with the PSM standard.

PSM applies to contractors performing any work on, adjacent to, or in the area of a covered process. It does not apply to contractors providing incidental services which do not influence process safety such as janitorial work, food and drink services, laundry, delivery or other supply services.

To commence work in these areas, Contractor shall, at a minimum, be trained be briefed on the hazards in the area.

Fall Protection

The Contractor shall:

- Follow all applicable OSHA standards regarding fall protection/prevention.
- Evaluate work performed for fall hazards and implement effective control measures to reduce the risk of falls.

- Effectively mitigate hazards associated with falling objects and follow all applicable OSHA standards.
- Provide fall protection related documentation to LM MFC upon request.
- Follow any site-specific fall prevention/protection requirements.

Fire Protection System Impairments

Any Contractor involved in modification and/or impairment of the facility fire suppression system shall comply with the following:

- No work shall be performed or any valve opened or closed on any fire suppression system without the prior approval of LM MFC.
- Coordinate impairments with LM MFC. Provide notifications as directed by LM MFC.
- Materials shall not be stacked within 18 inches of fire sprinkler heads.
- Materials or other equipment shall not be placed upon or suspended from any fire suppression system pipes, valves or supports, either temporarily or permanently.
- Ceiling tiles and escutcheons shall be put back or replaced if needed when work is complete or on-hold to ensure that the fire suppression system activates as designed.
- Hot Work is prohibited in all areas where the fire suppression system is impaired. Requests to perform hot work in impaired areas shall be made to LM MFC. Any exemption to this requirement shall be submitted to LM LMC for authorization.

Hazardous Materials: Flammable, Combustible and Toxic Materials

Contractors using hazardous materials shall comply with the following:

- All hazardous materials shall be approved by LM MFC prior to bringing them on LM MFC premises.
- Hazardous materials shall be stored, used, handled in accordance with local, state, federal laws, regulations, and codes.
- Make every effort to use the safest product with the lowest toxicity and flammability range.
- Flammable and combustible liquids shall be dispensed from metal safety cans bearing a Factory Mutual (FM) or NRTL listing. Metal safety cans shall be free of damage and functional.
- Ventilation equipment used to exhaust flammable vapors shall be rated for the type of hazardous location.

Hazard Communication/Safety Data Sheets (SDS)

The OSHA Hazard Communication Standard or equivalent state OSHA requirement, requires each Contractor to have a Safety Data Sheets (SDS) for *hazardous chemicals and/or materials to which employees may be exposed. Contractors shall comply with the following:

- Submit SDSs to LM MFC prior to bringing chemicals on-site.
- If the materials have not previously been reviewed by the LM MFC, the Contractor will not be allowed to bring the products/materials on premises until LM MFC has been contacted and provides approval. Approval is never automatic and there are many substances that are highly toxic or damaging to the environment that are never allowed on LM MFC premises.
- If any Contractor is found using materials on-site that have not been reviewed by the LM MFC corrective action will be taken to remove the materials. Further action may include

work stoppage or Contract cancellation. The SDS shall be kept where readily accessible to all employees who might come in contact with the hazardous material.

- Contractors are responsible for ensuring that all of their employees, agents or subcontractors who work with hazardous materials have received Hazard Communication training by their employer. Proof of training shall be made available upon request by LM MFC.
- Inform their employees of the workplace chemical hazards they may encounter, provide training and supply personal protective equipment required to safely perform the work.
- Label containers in a manner compliant with the OSHA standard.
- Follow any site-specific requirements.

*Hazardous materials include, but are not limited to, adhesives, solvents, acids, caustics, paints, floor covering, coating, cleaners, detergents, flammable and combustible liquids and insulation

Hot Work

All contractors involved in Hot Work (e.g., welding, grinding, cutting, torching, brazing, soldering work and use of any type of open flame and spark-producing equipment) shall:

1. Plan any Hot Work activity well in advance of the project so appropriate approval can be obtained and work stoppages avoided.
2. Obtain a Hot Work Permit from the LM MFC site issuing department prior to commencing the assigned work.
3. **Post** the Hot Work Permit in the work area.
4. Adhere to the instructions for site preparation and the safety and fire precautions printed on the Hot Work Permit and any additional requirements provided by LM MFC.
5. Ensure employees who have been designated to use firefighting equipment as part of an emergency action plan are trained in the use of the appropriate equipment in accordance with 29CFR1910.157(g)(3). Training records shall be provided upon request.
6. Remove all flammables and combustibles a safe distance away from where the work will be performed in accordance with the site's Hot Work Permit process and ensure that there are no openings in walls or floors where sparks or slag could fall and ignite combustibles.
7. Oxygen and fuel gas cylinders may only be placed in close proximity (e.g., on cylinder carts) when gases are in use.
8. DO NOT perform Hot Work activities in any area where the fire protection sprinkler/suppression system is impaired unless prior approval has been obtained from the LM MFC Hot Work Permit issuing department.
9. Supply fire extinguishers for the hot work to be performed. Portable fire extinguishers shall be serviceable with appropriate current service tags attached and clearly labeled as belonging to the Contractor.
10. Perform fire watch/monitoring per the instructions on the permit and/or as directed by the LM MFC issuing department.
11. Close out the permit as directed by the issuing department.

Contact the LM MFC site issuing department for additional guidance.

Housekeeping and Material Storage

- Maintain good housekeeping and a clean work area throughout the day.
- Store tools and materials at the end of each work shift.
- Remove combustible materials (e.g., trash, wood, rags, cardboard, paper) at the end of each day and dispose of appropriately.
- Do not store more materials than needed on scaffolds, runways, loading docks or roofs.
- Do not block electrical panels, emergency equipment, means of egress, aisles and passageways.
- Lumber and bagged materials shall be stored to prevent them from falling or protruding into aisles and walkways.
- Do not store items in electrical rooms, mechanical rooms, elevators, and stairwells.

Indoor Air Quality

- The Contractor shall perform work in a manner that will minimize and control the production and migration of chemical vapors, gases, dust and dirt into adjacent areas.
- Work that may negatively affect indoor air quality (IAQ) shall be adequately ventilated.
- Only electric powered equipment is allowed inside the building without the prior approval of LM MFC.
- Use of adhesives, paints or other odor emitting products regardless of their SDS approval for use on-site are not to be used for any task in any occupied areas unless approved by LM MFC.
- Chemical containers should be covered when not in use to restrict any emissions to the atmosphere.

Radiation

Ionizing Radiation

Radiation sources are not to be used on LM MFC property without prior written approval from the LM MFC. If permission is granted, Contractors utilizing ionizing radiation sources (radioactive materials or radiation producing machines) shall comply with all site, local, state and/or Nuclear Regulatory Commission (NRC) regulations and LM MFC applicable procedures.

Non-ionizing Radiation (Lasers)

Lasers used at LM MFC premises shall comply with all site, local, state and federal requirements as well as the industry standard ANSI Z136.1.

LM MFC shall be notified in advance of operations requiring the use of Class IIIB and/or Class IV laser or laser products prior to entry into LM MFC facilities.

Machine Guarding

The Contractor shall ensure all equipment, machines, power tools, etc. have the required guarding as specified by the manufacturer and required by local, state and federal regulations/standards.

Hand and Power Tools

- Tools shall be supplied by the Contractor and shall be operated per manufacturer's instructions, maintained in a safe operating condition, and free from defects or wear which may constitute a hazard to any person or property.

- Electric power operated tools shall be grounded or double-insulated with proper assured equipment grounding inspections or Ground Fault Circuit Interrupter (GFCI) protection in all work areas.
- Contractor shall not issue or allow the use of unsafe hand/power tools.

Powder Actuated Tools

- Contractor shall follow all applicable state, federal regulations and any site-specific requirements regarding powder actuating tools.
- Only trained Contractor personnel shall use powder-actuated tools. Proof of certification must be provided to LM MFC upon request.
- Powder-actuated tools shall not be used in an explosive or flammable atmosphere.
- The tool, studs, and cartridges shall be kept in a safe area. Only authorized Contractor personnel shall have access to the storage area. Tools or powder loads shall never be left unattended in a place where they would be available to unauthorized person. Boosters and cartridges shall be kept in a storage container under lock and key.
- Misfires shall be identified, isolated and properly disposed.

Use of Lockheed Martin Equipment

Use of LM MFC equipment such as ladders, aerial work platforms, cranes, hoisting equipment, rigging attachments, forklifts, tools, machinery, etc., by the Contractor is prohibited. Where necessary to use LM MFC equipment to complete work, the contractor shall submit a Third Party User Loaned Tool/Equipment Indemnity Agreement to LM MFC for review. The contractor shall only use LM MFC equipment if authorized.

Painting and Spray Painting

The Contractor shall comply with the following:

- When using adhesives, paints or other odor emitting products on a roof, ensure safeguards are in place to prevent the intake of vapors/spray into ventilation systems
- If painting in a confined space, evaluate the area for hazards and follow confined space entry requirements.
- Ensure that all paint containers are properly stored, and paint-related wastes are coordinated with LM MFC.
- DO NOT leave any open paint containers unattended.
- Use of adhesives, paints or other odor emitting products regardless of their SDS approval for use on-site, are not to be used during normal working hours or in any occupied areas unless approved by LM MFC.
- DO NOT attempt to “air-dry” or cure any residual paint remaining inside the containers. Every effort shall be made to ensure used paint containers are completely empty (pouring, scraping, wiping, etc.).
- DO NOT attempt to dry any residual paint by adding a chemical or other product to the paint which would constitute as “treatment”.
- Lids shall be securely placed back on empty paint containers.
- Contractor shall coordinate with LM MFC the disposal of empty paint containers and paint related debris.

Personal Protective Equipment (PPE)

Contractor shall follow applicable OSHA standards and perform hazard assessments (e.g., Job Hazard Analyses) for the work to be performed.

Contractor shall be responsible for providing PPE and ensuring their personnel wear required PPE (e.g., eye protection, face protection, head protection, hand protection, hearing protection, foot protection, respiratory protection, fall protection) appropriate for the hazard, according to the contractor's hazard assessment. LM MFC will not furnish Contractor personnel with any PPE.

The Contractor shall comply with any site-specific and/or program specific requirements.

Portable Ladders

The Contractor shall comply with the following:

- Select ladders based on the nature of the work, the load and the height to be reached.
- Ensure ladders are in good/serviceable condition and free from structural defects.
- Immediately remove defective ladders from use, mark them as defective, and keep them from service until repaired/disposed of.
- If using a ladder in an aisle, roadway, or doorway, barricade the area around the ladder and/or post it to protect the ladder from being struck with a spotter watching the surrounding area.
- Store ladders in a safe manner when not in use. Place ladders where they will not obstruct traffic and secure them as necessary.
- Do not use ladders found in disrepair or non-compliant with OSHA regulations.
- Do not use ladders beyond their rated capacity.
- Only use A-frame ladders in the fully opened position.
- Ensure that extension ladders extend a minimum of 3' above the upper level being accessed and are set at the correct angle to accomplish the 4:1 ratio.

Roofing Operations

Contractors and their subcontractors performing roofing operations such as new roof construction, alteration and/or repair on LM MFC premises shall comply with all OSHA regulations and the applicable sections of this manual (e.g., Fall Protection, Asbestos, Hot Work). Contractors shall develop fall protection plans required by the OSHA standard and provide them to LM MFC upon request. Adequate steps to prevent chemical odors from entering the buildings through the HVAC system (e.g. shutting down air handlers, sealing air intakes) shall be taken.

Abrasive Blasting

- LM MFC shall approve sandblasting operations and its materials prior to commencement of work activities.
- Silica-based blasting material is prohibited and shall be not used.
- Contractor shall provide tarpaulin drop cloths and windscreens under and around blasting operations to confine and collect dust, sand, paint and other debris.
- LM MFC will evaluate potentially hazardous wastes and determine their disposition.
- Collect abrasive blasting waste containing lead or other heavy metals in approved containers.
- Collect dust, sand, paint and other debris resulting from sandblasting operations and store in drums with watertight lids.
- Emissions from abrasive blasting activities shall be controlled by the Contractor

- Blasting material shall be cleaned up immediately after completion of the activity or at the end of the work day.

Scaffolds

The contractor shall ensure applicable OSHA scaffold standards are followed when using scaffolds on LM MFC premises. The contractor shall comply with the following:

- Scaffolds shall be erected, moved, dismantled, altered and inspected only under the supervision and direction of a competent person who is qualified in scaffold erection, moving, dismantling or alteration.
- Ensure work is performed only by experienced and trained personnel selected for such work by the Competent Person.
- The feasibility and safety of providing fall protection for personnel erecting or dismantling supported scaffolds is to be decided by a Competent Person.
- Scaffolds and scaffold components are to be inspected by a Competent Person for visible defects before each work shift and after an occurrence which could affect a scaffold's structural integrity.
- Daily documentation of the scaffold inspection shall be maintained on the scaffold system by the Competent Person. Documentation shall be provided to LM MFC upon request.
- All casters used with baker mobile scaffolding shall be provided with a positive locking device to hold the scaffold in position when the scaffold is stationary or while employees are on the scaffold.
- "Walking" a scaffold (moving a scaffold from the work platform via shuffling, riding or pulling/pushing) is prohibited.
- Keep scaffold platforms and the area around the scaffold free of debris and unnecessary material or other hazards that could cause a trip or fall.

Aerial and Scissor Lifts

Contractor shall follow the Manufacturer operator manual when operating boom-supported aerial platforms (aerial lifts), scissor lifts and vehicle mounted work platforms.

- Inspect the equipment and test the controls prior to use each day. If defective, tag out of service and do not use.
- Only trained, authorized personnel shall operate equipment.
- Contractors shall wear a full body harness with a lanyard attached to the anchor points provided by the manufacturer on all boom-supported elevating work platforms (e.g., articulating boom lifts) and vehicle mounted work platforms when moving work is being performed.
- Maintain the minimum safe approach distances to power lines in accordance with OSHA requirements, the manufacturer's safety warnings and equipment labels.
- DO NOT exceed maximum weight limit listed on the equipment. (lift capacity accounts for person and equipment)
- DO NOT climb, sit, stand or hang on the guardrails or mid-rails to gain height.
- DO NOT use aerial lifts and scissor lifts as cranes, jack stands or forklifts.
- When working in elevated locations, ensure materials and tools fit within the platform and do not fall.
- Tools, materials and trash shall not be dropped or thrown to or from elevated locations.
- Barricade areas under overhead work and clear them of personnel.

Excavation and Trenching

Before performing excavation work on the property, the Contractor shall:

- Be authorized by LM MFC to perform the excavation work.
- Locate underground utilities such as sewer, telephone, fuel, electric, water, or other underground installations that may be encountered prior to opening an excavation.
- All excavations shall be protected against hazardous ground movement by shoring, sloping or benching, when required.
- Environmental permits may be required prior to the work start date. Environmental sampling may be required prior to soil disposal. Soil piles shall not be removed from site without LM MFC approval. Contact LM MFC for specific requirements.
- The Competent Person shall inspect all excavations before work begins, during and as conditions change.
- Prior to entry into excavations and/or trenches, the space shall be evaluated to determine if confined space requirements apply.
- If evidence of a hazardous condition is found, exposed employees shall be removed from the hazardous area immediately until the necessary precautions have been taken to ensure their health and safety.
- All excavations, regardless of depth, shall be barricaded or covered with a standard guard rail or an alternate method. Any excavation that shall remain open past the normal work shift shall be equipped with appropriate protection to prevent accidental access and will include reflectors and lights.
- Any liquid entering an excavation that requires disposal (dewatering) shall be removed in a manner approved by the LM MFC.

Utility Shutdowns

Contractors shall follow local site requirements as it relates to utility shutdowns. All utility shutdowns shall be coordinated with LM MFC.

Vehicle Operations and Powered Industrial Trucks

All Contractor equipment brought on site must comply with applicable OSHA standards and local, state, and federal laws and regulations. Contractors shall comply with the following:

- Only electric- powered equipment is allowed inside buildings without prior approval from LM MFC. Motor vehicles, forklifts and other equipment powered by flammable/combustible liquids are not allowed inside building(s) unless approved by LM MFC.
- At all times, operators shall possess proof of training during operation of equipment.
- The use of cell phones and other electronic devices is prohibited while operating motor vehicles unless the vehicle is parked in a safe location or a hands-free device is used. Secure vehicles and remove keys from the ignition before leaving the vehicle unattended.
- Safe and proper practices shall be followed at all times or vehicle operating privileges will be suspended and/or revoked at the discretion of LM MFC.
- Seatbelts are required to be worn where available and required by state, federal, laws and regulations.
- Daily inspections and scheduled preventive maintenance records shall be available upon request.

- Modified PIT attachments other than those approved/certified by the Original Equipment Manufacturer (OEM) shall not be used.
- Modifications or additions that affect capacity or safe operation shall not be performed without prior written approval from the forklift truck manufacturer. Capacity, operation, and maintenance instruction plates, tags or decals shall be changed accordingly. [29CFR1910.178(a)(4)]
- All vehicles that enter a building shall use an audible alarm and operate at a speed no faster than a brisk walking pace.
- Personal and Contractor vehicles shall not be serviced (e.g., oil changes, tune-ups, washing/detailing, brake changes, etc.) while on LM MFC property except in emergency situations (e.g., towing for repairs, flat tire repair, jump start, windshield replacement, etc.). These occurrences shall be immediately reported to LM MFC.

Warnings and Barricades

The Contractor shall erect and properly maintain necessary safeguards to protect Contractor personnel, LM MFC employees and the general public from unauthorized entry to designated construction areas. Isolate work areas from LM MFC operations and employees by using warning tape, barricades or any another effective means.

- Before beginning work, inform LM MFC of and work posing a potential danger to LM MFC personnel and obtain authorization to proceed.
- Barricades can be, “A” frame barricades, stanchions, etc. Barriers shall be substantial.
- Overhead work conducted in aisles where objects could fall and possibly strike passer by shall have sufficient safeguards in place (i.e., overhead protective barrier, netting, hard barrier, detour routes or consider working off-shifts).
- Signs shall also be posted to indicate to unauthorized personnel that entry through the construction area is strictly prohibited. In addition, a detour route shall be pre-selected and marked appropriately.
- Floor and wall openings shall be guarded by substantial barriers, railings, netting, fences, guardrails, steel plates and covering material to prevent slip, trips and falls.

Working Alone

- Contractors shall evaluate work tasks to determine when a 2-person process is required to ensure the safety of the employee performing the work.
- When it is necessary to work off-shift, weekends or holiday hours, arrangements shall be made with the LM MFC.