Atmus™
FILTRATION TECHNOLOGIES

CONTRACTOR SAFETY MANUAL

Contents

Introduction

Atmus strives to ensure that all aspects of its operation are performed in a safe manner and to maintain a healthy and injury free work environment.

It should be noted that each Atmus site may have safety policies and additional requirements to those listed in this document. These standards, in addition to those of the regulatory agency, shall be followed. This manual does not cover the full spectrum for safety and health nor are they quoted as published by the authority having jurisdiction.

In the event of a conflict between the manual, applicable law or the contract document, then the more stringent safety standard shall apply. No liability is assumed by Atmus by reason of this manual.

As a general principle, Atmus safety standards are based on the Occupational Safety and Health Administration (OSHA) standards, and will be applied, unless there are other applicable regulations, in which case the higher of the two standards shall apply. A definitions guide is in Appendix 1.

A. Contractor Checklist of Safety and General Information

The Atmus Project Contact (Atmus Project Engineer) or designated Manager shall review the Atmus Contractor Manual, emergency response, Hazardous Chemical Plan and other site hazards and Atmus requirements with the Contractor. The Contractor shall communicate this information and train its employees prior to the project start-up.

If the Contractor has unlimited badge access to the Atmus Site, the authorizing Atmus Project Contact or the Atmus representative granting access to the Contractor, shall review this manual and the site safety requirements before access is granted and annually thereafter.

B. Contractors Atmus Contact Information

The Contractor's point of contact for the project shall be the Atmus Project Contact. They will be responsible for addressing all issues, including contacting the Contractor or the Atmus area supervisor for issue resolution.

Each Contractor is responsible for performing safety audits for their employees and Sub-Contractors. These safety audits shall be performed daily, documented, kept on file and available for review. Atmus policies and procedures are available for review to the Contractor and their employees upon request. Policies and procedures are the property of Atmus and shall be maintained by the Contractor on site and returned to the Atmus Project Contact when the project is completed. All requests shall be directed to the Atmus Project Contact.

C. Orientation for Contractors

All non-Atmus employees who have unescorted access to Atmus sites shall attend a Atmus Contractor safety orientation. The Atmus Project Contact shall schedule the training with site safety personnel.

Those Contractors with long-term contracts, unlimited access to a Atmus site or having the project leadership role as the General Contractor for a project should attend Atmus safety orientation prior to beginning the project and annually thereafter.

Those Contractors failing to attend the orientation session may be denied access to Atmus sites. Orientation training shall at a minimum include the following subjects:

- A review of Atmus Safety, Health, and Environmental policy for the site
- The site's emergency evacuation, shelter, fire and emergency response plan
- The site's hazardous chemical and other potential hazards awareness training
- An overview of Regulatory Compliance
- An overview of Atmus Treatment of Others, Tobacco, Drug & Alcohol policy
- Question and Answer led by the Atmus Project Contact, Safety Representative and/or others as appropriate

Following the orientation session, each attendee shall be requested to confirm their understanding of the Atmus Safety Orientation content. Any additional training to gain competency is at the discretion of the site and the responsibility of the Contractor.

Additional to training called out in section C, the provisions of the Atmus Contractor Manual and applicable regulations, shall also apply.

D. Site Safety Orientation/Toolbox/Tail Gate Safety & Safety Talks

The Contractor shall provide its employees with a written safety plan which addresses the scope of the contracted project work. Atmus shall ensure its employees, contractors and sub-contractors have been trained in all standards dictated by the authority having jurisdiction specific to safety and construction, including Atmus safety standards.

The Contractor provided training shall be documented and available upon request. Documents provided upon request include: a training outline, training subject content and attendance records of its employees to Atmus.

Other training requirements are outlined below:

a. Minimum Safety Training for Contractor/Manager

If required by the scope of the project, each Atmus Site Project Representative shall have completed an OSHA Construction 10-hour training or equivalent regulatory training course. Verification of this training shall be available upon request.

b. Safety Meetings

Contractors are responsible for conducting weekly toolbox safety sessions with all personnel, on the morning of the first day of each work week.

E. Safety Reviews

Contractors must conduct at a minimum a weekly review of their safety performance including a review of risks for upcoming work activities.

F. Atmus Minimum Standards

The following outlines the minimum required standards while working onsite. All work conducted with in a Atmus facility or on behalf of Atmus shall be conducted in a manner which meets or exceeds these standards. If more guidance is required, the full policy or procedure is available upon request from the Atmus Project Contact.

1.0 Chemical and Hazardous Materials Management

1.1 Chemical Hazard Communication (Haz-Com)

1.1.1 The Contractor shall ensure training and chemical hazard information are available to all personnel.

1.1.2 Atmus Safety Data Sheets (SDS) are available to Contractor employees upon request from your Atmus Project Contact. Atmus provided SDS are intended for on-site use only and shall not be removed from the plant site.

1.1.3 Prior to beginning the work, contractors shall have an SDS available for all hazardous materials and all chemicals to be brought on site by the Contractor. Each SDS shall be reviewed and approved by the Atmus Project Contact and/or site Safety Manager before being brought on site. All chemicals MUST have an approved status before being brought on site.

1.1.4 Contractor shall notify Atmus of the quantity of each hazardous material brought onto site.

1.1.5 Whenever materials are transferred from a labeled container (from a manufacturer) to a secondary container, the secondary container must also be labeled. The hazard label will be clearly visible (also ensure compliance to local regulatory requirements). The label shall

also contain information including the chemical name, hazard rating information, emergency action and required personal protective equipment as well as emergency contact information for the manufacturer.

1.1.6 All Labels and SDS must meet standards set forth by the Globally Harmonized System (GHS).

1.1.7 Contractors who perform work in a laboratory shall be trained in chemical and other potential laboratory hazards and controls.

1.1.8 The Contractor will establish and maintain an effective written chemical hazard program. This plan should be available upon request.

1.1.9 Emergency Showers and Emergency Eye Wash capable of water delivery listed in the standard shall be located and available in the hazardous chemical storage area and where hazardous chemicals are used. When applicable, Contractors may use the Atmus site eye wash stations, contact your Atmus Project Contact for the nearest location.

1.1.10 The Atmus Project Contact shall ensure that the Contractor is trained in Atmus Chemical Hazards, its spill contingency, and Emergency Response Action Plan.

1.2 Compressed Gas Cylinders

1.2.1 Compressed gas cylinders shall be stored in areas assigned by the Atmus Project Contact and as outlined in the standard.

1.2.2 Compressed gas cylinders shall be clearly marked for the type of gas contained.

1.2.3 Oxygen and fuel gas cylinders shall be stored at least 20 feet apart or separated by a 5-foot-high firewall with a 30-minute rating.

1.2.4 All cylinders shall be stored and transported in a capped, secured and vertical position. Caps are required when not in use.

1.2.5 Compressed gas cylinders in confined spaces are prohibited.

1.3 Flammable Material Storage/Flammable and Combustible Liquids

1.3.1 Only approved containers and portable tanks with appropriate NFPA /HMIS labels/labels conforming to local/regional regulatory requirements will be used for storage, handling and transport of flammable materials.

1.3.2 Approved safety containers shall be used for the handling of flammable liquids in quantities of 5 gallons or less. All containers must be properly capped when not in use.

1.3.3 Paint, solvents, paint thinners and other materials cannot be stored inside new construction areas unless the building is protected with operational sprinklers or stored in an approved container and cabinet in limited quantity. All aerosols should be stored in a closed metal cabinet, separated from other flammable liquids

1.3.4 Flammable materials are not to be stored in areas around stairways, exits or normal walking areas.

1.3.5 Outdoor storage tanks shall be grounded and placed in containment dikes as required by local regulatory requirements.

1.3.6 Flammable and combustible materials and liquids must be stored only in areas approved and assigned to the Contractor.

1.3.7 Warning signs shall be posted in areas where flammable materials are stored.

1.3.8 Proper fire extinguishers shall be kept within 25 ft. of a hazardous materials storage area.

1.3.9 It is the Contractors responsibility to provide proper safety waste cans for disposing oily rags or combustible materials.

1.3.10 Temporary fuel tanks (gasoline, diesel and fuel oil) are only allowed if approved and have required marking and signage. Tanks must meet construction and design criteria and be certified by Underwriters Laboratories or equivalent. Temporary fuel tanks may require a permit in accordance with local and state regulations. Provide secondary containment where required

1.3.11 Liquefied Petroleum Gas (LPG) is not allowed on Atmus sites without specific approval from the site Safety Manager or Atmus Project Contact

1.3.12 LPG cannot be stored inside any building. Only cylinders in use shall be allowed in a building.

1.4 Hazardous Material Guide/Storage/Containment

1.4.1 The Contractor will ensure training and chemical hazard information is available to all their employees.

1.4.2 Atmus Safety Data Sheets (SDS) will be made available to Contractor's employees, if required. Atmus provided SDS's are intended for on-site use only and will not be permitted to be removed from the plant site.

1.4.3 All Labels and SDS must meet standards set forth by the Globally Harmonized System (GHS).

1.4.4 Prior to the beginning of work, Contractors should have an SDS available for all hazardous materials. All chemicals will be reviewed and approved by the Atmus site HSE or Management of Change Team (MOC). All chemicals MUST have an approved status before being brought on site.

1.4.5 Contractor shall notify Atmus of the quantity of each hazardous material brought onto site

1.4.6 Whenever materials are transferred from a labeled container (from a manufacturer) to a secondary container, the secondary container must also be labeled. The hazard label will be clearly visible (also ensure compliance to local regulatory requirements). The label shall contain information including the chemical name, hazard rating information, emergency action and required personal protective equipment as well as emergency contact information for the manufacturer.

1.4.7 All materials stored outside shall be contained and stored in a manner that prevents spills into the storm or sanitary sewer systems.

1.4.8 Secondary containment shall be provided for all containers with a volume of greater than 40 gallons or if deemed necessary by Atmus personnel.

1.4.9 Secondary containment shall be constructed with materials compatible with the hazardous material and have a volume capacity equal to or greater than 110% of the largest single container.

1.4.10 Hazardous materials that are stored outside shall be protected from the weather with spill containment.

1.4.11 Contractor shall submit to the Atmus Project Contact a list of all chemicals and a SDS with 100% content disclosure for each chemical planned for use during the project.

1.5 Spills

1.5.1 All spills shall be immediately reported to the Contractor supervisor and the Atmus Project Contact.

1.5.2 The Contractor shall provide spill containment for hazardous chemicals and non-hazardous chemicals and products.

1.5.3 All spills shall be investigated, and an Incident Investigation report completed.

2.0 Construction

2.1 Demolition (Excludes Blasting/Explosives)

2.1.1 Prior to performing demolition activity, Contractor management shall submit a written demolition safety plan to the Atmus Project Contact and site Safety Manager. If the plan is deficient, the Atmus Project Contact shall inform Contractor management of the area of deficiency. It is the responsibility of the Contractor to correct the identified deficiency. The responsibility for the demolition plan is solely that of the Contractor. As a precursor to the demolition safety plan, a risk assessment of the demolition activities must be completed to assess all possible hazards and environmental risk factors including lead and asbestos as the abatement processes require.

2.1.2 Contractors shall verify that all utilities have been disconnected.

2.1.3 Special attention shall be given to hazard analysis to identify hazards created by demolition operations. This hazard analysis is the responsibility of the Contractor.

2.1.4 Warning signs and substantial barricades shall be in place so that persons who are not involved in the demolition are prevented entry into demolition areas.

2.1.5 Additional precautions, as appropriate, must be in place if use of explosives and blasting operations are to be carried out as part of the demolition activity.

2.2 Excavations

2.2.1 Prior to performing excavation activities, the Contractor will submit a written excavation safety plan. If the plan is deficient, it is the responsibility of the Contractor to correct the identified deficiency. The responsibility for the excavation plan is solely that of the Contractor. The Contractor will contact the local utility service provider and coordinate service interruption with the site's facility staff.

2.2.2 It is the Contractors responsibility to have all utilities identified and marked within the excavation location. Any such services must be exposed by hand digging before using mechanical excavators.

2.2.3 All excavation shall comply with local regulatory requirements and applicable law and shall include warning systems.

2.2.4 It is the Contractor's responsibility to provide competent persons and comply with all trenching regulations. All excavations greater than 4ft (1.2m) in depth should be identified and constructed under the supervision of that person. Any work carried out near an unprotected excavation of greater than 4ft in depth (where there is a risk of fall) must be considered for fall protection requirements. A Working at Heights Permit must be in place to carry out those tasks.

2.2.5 All spoils, debris and equipment are to stay a minimum of 2 feet (0.6m) from the edge of excavations.

2.2.6 Each employee working in excavations shall be protected from cave-ins by an adequate protection system. Some examples include:

- Trench shield
- Sloping or benching systems
- Timber shoring
- Aluminum hydraulic shoring

2.2.7 When soil conditions are unstable, excavations less than 4ft must also be sloped, shored, or supported as required.

2.2.8 A Confined Space Entry Permit may be required before working in trenches and excavations greater than 4 feet in depth if hazard is not removed.

2.2.9 Proper barricades shall be extended around the outside of the excavation. At a minimum, fencing is required to keep pedestrians and motor vehicle traffic away from the excavation area.

2.2.10 A stairway, ladder or ramp shall be in place for all excavations deeper than 4 feet in depth to require no more than 25 feet of lateral travel for employees. Ladders must be in good condition, extend from the floor of the trench to 3 feet above the top of the excavation and secured at the top.

2.2.11 Daily inspections of excavations, the adjacent areas and protective systems shall be made by a competent person for evidence of a situation that could result in possible cave-ins, indications of failure of protective systems, hazardous atmospheres, or other hazardous conditions. An inspection shall be conducted by the competent person prior to the start of work and as needed throughout the shift. Inspections shall also be made after every rainstorm or other hazard increasing occurrence.

2.2.12 Where the competent person finds evidence of a situation that could result in a possible cave-in, indications of failure of protective systems, hazardous atmospheres, or other hazardous conditions; exposed employees shall be removed from the hazardous area until the necessary precautions have been taken to ensure their safety.

2.2.13 An Excavation Permit is required for drilling operations to prevent drilling in restricted areas and to ensure safety in drilling operations.

3.0 Mechanical and Electrical Services

3.1 Electrical Safety

3.1.1 The Contractor shall comply with all applicable local, state, federal and national law specific to Control of Hazardous Energy (Lockout and Tagout) and other high intensity energy sources.

3.1.2 Ground Fault Circuit Interrupters /Residual Current Protection (GFCI's/RCD's) are required for use with all temporary power and must be positioned as close to the power source as possible and tested prior to use.

3.1.3 Only extension cords meeting the ANSI standards or equivalent may be used. Extension cords intended for light duty or home use are prohibited.

3.1.4 All extension cords shall be inspected prior to use and if deficiencies are observed the cords shall be destroyed or repaired by a competent person. All extension cords must be equipped with a functional ground pin.

3.1.5 Explosion proof electrical equipment shall be used in all flammable or hazardous areas.

3.1.6 Before service or maintenance is performed which could expose the Contractor to any form of hazardous energy release, energy control and lockout/tagout requirements shall be followed.

3.1.7 Identification and isolation of all energy source to “zero energy state” shall be achieved. Any alternate process shall provide equivalent employee protection.

3.1.8 Only qualified and authorized electricians familiar with standard code requirements and trained on site specific safety requirements are to be allowed to perform electrical work.

3.1.9 Contractor’s employees shall not be permitted to work near an unprotected electrical power circuit unless they are protected against electrical shock by deenergizing the circuit and grounding it, or are protected by effective insulation or other means, and are wearing required personal protective equipment. Work around energized systems must be done in accordance with the site-specific procedure.

3.1.10 If work must take place on an energized system, an Energized Work Permit must be obtained and reviewed by the Site Safety Manager and/or Atmus Project Contact. A permit may not be required for trouble shooting components of an electrical system.

3.1.11 Do not operate electrical tools or equipment in wet areas or areas where potentially flammable dusts, vapors or liquids are present, unless specifically approved for the location.

3.1.12 Switches must be enclosed and grounded. Panel boards must have provisions for closing and locking the main switch and fuse box compartment.

3.1.13 Wearing rings, necklaces, or other conductive apparel while working on electrical circuits is prohibited.

3.1.14 All electrical panels must have a fixed front cover to prevent unauthorized or accidental access to energized parts.

3.1.15 If a circuit breaker or other protective device “trips”, ensure that an authorized electrician checks the circuit and equipment, and corrects problems before resetting the breaker.

3.1.16 Provide suitable means for identifying electrical equipment and circuits, especially when two or more voltages are used on the same job. Mark circuits for the voltage and the area of service they provide.

3.1.17 Do not leave electrical boxes, switch gear, cabinets and electrical rooms open when not directly attended. Insulate energized parts when covers have been removed or doors are ajar. Do not use cardboard, plywood, or other flammable material to cover energized circuits.

3.1.18 Sites shall conform to the requirements of NFPA 70E: current edition (standard requirements) and all regional/ local regulatory requirements before permitting to work on electrical installations or equipment that could expose a person to energized electrical parts.

3.1.19 When initially energizing electrical equipment or systems, or re-energizing systems that have been modified, Contractor must have a written plan in place that addresses the integrity of the equipment/system being energized and the protection of personnel involved.

3.2 Hazardous Energy Control (Lockout Tagout)

3.2.1 Contractor will prepare a written lockout plan and notify Atmus whenever Contractor deems it necessary to work on equipment or systems that are energized or pressurized or may become energized or pressurized during such work. The plan must state that every worker is protected by their own lock. In the case of complex lockouts with multiple lockout points, a group lockout box may be used and managed by a supervisor, where a single key may be placed in a lockbox. The workers then place their individual locks on the lockbox. Contractor will periodically audit lockouts in progress to assure the integrity of the lock and tag process.

3.2.2 Contractor audits of Lockout Tagout may be requested or reviewed by the Atmus Project Contact.

3.2.3 Lockout Tagout will be strictly enforced as per the site's procedure based the Atmus Corporate procedure. Contractor's employees may be authorized to perform a Lockout or a tagout, only if they are trained and certified as a Lockout Tagout authorized operator. Failure to

comply with Atmus Lockout Tagout procedure is grounds for permanent removal from all Atmus sites.

3.2.4 Before beginning work on a process, system or equipment, all energy sources (electrical, mechanical, thermal, pneumatic, chemical, hydraulic, etc.) shall be purged, dissipated, isolated, locked out/tagged out and controlled by the employee performing the work.

3.2.5 Training records and compliance documentation shall be available on request.

3.2.6 All Atmus equipment energy control questions shall be addressed to the Atmus Project Contact.

3.2.7 The Contractor shall supply all equipment required to achieve zero state lockout and control of hazardous energy.

4.0 Emergency Response and Injury Management

4.1 Emergency Procedures

In the event of a fire, chemical release (spill), illness or injury, the Contractor shall contact the Atmus Project Manager. If the emergency creates an immediate danger to employees in the area, then immediately raise the alarm, evacuate the area, activate the Emergency Response System, and follow the instructions given by the Emergency Response Team and your Atmus Project Contact.

The Atmus Emergency Response Team will activate the external emergency response personnel to the site. If Atmus personnel are not available, immediately activate the external emergency system.

Each Atmus site has specific procedures for emergency situations. Contact your Atmus Project Contact for details.

4.2 Fire Protection, Prevention and Reporting

4.2.1 A hot work permit and a dedicated fire watch is required when performing hot work activities.

4.2.2 Fire extinguishers and a dedicated fire watch are to be in the proximity of the work area when hot work is being performed.

4.2.3 In the event of a fire, activate the Atmus emergency system before attempting to extinguish the fire.

4.2.4 It is the responsibility of the Contractor to provide a fire extinguisher as required to perform work. If a Atmus extinguisher is used, the used extinguisher shall be removed from service and immediately replaced with a charged extinguisher. The used extinguisher shall be placed in the identified "recharge area."

4.2.5 The Contractor must notify the Atmus Project Contact immediately regarding any incidents and support the Incident Investigation process to determine the root cause of the fire.

4.2.6 The Contractor shall ensure personnel are trained in the use of a portable fire extinguisher (depending upon the activity and the risks associated with it).

4.2.7 The Contractor management shall ensure personnel are trained in the Atmus Emergency Plan.

4.3 First Aid

It is the responsibility of the Contractor to furnish and inspect first aid kits that are capable of treating the maximum number of contracted employees present on the jobsite.

If required by the scope of the project, the Contractor must provide at least one employee who is trained in First Aid. Documentation of training must be available upon request.

The Contractor should not use first aid supplies that are property of Atmus without prior approval.

All first aid incidents, regardless of severity, must be communicated to the Site Safety Manager or Atmus Project Contact within 24 hours of occurrence.

4.4 Incident Reporting Procedures

All incidents, including fires, spills and property damage associated with the Contractor's work and involving a Contractor employee shall be reported immediately to the Contractor, the Atmus Project Contact and the Site Safety Manager.
The involved Contractor employee and the Contractor supervisor shall submit a formal report within 24 hours of the occurrence of the incident.

The Contractor shall provide a copy of the report to the Atmus Project Contact, the prime and/or Sub-Contractor (if applicable), the Contractor's home office, and Atmus Site Safety Manager and/or area Safety Coordinator.

In the event of a serious injury, the Atmus Project Contact and Site Safety Manager shall immediately notify the sites leadership, Atmus Corporate HSE Director and general counsel of the incident.

4.5 Investigation

In the event of an incident that results in a significant near hit, personal injury and/or illness, production stoppage, property damage or is considered by a regulatory agency as reportable, an incident investigation shall be conducted by the Contractor. A joint Contractor-Atmus management review of the incident shall occur within 24 hours of the completion of the investigation.

The Atmus Project Contact shall facilitate the safety incident review meeting. In attendance shall be the Contractor, the employee's supervisor, the site Safety Manager, and in some instances the injured employee.

5.0 Equipment

5.1 Heavy Equipment

5.1.1 Heavy equipment such as forklifts, bulldozer, backhoes, dump trucks and cranes shall only be operated by individuals who are trained and qualified to operate heavy industrial equipment as required by regulatory agency.

5.1.2 All equipment must include manufacturers operating instructions.

5.1.3 It is the responsibility of the Contractor to train and maintain employee records as outlined in the standard. Training documents shall be available for inspection upon request.

5.1.4 Back up signals shall be in place for all heavy equipment.

5.1.5 The Contractor is responsible to ensure that rollover protection is provided.

5.1.6 All heavy equipment shall have a service brake system, an emergency brake system and a parking brake system.

5.1.7 Use of Atmus equipment is prohibited unless specifically authorized in writing and reviewed with the legal department.

5.1.8 Construction vehicles and heavy equipment brought on site must be inspected, tested and certified to be in safe operating condition.

5.1.9 Do not use a motor vehicle or equipment having an obstructed view to the rear unless the vehicle has a backup alarm audible above the surrounding noise level or a guide.

5.1.10 Heavy machinery, equipment or their parts which are suspended or held aloft by slings, hoists or jacks must be substantially blocked or cribbed to prevent falling or shifting. Do not work under or between suspended loads. Bulldozer and scraper blades, end-loader buckets, dump bodies, hydraulic lifts and similar equipment must be either fully lowered or blocked when being repaired or when not in use. Controls must be in neutral position, with motors stopped and brakes set, unless the work being performed requires otherwise.

5.1.11 Hauling vehicles for which the payload is loaded by cranes, power shovels, loaders or similar equipment must have a cab shield and/or canopy adequate to protect the operator from shifting or falling materials.

5.1.12 Daily inspections shall take place at the beginning of each shift by the operator of such equipment to ensure that equipment and accessories are in safe operating condition, and free of damage that could cause failure while in use. Findings shall be documented in an appropriate inspection log.

5.1.13 Equipment attachments must be engineered and approved by the manufacturer of the equipment prior to use.

5.1.14 Do not ride with arms or legs outside of the truck body in a standing position, on running boards, seated on side fenders, tailgates, truck cabs, cab shields, rear of truck or on the load.

5.1.15 Do not drive above the posted speed. Weather, traffic, width and characteristics of the road, type of motor vehicle and existing conditions may reduce the speed limit.

5.1.16 Review load capacities, operating speeds, and special hazard warnings on equipment. Instructions or warnings must be visible to the operator while at the control station.

5.1.17 Belts, gears, shafts, pulleys, sprockets, spindles, drums, flywheels, chains, or other reciprocating, rotating, or moving parts of equipment must be guarded if parts are exposed or create a hazard.

5.1.18 Operators of vehicles or equipment are always to use seat belts or other restraint devices during operation of vehicles or equipment.

5.1.19 When loading or unloading a motor vehicle at a dock, set the brake and place wheel chocks under both sides of the rear wheels, and engage dock-locks if available, to prevent the vehicle from rolling. Wheel chocks must be used during unloading and anytime the vehicle could possibly roll.

5.1.20 No equipment shall be left running while cab is unoccupied. Mobile equipment left unattended shall be left in a state to prohibit any unintended movement by ensuring that all attachments are lowered, and all locks, levels or brakes are set to prevent any unintentional movement.

6.0 Ethics and Human Resource Policies

6.1 Alcohol and Drug Policy

6.1.1 Use of alcohol and illegal substance are prohibited.

6.1.2 Operating equipment while taking prescription medications that contain Hazard Warnings such as “may cause drowsiness” is also prohibited. Drug and alcohol testing may be required. Contact your Atmus Project Contact and/or the site HR Leader for details.

6.1.3 Contractors must develop and enforce a process that prohibits the possession, distribution, promotion, manufacture, sale, use, and abuse of illegal drugs, drug paraphernalia, controlled substances, and alcoholic beverages by their employees while on Atmus premises or while working for or on behalf of Atmus.

6.1.4 All employees are prohibited from reporting to the premises under the influence of alcohol or drugs which affect their working ability or safety, including but not limited to their alertness and coordination.

6.2 Clothing, Hair and Jewelry

6.2.1 Proper clothing and hygiene, in conjunction with personal protective equipment, are required while working on Atmus property.

6.2.2 Dress and personal protective equipment shall be appropriate for the job task and for the identified hazard.

6.2.3 Shorts, tank tops, off shoulder and chest exposure or clothing that does not cover the torso and midriff are prohibited.

6.2.4 Shirts and blouses must be properly fitted, and tails tucked inside. Loose clothing which may become entangled, or caught in/or by equipment, rotating or reciprocating and moving parts is prohibited.

6.2.5 Long sleeves may be required for some areas of the site and prohibited in others. Contact the Atmus Project Contact for specific site information.

6.2.6 Additional protection shall be required when performing hot work, working in or around pipe chases, tanks or hazardous areas. Contact the Atmus Project Contact for site information.

6.2.7 Clothing will meet Flame Resistant requirements as set by appropriate standards/code while working on or near energized equipment or systems (refer NFPA 70E: current edition)

6.2.8 Wearing of metal jewelry in production, construction, electrical and lab areas is prohibited.

6.2.9 In the event there is a conflict in dress required specific to an identified hazard and dress that is practiced as a result of a bona fide religious affiliation, it is the responsibility of the Contractor to resolve the issue in such a manner that worker health and safety is maintained with conformance to safety standards.

6.3 Sexual Harassment and Equal Opportunity Employment

6.3.1 Sexual harassment is inappropriate behavior for all personnel and will not be tolerated.

6.3.2 All Contractors shall comply with Title VI of the Civil Rights Act of 1964 (Pub. L 88-352) and applicable employment laws.

6.4 Tobacco Policy

Smoking is not permitted inside any Atmus Facility. This includes chewing tobacco and electronic cigarettes. Please ask the site Safety Manager and/or Atmus project contact for the designated site smoking areas.

6.5 Weapons

The possession of weapons on Atmus property is strictly prohibited. Do not bring weapons, firearms and/or explosives on any Atmus-owned property, to any off-site company functions or while conducting company business. This applies to all company employees, partners, visitors, and contractors unless explicit, written authorization permitting otherwise is provided by Atmus Legal Counsel.

7.0 Occupational Health Policies

7.1 Asbestos Policy

7.1.1 Contractors shall comply with regulations set forth by the authority having jurisdiction or the following minimum requires set by Atmus.

7.1.2 Materials which may contain asbestos include but are not limited to; lab tops, building siding, gaskets, floor tile, pipe insulation, fume hood lining, flexible ductwork connections, ceiling tiles, tile adhesives, roof mastic and roofing materials. If any of these materials are or will be disturbed during the course of work (through activities including but not limited to drilling, cutting, grinding, sanding, abrading, removal or demolition), the Contractor Supervisor shall inform the Atmus Project Contact, who will then inform the Atmus Global HSE Leader. The Atmus Project Contact will then contact the appropriate personnel for testing and removal as necessary.

7.1.3 Before beginning any project that will require demolition and/or renovation of an existing Atmus facility, the Site Safety Manager shall arrange inspection of the area for asbestos containing material.

7.1.4 Only Contractors trained in removal of asbestos per the relevant regulatory agency are permitted to handle asbestos removal. All removal work shall be managed and approved by the Site Safety Manager.

7.1.5 Construction employees, maintenance employees, and all other employees who could potentially disturb asbestos containing materials in the course of their work activities shall be trained in identification of materials which may contain asbestos and procedures for notification of the Atmus Project Contact.

7.1.6 The Contractor shall ensure that all workers whose activities are covered by the asbestos standard for construction or general industry, or other applicable law shall receive the appropriate training required for the specific class of work.

7.1.7 The Contractor shall ensure that any asbestos containing waste resulting from work described in this section is disposed of in accordance with all applicable federal, state, and local requirements as well as Atmus policies or guidelines.

7.2 Bloodborne Pathogens

7.2.1 It is the responsibility of the Contractor to comply with the Atmus Bloodborne Pathogens procedure or local regulatory standard.

7.2.2 All employees whose job duties would expose them to Bloodborne Pathogens must be trained on proper handling of blood and human body fluids. All other employees shall be trained at the awareness level.

7.2.3 Up to date training records must be kept and available for review.

7.3 Lead Policy

7.3.1 Before beginning any project that will disturb surfaces or any other materials that could contain lead, the surfaces shall be analyzed for lead content and handled according to all lead standards. Disturbance of lead containing materials could occur through activities including, but not limited to the following: blasting, welding, cutting, torch burning, sanding, scraping, grinding or demolition. Lead is commonly found in paints, varnishes, primers, piping, solder, and flashings.

7.3.2 Initial exposure assessment shall be performed to determine approximate lead exposure levels. The results of the assessment shall determine the specific provisions of the standard that apply as well as any other federal, state, or local requirements. During

the exposure assessment period, the appropriate employee protective measures shall be implemented based on the type of work activity being conducted.

7.3.3 Only Contractors trained and competent in the lead standard set forth by the authority having jurisdiction shall be allowed to perform lead abatement work or any other activity that could result in exposure to lead.

7.3.4 Construction employees, maintenance employees, or any other employees who may disturb lead containing materials in the course of work activities shall be trained in the identification of potential lead containing materials and procedures for notification of the Atmus Project Contact.

7.3.5 Contractors performing work described in this section shall first submit a written compliance plan to Atmus. This plan shall include respiratory protection, medical surveillance for employees, regulatory monitoring, decontamination procedures and all other information required by the lead standard as well as any other applicable laws.

7.3.6 The Contractor shall ensure that any lead containing waste resulting from work described in this section is deposed of in accordance with all applicable federal, state and local requirements as well as Atmus policies or guidelines.

8.0 Hoists and Cranes

8.0.1 The Contractor shall submit a written lifting plan to the Atmus Project Contact. The Atmus Project Contact in conjunction with the Site Safety Manager shall review the plan. If the plan is deficient, the Atmus Project Contact shall inform Contractor management of the area of deficiency. It is the responsibility of the Contractor to correct the identified deficiency. The responsibility for the crane lifting plan is solely that of the Contractor.

8.0.2 All lift plans must contain a section regarding handling emergencies should a crane collapse, turn over or drop a load. The lift plan must address communication protocols and positive acknowledgement by operators of signals from the signal person when radio communications are used. All loads shall have a tag line(s) attached for control.

Controlling loads by hand is not permitted. Workers must always stay clear of the potential impact area should a load fall.

8.0.3 Contractors whose activities require the use of cranes are responsible for proper set-up and operation. Evidence of up-to-date crane inspections (annual) must be provided with the written lifting plan prior to the start of lifting operations. Cranes must be rejected for any defect, no matter how minor. All cranes on-site shall be in safe working condition and contract employee shall inspect the crane before use. All exposed gears, belts, coupling, fans, etc. shall be guarded.

8.0.4 Cranes shall be visually inspected both daily and prior to use accompanied by inspection records as specified by the standard. A documented annual inspection log shall always be kept with the crane. Boom cable installation documents shall be available upon request.

8.0.5 The Contractor shall ensure employees are trained and authorized to operate the equipment. Documentation of operator training, licenses and authorization shall be available upon request.

8.0.6 Working under suspended loads is prohibited. Contractor will establish an exclusion zone to protect personnel in swing radius and full length of the boom.

8.0.7 Suspended loads over personnel, buildings, processes, or electrical conduit must be approved by Atmus.

8.0.8 All hoisting shall use a qualified signal person to coordinate actions with the operator of hoisting equipment. The signal person must be in constant communication with the operator, able to track the load at all times, and, if using hand signals only, must be in full view of the operator. The Contractor must submit documentation of current rigging and signaling training for all employees tasked with hoisting materials as part of the lifting plan.

8.0.9 Outriggers shall be fully extended and remain firmly on the ground. Cribbing is necessary when the ground cannot support outriggers. Boom angle indicators and load charts and a standard hand signal chart shall be visibly posted in the crane.

8.0.10 Minimum clearance between power lines and any part of the crane shall be at least 10 feet. For power lines rated over 50 KV, additional clearance is required. See OSHA 1926.1408 for minimum clearing distances for kV higher than 50Kv.

8.0.11 Powerlines that are within 20ft of a lift must be shielded before attempting a lift.

8.0.12 Contractors shall verify that all utilities have been disconnected.

8.0.13 Contact local utility service for power disconnect and coordinate service interruption with the Atmus Project Contact and the site's facility staff.

8.0.14 The safe design capacity of a crane shall not be exceeded and shall comply with crane-type specific standard.

8.0.15 A qualified rigger must inspect rigging equipment prior to each use and immediately remove from service and destroy any damaged or defective rigging equipment.

8.0.16 Rigging devices, including slings, must have permanently affixed identification stating size, grade, rated capacity and manufacturer.

8.0.17 Remove rigging not in use from the immediate work area.

8.0.18 Hang rigging and slings on a rigging frame to eliminate bends and kinks.

8.0.19 Do not leave slings lying on the ground, exposed to dirt or the elements.

8.0.20 Do not shorten slings using bolts, knots or other devices.

8.0.21 A licensed engineer or the manufacturer must certify lifting beams and spreader bars as to their configuration and lifting capacity, these capacities must be marked on the equipment itself. Certification documentation must be made available upon request.

8.1 Crane Suspended Work Platforms

8.1.1 Cranes may be used to hoist, lower and suspend personnel on a work platform ONLY when such action results in the least hazardous exposure to employees. This shall be the last means of personnel lift considered.

8.1.2 Suspended work platforms shall meet all applicable standards and be stamped with specifications that have been determined acceptable by a certified facility Engineer (PE).

8.1.3 Prior to any lift, there shall be a test lift performed prior to performing work from a suspended work platform.

8.1.4 Contractors shall submit a lifting plan to the Atmus Project Contact, the site Safety Manager and crane operator; and shall pre-plan all Lift and Crane work activity.

9.0 Personal Protective Equipment (PPE)

The Contractor shall furnish and require their employees to wear PPE as required. It is also the responsibility of the Contractor to train all employees using PPE according to all relevant standards. Training documentation shall be available upon request.

Each of the basic hazards should be reviewed and a determination made as to the type, level of risk, and seriousness of potential injury. Consideration must be given to the possibility of exposure to several hazards at once. The general procedure for determining appropriate protective equipment is to:

- Identify the potential hazards and the type of protective equipment that is available, and what protection it provides (i.e., splash protection, impact protection, etc.).
- Compare the capabilities of various types of PPE with the hazards associated with the environment (e.g., impact velocities, masses, projectile shape, and radiation intensities).
- Select the PPE which provides a level of protection greater than the minimum required to protect workers from the hazards.

- Select PPE that will fit each person properly and provides protection from the hazard.

All PPE shall be inspected prior to use and stored correctly when not in use.

Contact Atmus Project Contacts for site-specific requirements.

ADDITIONAL PPE: The contractor should be directed to furnish any additional equipment required by unusual circumstances (such as high temperature work or handling corrosive liquids) and not specifically covered in this section. Use of such PPE must be included in the risk assessment and be reviewed with the Atmus Project Contact.

9.1 Eye and Face Protection

9.1.1 All safety eye protection shall meet the American National Standards Institute (ANSI) standard, Z87.1 or equivalent.

9.1.2 Safety glasses with ANSI approved side shield protection is required.

9.1.3 Eye protection shall be worn under welding shields.

9.1.4 Contractors are required to know the location and proper use of the safety shower and eye wash station while working in an area containing hazardous chemicals.

9.1.5 The use of cutting, chipping or grinding equipment requires the use of secondary eye and face protection. A face shield or a pair of safety goggles shall be worn while performing these operations.

9.1.6 In addition to the contractor performing the work, those individuals working near operations creating eye hazards shall wear additional eye protection.

9.1.7 Prescription glasses and side shields shall meet ANSI Z87.1 standard or equivalent.

9.1.8 Tinted lenses shall not be worn inside of buildings except in welding applications.

9.1.9 Face shields shall be worn over safety glasses during operations/equipment use including but not limited to the following:

- Line breaking
- Impact chisels
- Friction cut off saws
- Grinders
- Masonry saws
- Powder actuated tools

9.2 Foot Protection

Safety shoes meeting American National Standards Institute (ANSI Z41.1) standards or equivalent must always be worn.

Open toe and open heeled sandals and canvas shoes, including heels without a stable foundation, are prohibited in production, construction, material handling, maintenance, internal and external dock, waste treatment and tank facilities, and all laboratory areas and posted locations.

9.3 Hand Protection

9.3.1 The need for gloves shall be identified via a hazards assessment and selected for the specific hazard. It is the responsibility of the Contractor to conduct the hazard assessment and provide PPE as required.

9.3.2 Appropriate protection is required when hands are exposed to hazards such as those from skin absorption of harmful substances; severe cuts or lacerations; severe abrasions; punctures; chemical burns; thermal burns and harmful temperature extremes. The selection of the appropriate hand protection should be based on an evaluation of the performance characteristics of the hand protection relative to the tasks to be performed, conditions present, duration of use and the hazards and potential hazards identified.

9.3.3 Operations or activities that may be exposed to these types of hazards include sheet metal fabrication, painters, welders, electricians, parts cleaning, material handling, etc. American National Standard for Hand Protection (ANSI) Selection Criteria

provides guidance for selecting the correct gloves. Refer to NFPA 70E current edition standard for electrical safety in the workplace for determining the right PPE based on the Arc Flash analysis approach for any job required to be carried out on energized electrical installations or on equipment that can expose employee(s) to energized electrical parts.

9.4 Head Protection

Employees must wear protective hard hats when working in areas where there is a potential for injury to the head from falling objects.

Protective hard hats designed to reduce electrical shock hazards should be worn by each such affected employee when near exposed electrical conductors which could contact the head. Protective hard hats shall comply with ANSI Z89.1 or be equally effective. Activities that may be exposed to these types of hazards include crane operations, overhead work areas, all construction related work, low clearance work areas, etc.

9.5 Hearing Protection

Employees exposed to excessive noise must use appropriate PPE including ear plugs, muffs or both when engineering or administrative controls are not feasible to reduce exposure.

Where the individual's noise exposure equals or exceeds an 8-hour time-weighted average of 85 decibels (dBA), hearing protection is mandatory.

9.6 Respiratory Protection

Appropriate respirators are required to be worn in areas where employees are exposed to inhalation hazards (also reference Safety Data Sheets) in excess of the established exposure limits. Inhalation hazards may consist of exposure to gases, vapors, dusts, mists, fumes or fibers.

All respirator usage should be in accordance with ANSI Z88.2 (Standard Practice for Respiratory Protection) or be equally effective. Activities that may be exposed to these types of hazards include abrasive blasting, spray painting, welding, demolition, chemical related activities, asbestos maintenance, etc. Training and fit testing documentation must be made available upon request.

During spray painting operations where a hazardous warning is posted on the paint can label and controls are inadequate to prevent harmful exposure, Contractor will provide and require its employees to use respirators approved for spray painting operations and will comply with OSHA Standard 1910.134 or local regulatory requirement.

10 Site Entry and Facility Requirements

10.1 Cameras

10.1.1 No cameras are allowed on an Atmus site without written authorization.

10.1.2 A written authorization form shall be obtained from site Security or Atmus Project Contact and authorization from the site manager or their designee.

10.1.3 All photos taken on site will be the sole property of Atmus and cannot be removed from the site without authorization of the Atmus Project Contact.

10.2 Driving and Parking

10.2.1 All posted speed limits, traffic signs and signals shall be observed while on Atmus property.

10.2.2 Contractors who drive on Atmus property shall have a valid driver's license.

10.2.3 Contractors shall park in designated areas, if applicable. Contact the Atmus Project Contact for parking assignments.

10.2.4 Attending to phone calls and text messaging while driving is strictly prohibited.

10.2.5 Use of seat belts while driving and for the passengers is mandatory while driving within Atmus premises and/or for Atmus business purposes.

10.2.6 Vehicles should not be left unattended unless the engine is turned off.

10.2.7 Certified crash helmets must be worn by motorcyclists who drive on behalf of the company.

10.3 Facilities

10.3.1 Break areas shall be kept clean with daily trash removal by the Contractor.

10.3.2 All trash receptacles in the contractor break area must be covered.

10.3.3 Eating and drinking may be prohibited in some areas. Contact your Atmus Project Contact on specific requirements for the site.

10.3.4 Contractor employees shall not enter Atmus buildings or other work areas without direction from the Contractor Supervisor or the Atmus Project Contact.

10.3.5 All contractor employees are restricted to the assigned work area while on site.

10.4 Radios and Electrical Communication Device

10.4.1 Personal communication devices including radios, pagers, cell phones, etc. are allowed on site, however, they may not be used during work activities.

10.4.2 Electrical equipment, tooling or other devices used in hazardous environments shall be explosion proof and rated for the hazard classification.

10.4.3 The Contractor is responsible for enforcing the Atmus Site-Specific Cell Phone policy.

10.4.4 Cell phone use is limited to designated break areas, and designated cell phone areas only.

10.4.5 At no time are employees permitted to take phone calls or messages while operating equipment or vehicles.

10.4.6 Employees whose job task is that of watch (Fire-Watch, Confined Space, etc.) shall not be on the phone for any reason while performing the watch task.

10.4.7 The Contractor's employees are not permitted to use cell phones to take photos while located on Atmus properties.

10.4.8 Cell Phones, electrical equipment, tooling or other device used in hazardous environments must be intrinsically safe and rated for the hazard classification.

10.5 Roof Access

10.5.1 A roof entry permit is required for access to roofs of all Atmus sites.

10.5.2 Roof Entry Permits can be obtained from your Atmus Project Contact or by notifying the building representatives.

10.5.3 All Roof permits are null and void in the event of an emergency or fire service interruption.

10.5.4 Fall protection equipment, such as lanyards, restraints or fall arrest systems are required when you are on a roof, exposed to a fall hazard or working above 4 feet or 1.2 meters.

10.6 Security Inspections

10.6.1 Atmus Security shall have the right and may inspect any personal toolbox, gang box, bags or vehicle while on Atmus Property.

10.6.2 The Contractors Atmus Access Badge shall be displayed and visible while on Atmus site.

10.6.3 Contractors must sign in and out of the facility each time they are on site.

10.7 Temporary Buildings

10.7.1 Temporary buildings shall be illuminated and shall be kept clean at all times.

10.7.2 Entry and exit stairs shall be provided for temporary buildings as outlined by code and standards.

10.7.3 Fire Extinguishers shall be provided for temporary buildings.

11.0 Tooling

11.1 Grinders

11.1.1 All grinding wheels shall be inspected for cracks or structural deficiencies before mounting and again prior to each use.

11.1.2 Proper guards shall be in place and set at the proper distance. Grinders without guards shall be removed from service immediately.

11.1.3 An approved face shield and/or grinding goggles are required. Safety glasses shall be worn when using a face shield for secondary eye protection in grinding, chipping and compressed air operations.

11.1.4 Only properly trained persons must operate a grinder. All grinders must be locked (power off) while not in use.

11.1.5 Use portable grinders with hood-type guards and side enclosures that cover the spindle and at least 50% of the wheel.

11.1.6 Ensure bench grinders are fitted with deflector shields and side-cover guards. Tool rests must have a maximum clearance of 1/8 inch from the wheel.

11.1.7 Grinding outside of a designated Hot Work area shall require a Hot Work Permit.

11.2 Hand and Power Tools

11.2.1 Hand tools shall be inspected before use. If deficiencies are found, the tool shall be tagged (out of service) and removed from the site for either repair or disposal. Some examples include:

- Cold chisels and wedges with mushroomed heads
- Shovels with broken or splintered handles
- Electrical cords without proper insulation or missing ground pin

11.2.2 Tool repairs shall be performed by the manufacturer or a qualified and authorized person.

11.2.3 All guards and safety devices shall be permanently attached and shall remain functional during operation.

11.2.4 Work materials shall be clamped to the working surface before using powered equipment such as saws and drills. Safety guarding and other safety barriers, or dead man switches shall be provided.

11.2.5 In areas where fire and explosion hazards are of concern due to flammable or combustible materials, only explosion proof-hazard area classification electrical equipment and non-spark producing equipment is allowed.

11.2.6 Power, air and hand tools must be operated in accordance with the manufacturer's recommendations.

11.2.7 Keep hand tools in good condition, inspected, cleaned, sharpened, oiled and not abused. Replace worn tools immediately.

11.2.8 Inspect tools for damage and worn parts before use. Remove damaged or frayed cords from service. Do not hoist or lower tools by the cord or hose.

11.2.9 A competent person shall inspect power tools before use and at least once per month.

11.2.10 "Cheater Bars" or other forms of unapproved force multiplication must not be used.

11.2.11 Do not use power tools if safety equipment such as shields, tool rests, hoods and guards have been removed or rendered inoperative.

11.2.12 Contractor's employees must wear the required personal protective equipment when using tools under conditions that expose them to flying objects or harmful dust.

11.2.13 For ground electrically powered tools, protect outlets used for powered tools by ground-fault-circuit interruption (GFCI/RCD) devices throughout each phase of the work.

11.2.14 Do not use gasoline-powered tools in unventilated areas, enclosed spaces or outside of enclosed spaces.

11.2.15 Secure couplings to hoses supplying pneumatic tools are required to prevent accidental disconnection.

11.2.16 Protect air-supply lines by inspecting lines regularly to maintain good condition. Provide excess flow valves on supplying hoses exceeding 1/2 inch in diameter.

11.2.17 Avoid operating pressure in excess of 30 psi.

11.2.18 All tools remaining on site after shift has ended shall be secured/locked up.

11.3 Welding and Cutting Operations

11.3.1 The area surrounding or below a cutting or welding operation shall be free from combustible materials such as paper, wood, cardboard, flammable liquids, etc.

11.3.2 A fire extinguisher and a fire watch shall be assigned to all cutting or welding operations except when performed in identified welding areas.

11.3.3 The Contractor is responsible for contacting the Atmus Project Contact for all Hot Work Permits.

11.3.4 Welding cables and connector shall be properly insulated, flexible and rated for the type of current that is to be used.

11.3.5 Only welding cables in good condition are to be used. Inspect before use.

11.3.6 Welders shall not be grounded on pipelines containing flammable gases, liquids or conduit containing electrical current.

11.3.7 Welders shall not be grounded to fences due to possible damage to security systems or electrical equipment.

11.3.8 Electrodes shall be removed from holders when left unattended.

11.3.9 Employees shall be protected with the proper eye protection and PPE according to OSHA standards when performing cutting or welding operations.

11.3.10 Shielding curtains to contain flash shall be erected to protect surrounding workers.

11.3.11 Frequently inspect oxygen and gas hoses, lines and leads for damage, leaks, worn areas and loose connections. If any equipment is found to be damaged or not functioning as the manufacturer intended, it must be removed from service and repaired or disposed of.

11.3.12 Remove flammable and combustible materials for a radius of 35 ft. from the work area prior to beginning work.

11.3.13 Provide flash arresters fitted to the regulators at both the fuel and oxygen cylinders (additional flashback arresters may be fitted to the torch for oxygen and acetylene hoses).

11.3.14 Welding return current must not pass through any of the following:

- Acetylene, fuel gas, oxygen, or compressed gas cylinders
- Tanks or containers used for gasoline, oil, or flammable/combustible material
- Pipes carrying compressed air, steam, gases, or flammable/combustible liquids
- Conduits carrying electrical conductors
- Chains, wire ropes, metal hand railings, ladders, machines, shafts, bearings or weighing scales
- Critical instrumentation

11.3.15 Exposed persons must be protected from UV radiation emitted during arc welding and cutting by non-combustible screens.

11.3.16 Ground Cable connectors must be mechanically strong and electrically adequate ground for the service required.

11.3.17 Welding cables and leads must be elevated and supported to allow for safe passage of workers and employees.

11.3.18 Welding cables and leads must be kept clear of ladders, stairs and doorways to eliminate trip hazards and keep them free of damage.

11.3.19 Only insulated cable connectors must be used to couple or uncouple several lengths of cable for a welding circuit. Use

insulated cable connectors on the ground line and the electrode holder line.

11.3.20 Electrode holders must be of adequate rated current capacity, insulated to protect the operator against possible shock and prevent a short or flash when laid on grounded material.

11.3.21 Cables with worn or damaged insulation must not be used. Any cables that are damaged are to be removed from service and repaired or disposed of.

11.3.22 Connection lugs on welding machines must be of the insulated type.

11.3.23 Employees must wear appropriate face shields AND safety glasses at all times during the welding or cutting operation.

11.3.24 Employees must wear Appropriate Fire-Resistant clothing, jackets or aprons while performing hot work tasks. Clothing must be free of any pockets or cuffs that may trap embers or sparks.

11.3.25 The Contractor must ensure there is adequate ventilation in the hot work area. If natural ventilation cannot be readily achieved, it is the Contractor's responsibility to provide means of mechanical ventilation.

11.3.26 When welding or cutting overhead, it is the Contractor that must ensure that employees and equipment below are adequately protected from falling sparks, embers and debris.

12.0 Working from Heights

12.1 Fall Protection / Working at Height

12.1.1 All working surfaces at or above 4ft or any work being undertaken at an elevated position over a point of operation (i.e. conducting activities above hazardous operations for e.g.: mixing tanks, crush points, high voltage, etc. where protection is required regardless of height) must be evaluated for fall hazards using the hierarchy of controls to determine the best method for guarding (i.e., risk assessment, fall hazard assessment, etc.).

Fall hazards include unprotected floor openings/edges, shafts, skylights, stairwells, roof openings/edges, aerial equipment, storage platforms, mezzanines, etc.

12.1.2 Safety netting is not permitted as the sole means of fall protection.

a) All working surfaces identified as meeting the criteria above MUST be guarded by some physical means to protect employees from an incidental fall. Physical means for guarding include standard guard railing, fall restraint, personal fall arrest systems, floor opening cover, wall opening cover, bars, etc.

b) Any work conducted off a ladder, stepstool or unguarded platform at or above 4ft or over/near a point of operation requires the use of fall protection, including the use of an aerial lift, platform, etc. that has standard guard railing to perform the task. Connection is only allowed to Manufacturer approved tie off points in the lift.

c) Any persons using fall protection PPE or ladders must be trained.

12.1.3 For hole covers, any opening in a floor or roof with a minimum dimension of 2 inches (5.1cm) in any direction, and not otherwise protected by handrail or other guarding system must be mechanically covered by a temporary hole cover in accordance with OSHA 1926.502(i).

12.1.4 Standard guarding is required for all scaffolds above 4 ft. Fall protection for scaffolds 4-10 ft. in height may consist of a full body harness with lanyard or a standard guardrail as appropriate.

12.1.5 Prior to performing overhead work, the Contractor must submit a written fall protection safety plan. If the plan is deficient, it is the responsibility of the Contractor to correct the identified deficiency. The responsibility for the fall protection plan is solely that of the Contractor.

12.1.6 Personal fall, eye, foot and head protection shall always be worn while working in an articulating boom lift or a vertical lift such as high jack or scissor lifts.

12.1.7 Platform ladders less than 4ft may be used without fall protection. Work above 4 ft. should be performed using a work platform, aerial lift or equipment designed for such heights.

12.1.8 Full body harnesses with shock absorbing lanyard are required for work in areas above 4 ft.

12.1.9 Contractors shall contact their supervisor to determine proper anchorage points for fall protection. Anchor points should be able to support at least 5,000 lbs. of drop force per person.

12.1.10 Fastening a lanyard or fall protection equipment to itself or wrapped over any structure is prohibited unless the equipment is designed to be used in that manner.

12.1.11 The Contractor must provide their own access equipment.

12.1.12 Ladders, scaffolds and hoists must be used, inspected and maintained in accordance with the manufacturer's specifications.

12.1.13 Scaffolds must be erected and dismantled by competent personnel and conform to regulatory requirements.

12.1.14 Mobile hoists must only be operated by personnel trained and licensed in their use.

12.1.15 Guard-rails or safety harnesses with lifelines must be used for all work where personnel or materials could fall more than 4 ft.

12.1.16 Always ensure that the fall protection devices are appropriately secured while in use.

12.2 Ladders

12.2.1 Manufactured ladders, ladder maintenance and use must comply with OSHA/ local regulatory standards/ ANSI, manufacturer's specifications and job procedures.

12.2.2 Only ladders constructed of fiberglass are allowed for use at Atmus sites. Wood and metal ladders are prohibited.

12.2.3 All ladders must have annual inspection documentation.

12.2.4 Do not use ladders with broken or missing rungs, broken or split side-rails or damaged components. Damaged ladders must be immediately removed from the work area or destroyed.

12.2.5 Portable ladders must be equipped with non-skid safety feet and placed on a stable base. Keep the access areas at the top and bottom of ladders clear. Stepladders must be fully opened, and spreader bars locked when in use. Safety latches (dogs) on extension ladders must be fully engaged

12.2.6 Each ladder shall be visually inspected prior to each use.

12.2.7 Always face the ladder when climbing or descending. Workers shall not carry tools, materials or other items in their hands while climbing a ladder. Any material or tools needed that cannot be carried on a belt must be hoisted by rope or passed to the person by an assistant. When working, face the ladder with both feet securely on the rungs. Never stand on the top step or sit on the top of the ladder, straddle the ladder, fold up, lean stepladders or have two people on the same ladder.

12.2.8 Post warning signs when doing overhead work in trafficked areas.

12.2.9 Keep ladders free of lines, ropes, hoses, wires, cables, oil, grease and debris. Do not leave objects on ladders.

12.2.10 Do not use single portable ladders over 30 ft. in length. Use separate ladders with intermediate landing platforms to reach heights above 30 ft.

12.2.11 Extension or straight ladders must extend 36 inches (about three rungs) above the landing. When this is not practical, install a grab rail. Ladders in use must be tied, blocked or otherwise secured.

12.2.12 Ladders must be inspected before use and at least once per month.

12.2.13 Contractors must ensure that employees maintain the required understanding and knowledge of ladder safety.

Documentation of training must be made available upon request to Atmus personnel.

12.2.14 Ladders shall only be used by one person at a time.

12.2.15 A stepladder shall never be used as a straight ladder.

12.2.16 All straight and extension ladders shall:

- Extend three rungs over the supporting object
- Be secured from movement at the top
- Be equipped with non-skid feet
- Be placed at an angle so the base is one-fourth the length of the working height

12.2.17 Stepladders shall be fully extended. The top rung and top step not to be used.

12.2.18 Employees working 4 feet or more off the ground from a step, straight, and extension ladder shall use personal fall protection.

12.3 Personnel lifts

12.3.1 Personnel lifts are to be operated only by trained and qualified personnel.

12.3.2 Appropriate Personal Protective Equipment (PPE) including personal fall and head protection shall always be worn while working in an articulating boom lift or scissor lift.

12.3.3 Safety devices shall not be altered.

12.3.4 Hi-jacks shall not be used without outriggers fully extended and the safety chain in place across the entrance.

12.3.5 Manufacturer recommendations shall be followed while operating personnel lifts. The manufacturer's posted capacity of the lift will not be exceeded by the combination of personnel, tools and material in the lift.

12.3.6 Contractor use of Atmus owned or Atmus leased equipment is prohibited unless specifically authorized in writing and reviewed with the legal department.

12.3.7 Employees must tie-off to only manufacturer approved connection points in the lift.

12.3.8 Connecting to guardrails or mid rails is prohibited. Connecting to points outside of the lift is prohibited unless under special circumstances exist and are approved.

12.3.9 Moving a scissor lift while in the elevated position should be avoided

12.3.10 Personnel climbing out of or onto the platform to/from an elevated work location when using an aerial lift, scissor lift or boom truck in the elevated position shall utilize additional fall protection equipment such that the person maintains 100% fall protection tie-off as soon as their feet leave the platform of the lift. The additional fall protection equipment shall be anchored to a structure exterior to the lift that meets the local requirement for a fall protection anchor. In some cases, a double lanyard system will have to be utilized to maintain 100% fall protection during the transition. A detailed method statement with corresponding risk assessment will be developed by Contractor's project and safety managers and reviewed with the Atmus Project Contact or site HSE Team. Contractor will ensure all other means of access (including scaffolding and approved lift extensions) have been reviewed and eliminated for feasibility. Contractor's decision on means of access will not be made solely on cost.

12.3.11 Rigging and lifting from the platform or boom is not permitted.

12.3.12 Each aerial work platform shall be inspected, maintained, repaired and kept in proper working condition in accordance with the manufacturer's manuals. A Competent Person shall perform an inspection each day prior to use.

12.3.13 Each aerial work platform shall be equipped with a fire extinguisher when there is a potential for fire or while working in proximity to electrical.

12.4 Scaffolding

12.4.1 Scaffolds must be designed, built, inspected and tagged by trained, competent persons in accordance with the latest local requirements. Carefully plan each application to ensure that scaffolds are used where required and that scaffolds conform to the applicable scaffold erection requirements.

12.4.2 A competent person must inspect scaffolds before work begins.

12.4.3 Scaffold inspections tags must be placed at the entry point(s) of the scaffold. Tags must be removed or turned to "Do Not Use" at the end of each shift and re-inspected prior to the beginning of the next shift.

12.4.4 Lean-to scaffolds and make-shift platforms are prohibited.

12.4.5 Do not use scaffolds for storing material except material being used while on the scaffold. Place material over cross members. Do not allow tools, material or debris to accumulate on scaffolds.

12.4.6 Adequately design scaffolds to carry, without failure, four times the maximum intended load in addition to the weight of the scaffold. Never overload a scaffold.

12.4.7 Immediately replace weakened or damaged scaffolds.

12.4.8 Scaffold or staging more than 4 ft. above the ground or floor, suspended from an overhead support, or erected with stationary supports, must have standard guardrails and toe boards properly attached.

12.4.9 Guardrails must be a minimum of two inches by four inches, approximately 42 inches high, with a mid-rail. Do not use diagonal braces as guardrails. Supports must be at intervals not to exceed eight feet.

12.4.10 Toe boards must be a minimum of four inches high. Cleat or secure planking to prevent displacement. Platforms must be the complete width of the scaffold being erected. Secure the scaffold horizontally and vertically at intervals specified in the applicable regulations.

12.4.11 Equip mobile scaffolds with outriggers and lock casters. Guard mobile scaffolds with standard railing, regardless of height. Mobile scaffolds must not be constructed or used where there is a change of elevation in the floor level.

12.4.12 Moving a mobile scaffold with personnel on it shall not be permitted.

12.4.13 Scaffold planks should not extend over their end supports less than 6 inches or no more than 12 inches.

13.0 Work Practices

13.1 Confined Spaces

13.1.1 Entry into a confined space without performing a hazard assessment, testing and the issuance of a Confined Space Permit is prohibited.

13.1.2 A confined space is defined as an area that has a limited or restricted means of entry or exit, is large enough for a person to enter, and is not intended for continuous human occupancy; or the potential for oxygen deficient or hazardous atmosphere.

13.1.3 Atmus sites have areas that are considered confined spaces. These include but are not limited to: elevator pits, tanks, still, reactors, boilers, pits, silos, ventilation and exhaust ducts, some false ceilings, sewers, vats, manholes, electrical vaults, pipelines, spaces between walls, and ditches.

13.1.4 All confined space entry operations involving Contractors shall be coordinated with the Atmus Project Contact. The Contractor representative performing the confined space testing shall comply with OSHA standards or local regulatory standards and Atmus Entry Permit Requirements. Coordination of entry activities shall be enough to ensure that the hazards present in the space and the hazards that could be generated by the work activities in the space are clearly understood by all parties involved, and these hazards have been eliminated and/or controlled.

13.1.5 Equipment Requirements
The following equipment is required when performing confined space entry operations at an Atmus facility.

13.1.5.1 Confined Space Entry Retrieval/Rescue Devices including Fall and Retrieval Rescue Harnesses (shall be non-conductive coated D-loops for electrical manhole use).

13.1.5.2 Atmospheric Testing Monitor capable of at least measuring Oxygen, Carbon Monoxide and Lower Explosion Limit (LEL) and those for the specific chemical hazard including personal atmospheric monitors for entrants that measure at least Oxygen, Carbon Monoxide and Lower Explosion Limit (LEL) and the specific chemical hazard

13.1.5.3 Personal Protective Equipment as required by the risk assessment.

13.1.5.4 Confined Space Entry Permit equal or greater than the Atmus Confined Space Entry Permit.

13.1.5.5 Ventilation equipment.

13.1.5.6 Control of Hazardous Energy devices as required by the risk assessment.

13.1.6 The Contractor shall ensure that those individuals who perform confined space entry operations at a Atmus site are medically fit, trained, authorized, competent in hazard assessment, equipment use, and rescue as required by applicable standards.

13.1.7 The Contractor shall provide written documentation, upon request, to the Atmus Project Contact that its personnel meet this requirement. A copy of the Contractors Confined Space Entry Procedure shall be available during the pre-entry coordination meeting.

13.1.8 The Atmus Project Contact shall provide the Contractor a copy of the Atmus Confined Space Entry procedure and permit requirements during the pre-entry coordination meeting.

13.1.9 The Contractor shall comply with Atmus Confined Space permitting and all regulatory agency requirement specific to confined space entry.

13.1.10 The Atmus Emergency Response Team and Security shall be notified prior to the initiation of confined space work.

13.1.11 The Contractors Confined Space Permit Supervisor must determine sources of power, fluids, gases, ventilation and other hazards in the work area within the confined space.

13.1.12 The monitoring shall include a check for oxygen level, percent (%) LEL, and any other atmospheric hazards which may be reasonably expected.

13.1.13 The Contractor personnel are required to perform continuous monitoring during the entry.

13.1.14 The space shall be monitored after all breaks, lunches and continuously upon initiation of work.

13.1.15 The Contractor shall order immediate evacuation for any change in conditions which could reasonably impact the safety of the entrants.

13.1.16 The Contractor Representative shall authorize or deny the permit. If authorized, the permit shall be posted at the entry to the confined space during work activity.

13.1.17 The Contractor shall review the entry permit with the Atmus Project Contact and the Atmus site Safety Department.

13.1.18 While the work is being performed, the Contractor shall ensure an attendant is always stationed outside the space.

13.1.19 The atmospheric monitoring results will be within the established threshold limit values.

13.1.20 If a confined space is evacuated, notify the Atmus Emergency Response Team, Security and the Atmus Project Contact.

13.1.21 At the completion of the Permit Entry Work, the permit shall be closed signed and returned to the Atmus Project Contact.

13.2 Hot Work

13.2.1 A hot work permit shall be issued before:

- Using any spark producing device outside of a designated hot work area.
- Performing high spark producing activity (grinding, chop saws, etc.).
- Performing open flame activity (welding, cutting, heating, tar pots, roof work, etc.).

13.2.1 Work performed in areas designed for welding and hot work and isolated or protected areas designated as a construction hot work area do not require the issuance of a Hot Work Permit.

13.2.2 The Contractor shall provide fire extinguishers and fire watch for all operation requiring Hot Work Permits.

13.2.3 Permits shall be issued prior to the start of work and at the beginning of each shift (these permits shall be filled out in their entirety and displayed prominently at the job location). Only the Atmus Project Contact or designated area Hot Work Resource shall issue these permits. A Hot Work Permit shall not exceed 8 hours from the time of issue.

13.2.4 The Contractor shall ensure that its employees understand the basic anatomy of fire, extinguisher use and the Hot Work Permit procedure. Fire suppression shall be limited to incipient level.

13.2.5 All Hot Work permits are null and void in the event of an emergency or fire service interruption.

13.2.6 Contractors must follow site-specific procedures for welding, cutting and burning.

13.2.7 Welding, cutting or spark-producing work is prohibited until the appropriate facilities operations or site Safety Manager have issued the proper permits.

13.2.8 Within areas with sprinkler protection, the sprinkler system should always be operational during the performance of open flame work unless the site Safety Manager has issued special permission. Under no circumstance are hot work permits to be issued for areas in which the sprinkler system is impaired or malfunctioning.

13.2.9 The fire extinguisher must be of a size and type that will extinguish a fire that may ignite on materials being welded or cut or on materials immediately adjacent to welding and cutting operations.

13.2.10 The fire-watch person must remain in the area for a minimum of 60 minutes after the hot work is completed to ensure there are no smoldering embers, after the initial 60 minutes an additional 3 hours of periodic checks are required.

13.3 Ergonomics

13.3.1 Contractors should have a program that identifies which occupations and activities have routinely occurring lifting hazards.

13.3.2 At a minimum, Contractors shall train their employees on the following topics: recognizing lifting hazards, proper lifting techniques, back safety and ergonomics.

13.3.3 Contractor may implement an ergonomic program designed to ensure employees are fit for work including pre-work stretching and work conditioning programs.

13.4 Materials Handling and Storage

13.4.1 Tools or materials shall not be dropped or thrown from one level to the other. A rope or other hoisting device shall be used to transport these materials.

13.4.2 Employees shall be trained according to regulatory standards in the operation of forklifts, powered hand jacks and rolling mobile stock equipment.

13.4.3 Contractor use of Atmus owned or leased equipment is prohibited unless specifically authorized in writing and reviewed by the legal department.

13.4.4 All construction materials shall be stored in areas designated by the Atmus Project Contact.

13.4.5 Materials shall be stored and secured in a manner that prevents sliding, falling or collapse of the material.

13.4.6 The Contractor shall ensure personnel are trained, licensed and/or certified to operate equipment and to perform the work assigned.

13.4.7 Training, licensing and all other certifications are subject to review by Atmus Project Contact and must be available upon request.

13.4.8 Where manual material handling is performed, Contractor will work to mitigate a 35lb (16kg) maximum manual lift limit per worker in order to encourage personnel to utilize material handling equipment such as dollies, forklifts, pallet jacks, rolling carts, etc.

13.4.9 No single person shall transport material (pipe, conduit, wood, etc.) that is longer than 10 ft (3m).

14.0 Workspace

14.1 Barricades

14.1.1 Any area where construction or maintenance activities could potentially harm personnel working or walking by shall be properly barricaded and identified with hazard warning signage. These areas may include but are not limited to: Elevated work (including work from mobile work platforms, scissor lifts and scaffolds), work outside or near high traffic areas, atmospheric hazards, crane radius, excavations, pedestrian traffic, etc.

14.1.2 The use of yellow “CAUTION” tape and a physical barrier is necessary when a hazard exists that has potential to cause personal injury or property damage.

14.1.3 Red “DANGER” tape is used in areas considered immediately dangerous to life or health. Under no circumstances should

the perimeter of this area be entered without permission from the person or group who created the hazard.

14.1.4 For areas where "DANGER" tape is used, physical barriers shall be erected, and hazard signs shall accompany the barricades. Hazard warning tape notifying others of the reason for the barricaded area should be included.

14.1.5 Barricades shall be constructed to prevent unauthorized personnel entry and to isolate or contain such hazard.

14.1.6 To determine site specific hazard and physical barrier requirements, contact your supervisor or the Atmus Project Contact.

14.2 Compressed Air

14.2.1 Compressed air shall be limited to 30psi for manual operation.

14.2.2 Use of compressed air for personal cleaning is prohibited.

14.2.3 Compressed air nozzles shall comply with regulatory standards and shall include a chip guard and blow by venting.

14.2.4 Portable air compressors will be thoroughly inspected and certified prior to use.

14.3 Housekeeping

14.3.1 Walking and working surfaces in Contractor work area shall always be free of excess debris. Hazards presented by inadequate housekeeping include but are not limited to:

- Slipping hazards (water, oil, grease, etc.)
- Tripping hazards (cords, pipe, etc.)
- Fire hazards (trash, flammable liquid storage, etc.)
- Negative impact on overall project safety

14.3.2 All aisle, stairways, doors, exits, and means of emergency exit shall remain clear.

14.3.3 Storage on, in or under aisle, stairs, doors, exits and emergency exits is prohibited.

14.3.4 Any item that could create a slip or trip hazard shall be removed immediately.

14.3.5 Materials that are stacked shall be secured.

14.3.6 Compressed air shall not be used for cleaning purposes.

14.3.7 At job completion, the Contractor and Atmus Project Contact shall do a final inspection of the site. It is the responsibility of the Contractor to ensure the area is clean and hazard free.

14.3.8 Good housekeeping is mandatory. Contractors must keep their work area neat, clean and orderly. If a Contractor's work area is not kept clean, the site may have the area cleaned and charge the cost to the Contractor. Site may also stop work until the area has been cleaned.

14.4 Lighting

14.4.1 All construction areas shall have sufficient lighting to illuminate the work surface and the immediate surrounding area.

14.4.2 Temporary construction lighting shall be installed by competent personnel and to regulatory standards.

14.4.3 Temporary lighting shall not be electrically connected to the building or structure.

Appendix 1

Contractor: Anyone contracted to perform services for Atmus.

Confined Space: A space which by design has limited or restricted means for entry and egress but is large enough for human occupancy to perform assign work. These spaces are not intended for human occupancy and may contain hazardous atmospheres or other unique job site hazards.

Construction Manager: A firm contracted to perform management services on construction projects for Atmus.

Existing Process: Equipment or systems used for production and/or building support by Atmus.

Hazardous Area: An area classified electrically as Class I, Division 1 or 2 or Class II, Division 1 or 2.

Atmus Project Contact (Understood to be interchangeable with the Atmus Project Engineer): The Atmus representative designated to oversee and coordinate construction and maintenance work for Atmus.

Atmus Project Engineer: The engineer assigned to a Atmus project for leadership, technical and managerial support. The engineer is responsible for the project planning, execution, compliance, acceptance, final inspection, turnover training of production staff and project closure.

Operating Area: Area in which Atmus processes are located or run, or any area occupied with Atmus personnel. Direct any question to your Atmus Project Contact.

Weld Booth or Designated Shop Area: Areas of a Atmus plant site where an open flame or spark producing tools may be used without first completing a Fire Hazard Permit. These areas are free of flammable and combustible materials and designed for hot work activity. Work performed external to this area requires a hot work permit.

Platform Ladder: A self- supporting ladder with two legs, or with steps, and a platform located at the top of the ladder.

Site: The confines or boundaries of all Atmus organizations including, subsidiaries, joint ventures and other alliance partnerships in which Atmus has fifty percent (50%) or more ownership or leadership of operations.

Contractors Work Area: Area in which Contractor occupies to execute contracted scope of services.