

Alcoa Warrick LLC

Contractor, Subcontractor, and Contracted Services Site Conditions

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1.0 PURPOSE

Site Conditions is a required document describing the Environment, Health and Safety (EHS) responsibilities of Contractors, Subcontractors, and Contracted Services when performing work on plant site for Alcoa Warrick LLC's Metal Side of the location (does not include the power plant). This document must be included in all contracts and purchase orders for Contractors and Contracted Services.

Subcontractors must also comply to this document and meet all the pre-job requirements including Prequalification, Orientation, Training, and Identifications.

2.0 COMMITMENT

Alcoa has a single, Environment, Health and Safety Value with related Policy and Principles. The EHS Value, Policy and Principles clearly and simply articulate Alcoa's Vision with respect to Environment, Health and Safety. All Contractors, Subcontractors and Contracted Services are expected to understand, promote and comply with the following EHS Value and its related Policy as they relate to their work at Alcoa:

EHS VALUE:

We will work safely, promote wellness and protect the environment.

EHS POLICY:

It is Alcoa's policy to operate worldwide in a safe, responsible manner which respects the environment and the health of our employees, our customers and the communities where we operate. We will not compromise environmental, health or safety values for profit or production.

The Management of the Contracted Service and Contractor are accountable for the safety and health of the their employees. The Contracted Service and Contractor are also accountable for the impact that the actions of their employees and subcontractors may have on the safety and health of others.

3.0 DEFINITIONS

"Scope of Work" is a documented, legal description of the project. The scope of work should be concise but adequately explain the sequential steps of the project in enough detail to ensure the contractor understands the work. The scope of work becomes part of the contract specifications.

"Site Conditions" are the specific rules, regulations, procedures, and administrative requirements for the location. This document must be detailed and specific about what is required to meet the environmental, health, and safety expectations. Site Conditions are

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always provided to the contractor as a legal attachment to the Purchase Order. Contracted Services' and Contractors' employees are expected to know and understand all aspects of the Site Conditions.

“Site Visits” are meetings with the potential contractors, subcontractors, or contracted services to discuss the Scope of Work, the Site Conditions, EHS risks and other aspects of the project. It is the time and place to ensure that Alcoa, the contractor, subcontractor or contracted service can ask questions about any items that are not clear on the details contained in the scope of work.

“Safety Plan” is a formal document that is completed by the contractor, subcontractor, or contracted service to ensure that the environment is protected and employees performing the work are protected from health and safety hazards. It is an analysis of all steps of the project to determine what hazards exist and to provide measures to address these hazards. Work shall not begin until the plan is reviewed by an Alcoa Responsible Person. Small repetitive work may be covered by a generic plan.

“PEHSR” (Project Environmental Health Safety Review) is a process to ensure all aspects of the completed project meet the Alcoa environmental, health, and safety standards.

“Competent Person” is someone who has the specific knowledge and skill in a particular area of expertise, such as excavation, asbestos removal, high voltage work, etc. This person has obtained this knowledge through training and experience and has demonstrated the ability to recognize the unique hazards involved and authority to provide measures to address the potential hazards.

“Contractors” and **“Subcontractors”** are entities, or employees of entities, that perform onsite activities that will be governed by a contractual obligation involving hours worked by non-Alcoa, Inc. employees but not directly supervised or controlled by Alcoa, Inc.

“Contractor Responsible Person(s)” is someone who has been appointed by the Contractor, Subcontractor, or Contracted Service and who possesses the detailed knowledge to fulfill the Contractor, Subcontractor, or Contracted Services EHS obligations under the contract which applies to the work. The Contractor Responsible Person(s) could be appointed from the Contractor, Subcontractor or Contracted Service management group, superintendents, supervisors, working crews or from a third party.

“Construction” is an activity performed by “contractors” that is generally the construction of new facilities or the maintenance, renovation, or relocation of existing facilities. It is work that normally requires civil, mechanical, electrical, and/or other specialty work.

“Contracted Services” entities or employees of entities that perform onsite activities such as security, janitorial, vending, uniform services, lawn care service, garbage disposal, pest control, and contracted vendors. This process may also be used for services such as engineering, design, training, consulting, or other professional or non-professional services. These are normally unescorted persons versus escorted persons.

4.0 COMPLIANCE WITH REGULATIONS

The Contractor, Subcontractors and Contracted Services shall comply with all applicable governmental, state, and local Environmental, Health, and Safety (EHS) laws, regulations, rules, and codes and other documents referenced in the contract specifications. Also, the Contractors, Subcontractors, and Contracted Services shall comply with Alcoa Standards, Warrick Operations Health and Safety Rules, and other additional provisions as specified by Alcoa representatives.

The Contractor, Subcontractor, or Contracted Service shall designate a Contractor Responsible Person(s) on site who will perform the following:

- A. Advise and direct the Contractor and Subcontractors or Contracted Service to work in accordance with Alcoa EHS Policies and Standards, contractual EHS obligations, and applicable Regulatory requirements.
- B. Ensure EHS hazard assessments are completed for all phases of the work.
- C. Enforce the necessary level of hazard control for all phases of the work.
- D. Ensure self-audits are conducted to confirm on-going compliance with Alcoa Policies & standards, regulations and contractual EHS obligations.

All construction activity shall be performed in such a manner to minimize interference with normal Alcoa operations. Contractor's, Subcontractor's, and Contracted Service's employees shall remain in their assigned work areas.

Any violation or deviation from the above conditions may result in the dismissal of the employee(s) from the property and cancellation of contracts with Alcoa.

5.0 PRE-JOB MEETING

Prior to starting work, the Contractor's / Subcontractor's or Contracted Service's representatives shall meet with Alcoa's representatives, including Project Leader(s) and Alcoa Responsible Person(s), for a pre-job meeting in order to ensure a correct understanding of the scope of work and the required EHS, security, fire protection, accident reporting, permits, scheduling, and operating requirements. The Contractor, Subcontractor or Contracted Service shall supply the Alcoa representative(s) with copies of their Safety Manual, training documentation, and any other related materials as requested.

The Contractor / Subcontractor or Contracted Service has the responsibility to prepare a preliminary Safety Plan prior to the meeting. The Safety Plan is an analysis of all steps of the project to determine the hazards present during the project and to develop the

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countermeasures required to control the hazards. The format should include the work activity or job steps, potential hazards for the work activity / job step, and preventive control measures of the hazards. (example is shown in the table below)

Safety Plan example:

<u>Work Activity or Job Steps</u>	<u>Potential Hazard</u>	<u>Measures To Eliminate Hazard</u>
Steps or activities of the job in sequence	Potential type of incident (fall, caught between, fire, explosion, overexposure, struck by or against, contacted by or with, strain / sprain, etc) during work activity or job steps	Precautions to eliminate or avoid hazards)
WHO/HOW	WHAT/WHEN/WHERE	WHO/WHAT/WHEN/ WHERE/HOW

The Alcoa Project Leader will lead the meeting and go through a Project Review Checklist (CP-007). The meeting will also address EHS aspects, facilities, materials and equipment required to perform the job. The Contractor / Subcontractor or Contracted Service Safety Plan will be reviewed by the Alcoa Responsible Person(s) and all EHS aspects of the project will be discussed. Work cannot commence unless the final Safety Plan has been signed off by the Alcoa Project Leader, Contractor Supervision and Alcoa Responsible Person(s). The final Safety Plan shall also be reviewed and documented with the crew prior to starting work.

6.0 ORIENTATION

A Warrick Operation's Metal Side site specific orientation is required to be successfully completed annually. Orientation attendees shall include all contractor, subcontractor, and contracted services employees. **No one may work on site without successfully completing this orientation.** The orientation includes testing for comprehension.

Contractors, Subcontractors and most Contracted Services (as defined by Alcoa Responsible Person) are required to maintain a current ARSC card by completing the ARSC (Association of Reciprocal Safety Council) orientation annually. This can be completed locally at the University of Southern Indiana (TSISC) <http://www.usi.edu/tsisc/> or at any ARSC location in the United States <http://arsc.net/>.

7.0 ENVIRONMENTAL EXPECTATIONS

Alcoa is ISO 14001 certified and all Contractors, Subcontractors and Contracted Services are expected to operate in a manner which protects the environment and the health of their employees and the citizens of the surrounding community.

Releases to the environment, including spills, gas releases, and explosions, are considered a serious matter. A release constitutes potential for ground water contamination, storm water, surface water contamination or releases of hazardous materials into the atmosphere, even if the material released is not generally considered hazardous.

Releases that could be encountered at the location include, but are not limited to the following:

- 1) Oil/Petroleum Spills (diesel, gasoline, motor oil, etc.)
- 2) Hazardous Waste Spills
- 3) Hazardous Substance Spills/Releases (solvents, acid, paint, etc.)
- 4) Fires or Explosions related to any of the above.

Contractor, subcontractor, and contracted services shall provide impermeable secondary containment in storage areas where flowable materials are subject to spilling.

If a release occurs, the Contractor shall take the following steps:

1. Attempt to contain the release, if wearing PPE identified for the hazard, without risking bodily harm. If there is immediate danger, evacuate the area.
2. Immediately contact Warrick's Emergency Response Team by dialing 812-853-4333 for uncontrolled releases (for controlled releases call the non-emergency line at 812-853-4336) and provide them with the details of the release, even if the material involved is not considered hazardous.

Anytime when notifying the Warrick Operation's Emergency personnel, provide the following information:

1. Exact location of the release.
2. Type and description of released material.
3. Estimated amount of material released or size of the fire.
4. Extent of injury or property damage occurring.
5. Extent of actual or potential environmental damage, if known.
6. Information concerning the spill reaching or potentially reaching the plant storm sewer system.
7. Actions taken, if any, to control the release.

Warrick Operation's Emergency Response Team will take appropriate action according to Warrick's Release Prevention, Control and Countermeasure Plan.

The Contractor, Subcontractor, and Contracted Service is required to comply with the Emergency Planning and Community Right-to-Know Law and all applicable Indiana Right-to-Know Laws. Alcoa will communicate any location specific environmental concerns.

Disposal of Contractor, Subcontractor, and Contracted Service generated batteries, engine oil, transmission fluids, hydraulic fluids, filters, radiator fluids, tires and fluorescent light bulbs shall be in accordance with Alcoa's Environmental Waste Disposal Plan.

For non-hazardous wastes generated by the project, the Contractor, Subcontractor, and Contracted Service is responsible for coordinating with Alcoa's contracted environmental services for the types of containers needed and then collecting and placing the wastes into the containers.

The Alcoa Environmental Representative shall direct the disposal of any hazardous waste from the job sites. Advanced notice must be given to Alcoa's Environmental Representative so that appropriate sampling, labeling and notifications can be made.

Before commencing any on-site activity, the Contractor shall possess and maintain a copy of any pre-project air, water, construction or waste permits required by Alcoa or the regulating authorities. Environmental permits authorizing work to be done shall be maintained by the contractor at the site where work is being performed.

8.0 HEALTH AND SAFETY EXPECTATIONS

8.1 Conduct of Contractor, Subcontractor, & Contracted Service Employees

While on Alcoa Property, the Contractor's, Subcontractor's, and Contracted Service's employees shall not engage in any dangerous, illegal or outrageous conduct, including but not limited to the following:

- 1) Violating safety rules or common safety practices, or causing a safety threat to a co-worker.
- 2) Creating or contributing to any unsafe or unsanitary condition.
- 3) Unnecessarily distracting the attention of any employee who is working, or participating in a non-work related activity that interferes with the job.
- 4) Using abusive language.
- 5) Threatening, intimidating, harassing, coercing or interfering with fellow employees.
- 6) Discriminating by talk or action against groups or individuals on the basis of race, color, sex, age, religion, disability, veteran's status, pregnancy, or national origin.
- 7) Immoral conduct or indecency, sexual harassment, or possessing or displaying offensive verbal, visual, or physical material or objects of any kind.
- 8) Fighting or instigating a fight.
- 9) Theft, abuse, or deliberate destruction of property, tools, or equipment of employees or the Company.
- 10) Gambling of any type.
- 11) Possessing or consuming any intoxicating beverage or illegal substance on the premises.

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- 12) Reporting for work in an unfit condition, including being under the influence of intoxicants or controlled substances, or misuse of any prescription drug.
- 13) Refusing to submit to drug and/or alcohol testing when properly directed by supervisor. Test results showing the presence of alcohol or illegal drugs in any amount.
- 14) Possessing firearms or other weapons on Company premises.
- 15) Making false or malicious statements concerning an employee, the Company, or its products.
- 16) Falsifying records, including time cards, or making untrue statements that may result in the falsification of records or abuse of Company credit cards, phone cards, or expense accounts.
- 17) Misusing or removing from premises, without permission, employee lists, blueprints, records, or confidential information of any nature, in any form.
- 18) Soliciting, collecting contributions, or distributing written or printed matter without permission of management.
- 19) Posting or removing notices, signs, or writing in any form on bulletin boards or Company property without specific permission of management.
- 20) Possessing or using televisions, radios, video recorders / players, or cameras for personal use on Company premises without permission.
- 21) Horseplay or throwing materials on Company premises or not giving attention to job during working hours.
- 22) Failure to obey supervisor or other forms of insubordination.
- 23) Frequent tardiness or absences from work.
- 24) Leaving job or work area during working hours without permission.
- 25) Performing personal work on Company time or excessive use of mobile devices for personal use.
- 26) Any action or behavior illegal under local, state or federal law.
- 27) Smoking inside or within 8 feet of building entrances per Indiana's State Law.
- 28) Prohibited items: No cardiac pacemakers, contact lenses, finger rings or loose jewelry are allowed in maintenance or production areas. Due to magnetic fields / Arc Welders, medical implants are to be approved prior to coming on site.

8.2 Substance Abuse

Impairment, whether it be from ingestion of alcohol or illicit drugs, or fatigue, sleep deprivation or illness, has a major impact on the level of safety and productivity in the work place. Contractors, Subcontractor, and Contracted Services shall provide personnel that have been screened for controlled substances. Test results shall be available to Alcoa upon request.

Controlled Substance and Drug Abuse Policy Statement

Alcoa is committed to providing a work environment in which safety is ensured for its employees and the employees of its Contractors, Subcontractors, Contracted Services and material suppliers who may enter Alcoa premises to do work or deliver

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materials. Consistent with this commitment, Alcoa has established this policy concerning abuse of alcohol and drugs.

Employee involvement with alcohol or drugs on or off the job can have an impact on job performance and safety that interferes with our objective of a safe work environment for all. Therefore, all persons entering the premises are expected to be free from the influence of alcohol and illicit drugs.

It is the policy of Alcoa that the use, possession, distribution, sale, or being under the influence of any controlled substance, or abuse of any drug by any employee of a Contractor, Subcontractor, Contracted Service or material supplier on any work site owned or controlled by Alcoa, Inc. is strictly prohibited.

In this policy, persons are defined as being under the influence if:

They are unable to perform work in a safe and productive manner; or

They are in a physical or mental condition which creates a risk to their own safety or the safety of co-workers, the public, or to Alcoa or Contractor property; or

They have any detectable level of alcohol or controlled substances in their body.

The failure by a Contractor, Subcontractor, Contracted Service or material supplier to comply with any provision of this policy will constitute sufficient cause for cancellation of the Contract.

Contractor, Subcontractor, Contracted Service Requirements

Contractors, Subcontractor, Contracted Service and material suppliers (**hereinafter referred to as "Contractor"**) who perform work on Alcoa premises must have and enforce a controlled substance/drug abuse program. In cases where a Contractor employs a subcontractor, the Contractor is responsible for the subcontractor's compliance with this policy.

Testing shall be done for substances and drugs which are illegal or controlled under the laws of the United States of America or the State of Indiana, and drugs and substances which impair an individual's ability to safely perform work.

Testing shall be performed in the following situations:

Prior to initial employment with the Contractor, or at the time of re-employment after an absence of 90 days or more, for work on Alcoa premises.

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Upon suspicion by the Contractor or Alcoa that an employee is on Alcoa premises while under the influence of, or while on the premises has consumed or has possession of any substance prohibited by the policy.

When designated by Alcoa or Contractor immediately following any incident which results in bodily injury, or damage to Alcoa or Contractor property, or any near-miss incident.

On a random unannounced basis.

The Contractor shall assume all costs associated with compliance with the policy.

Individuals being tested under suspicion will not be allowed entrance to the premises while awaiting the results of the test. Individuals refusing a test will not be allowed access to the premises.

Individuals with a confirmed positive test will not be allowed to enter Alcoa premises until they have passed a subsequent test no sooner than sixty (60) days after the failed test, and thereafter will be subject to repeat tests at any time.

Exceptions

Exceptions to some or all of the above requirements may be granted upon the Contractor's request on a case by case basis at the discretion of Alcoa's Responsible Person(s), Project Leader(s) or designated Procurement, Construction, or Safety representatives, in situations such as the following:

Contractors whose total on site work is projected to be less than ten (10) consecutive calendar days may be exempted from the pre-employment and/or random testing.

Contractors who are hired on short notice may be permitted to begin work pending receipt of the results of pre-employment testing. This permission will not extend beyond ten (10) calendar days from the first date after work starts on the premises. Any person working under this provision must be removed from the premises immediately upon receipt of a positive test result or at the end of ten (10) calendar days if test results have not been reported.

This provision is to allow work to begin on emergency or short notice situations only. Testing must be done within three (3) days and results must be available to the Contractor within the ten (10) calendar days allotted. This provision covers only employees needed for initial staffing and does not extend to those hired with sufficient time for pre-employment testing.

Contractors whose need for site access is infrequent, or of a sporadic nature, may be exempted from random and/or pre-employment and repeat testing after absences.

Enforcement

Alcoa reserves the right to periodically audit a Contractor's controlled substance/drug abuse program. This audit would include but not be limited to:

Examination of the Contractor's written controlled substance/drug abuse policy and the Contractor's implementing directives and procedures.

Examination of the Contractor's records demonstrating that drug testing has been and is being conducted in accordance with this policy, and that enforcement is in accordance with this policy.

All documentation supplied by a Contractor to Alcoa will be treated as confidential, and will not be released without the consent of the Contractor or as required by law.

8.3 Housekeeping

Good housekeeping is indicative of a proactive safety attitude and can eliminate the root cause of many accidents, increase productivity and increase the quality of goods produced and services rendered. Housekeeping is the responsibility of each Contractor, Subcontractor, and Contracted Services who shall:

- 1) Have a daily clean-up plan.
- 2) Stack materials to maintain safe clearances and prevent toppling.
- 3) Remove loose overhead materials.
- 4) Immediately remove or bend over any nails protruding from lumber.
- 5) Not allow refuse to accumulate.
- 6) Locate containers throughout the work area for collection of trash and empty on a regular basis.
- 7) Maintain unobstructed passageways for pedestrian and vehicle traffic.
- 8) Store materials only in areas designated and approved by project leader(s).
- 9) Maintain roofs free of combustibles, trash and debris.
- 10) Secure all loose materials on roofs so they cannot become airborne.
- 11) Maintain hoses and cords such that they will not become tripping hazards.
- 12) Not store material or equipment within a horizontal distance of 10 feet of a high voltage line.

The specific locations for the disposal of various waste (clean excavated material, common construction trash, solvents, flammable liquids, etc.) shall be in accordance with Alcoa instructions.

8.4 Work Permits

A work permit is a written document requiring authorized sign-off by Alcoa and the Contractor, Subcontractor or Contracted Services to perform designated activities. A work permit system shall be utilized for the following activities:

- 1) Hot Works (Welding or cutting).
- 2) Digging and Drilling.
- 3) Accessing any Roof.
- 4) Entering Confined Spaces.
- 5) Working on or near High Voltage.
- 6) Environmental Permit.
- 7) Vacuum Cleaning Permit for Combustible Dusts

The Alcoa Responsible Person(s) or Project Leader(s) will provide the Contractor with details regarding other work permits that may be required to perform work in other high hazard areas such as high fire risk or explosion areas and high potential chemical explosion areas.

8.5 Hazardous Material Handling

The Contractor, Subcontractor and Contracted Service shall comply with the Hazard Communication Standard and all applicable Right-to-Know laws. Alcoa will make the Contractor, Subcontractor and Contracted Service aware of specific industrial Hygiene concerns.

In accordance, the Contractor, Subcontractor and Contracted Service shall:

- 1) Not bring any hazardous chemical onto the location unless approved by the location.
- 2) Prior to starting work, provide Alcoa with a list of all hazardous materials that is needed to perform the work.
- 3) Provide Alcoa with Safety Data Sheets (SDS) describing in details the hazards of each hazardous material.
- 4) Ensure all containers of materials brought onto the workplace are properly labeled, tagged, or marked.
- 5) Ensure all containers of materials brought onto the workplace are stored to prevent damage and in containment, if required. Oil and Fuel containers greater than 55 gal are to be double lined or on containment.
- 6) Provide its employees with information and training on the hazardous chemicals to which they may become exposed.
- 7) Maintain copies of all SDS at the work site.

In accordance, Alcoa will:

- 1) Provide Contractors, Subcontractor and Contracted Service with a list of the hazardous materials to which they may be exposed in the workplace.
- 2) Make available to the Contractor, Subcontractor, Contracted Service, and their employees Alcoa's SDS for each substance in Alcoa's material inventory.
- 3) Notify the Contractor, Subcontractor or Contracted Services of appropriate emergency procedures for the workplace.

8.6 Alcoa's Equipment

Contractors, Subcontractors, and Contracted Services may not operate any equipment belonging to Alcoa unless authorized by the Project Leader. Companies who use equipment belonging to Alcoa shall sign an "Equipment Use Agreement, Release and Indemnity" form provided by the Alcoa Project Leader in the form of CP-008 Contractor Use of Owner's Equipment prior to use.

8.7 Motor Vehicles & Mobile Equipment

The Contractor, Subcontractor and Contracted Services shall ensure that employees assigned to operate mobile equipment have had the required training and licensing and have demonstrated the necessary skills to operate the equipment. They shall also ensure and attest that the equipment has been successfully tested and checked for compliance with applicable Governmental requirements. Documentation of the required training and licensing shall be maintained at the work site.

Prior to operating the equipment each shift, a written pre-operational inspection shall be completed for industrial mobile equipment. The inspection remains at the work site and is reviewed and filed by the Contractor, Subcontractor or Contracted Service. Immediate action shall be taken on items noted that pose safety concerns.

All motor vehicles and mobile equipment shall be maintained in a safe operating condition, free of oil, hydraulics, and other fluids leaks, and with the necessary guarding of moving parts in compliance with Alcoa's requirements. Tinted windows are not permitted unless it is the normal factory tint on the sides.

All personnel shall be required to wear occupant restraints when in vehicles or equipment equipped with these devices and shall obey all plant speed limits and warning signs

When mobile equipment is not in use, it must be positioned where it will not obstruct railroad tracks, roadways, walkways, electrical lines or temporary passageways. All equipment not in use must be secured to prevent movement or operation. Mobile cranes shall not be

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parked with the boom suspended over walkways, employee passageways, roadways, railroad tracks, electrical or mechanical equipment, or buildings. Mobile cranes shall not be parked in location that may obstruct building crane or bridge crane travel.

When mobile equipment is in use, clearances shall be maintained to prevent anyone from being caught between the equipment and structures. It is required that all vehicle lights to be on any time the vehicle is in operation (day or night). In addition, vehicles equipped with flashers, must have flashers on when traveling inside buildings. The Contractor, Subcontractor and Contracted Service shall barricade the work area or provide an escort for the protection of persons near the area. Proper distance from electrical lines shall be observed per the requirements of document 32.60 titled *Electrical High Voltage Safety* and 32.60.1 titled *Electrical High Voltage Maintenance and Design Safety Practices*. (See your Alcoa Project Leader for a copy of the standard, if needed).

When dismounting vehicles and mobile equipment (includes over the road vehicles), the power is to be shut off and vehicle placed in park. The following are exempt from these rules, but require chocks to be in place if the vehicle is running and the cab is not occupied: Vacuum / Pumper Trucks, Concrete trucks, vehicles used to load roll-offs and others authorized by an Alcoa Responsible Person.

In order for a pedestrian to get within 3 feet or closer of a vehicle or its load, the engine is to be turned off.

Additional mobile equipment rules and requirement are provided in SH-121 of the Warrick Operations Health and Safety Rules (See your Alcoa Project Leader for a copy of the rules, if needed). Additional Motor Vehicle Rules are in section 9.2 Driving and Parking

8.8 Ladders / Scaffolding / Fall Control

Ladders and scaffolding shall be in good condition and comply with all OSHA standards and ANSI. Ladders shall be unpainted and constructed from non-conductive materials.

The four foot fall control requirement applies across the site, including accessing truck beds or trailers.

8.9 Electrical Hazards

All Contractor, Subcontractor, and Contracted Service employees must be aware of the electrical hazards within the scope of the contract. They shall follow the safe work procedures described in this section to eliminate electrical hazards. These hazards are broken down into the categories of High Voltage (over 1000 volts) and Low Voltage (under 1000 volts).

8.9.1 High Voltage

- 1) Unless specially trained and authorized, DO NOT work on or around any high voltage power lines or electrical equipment. Special training shall be required as defined in document standard 32.60.1. If applicable, the High Voltage Clearance Order procedure for creating a safe work zone shall be completed and followed.
- 2) DO assume all power lines and electrical equipment are energized.
- 3) DO NOT work within 10 feet of un-insulated power lines or equipment.
- 4) DO NOT have materials, tools, or other objects within 10 feet of un-insulated power lines or equipment.
- 5) DO NOT operate mobile equipment in a manner that would allow any part of the equipment to be within 10 feet of un-insulated power lines or equipment.
- 6) DO NOT place buildings, store materials, park vehicles, etc. under power lines or within a horizontal distance of 10 feet of power lines.
- 7) DO NOT block access to substations or other electrical equipment.
- 8) DO NOT work outside during thunderstorms or when lightning is present.
- 9) DO NOT exit a vehicle or other mobile equipment if it becomes energized due to contact with a high voltage power line.
- 10) DO notify your Alcoa Project Leader in the event of an electrical malfunction.

8.9.2 Low Voltage

- 1) DO NOT work on or around any electrical equipment unless you have been specially trained and certified.
- 2) DO NOT store materials, park vehicles, or leave equipment within 4 feet of breaker panels, transformers, or other electrical equipment.
- 3) DO NOT touch cables, breaker panels, transformers, or other electrical equipment unless authorized.
- 4) DO NOT operate disconnect switches unless authorized.
- 5) DO NOT use faulty electrical tools, cords, or other equipment.
- 6) DO use battery powered, grounded or "Double Insulated" tools, cords, and other electrical equipment.
- 7) DO use "Ground Fault" outlets and/or cords for all construction activities.
- 8) DO NOT use metal or other conductive ladders.
- 9) DO NOT remove "Ground" wires from poles, towers, fences, transformers, motors, panels, or other electrical equipment.

8.10 Work Requiring Special Skills

All Contractor, Subcontractor and Contracted Service employees who work in jobs that require special skills shall be qualified. If they do not have the appropriate qualifications, the Contractor, Subcontractor or Contracted Service shall provide EHS Specific Training. This training shall be specific to the hazards involved and provide the necessary knowledge and skill to safely perform the work. The Alcoa Responsible Person(s) will evaluate this training to assure that it meets Alcoa's requirements. All training shall be documented and provided to Alcoa for each contractor employee upon request.

8.11 Warrick Operations Health and Safety Rules

The general rules are covered in the Warrick Site Specific Orientation and apply to everyone entering Warrick Operations facilities. Those on plant property have the responsibility to know, understand, and follow the rules contained in the Orientation.

8.12 Inspections and Audits

Inspections and audits of the work site are essential tools for the elimination of work place injuries and incidents. The Contractor and Contracted Service shall perform periodic inspections as required by government regulations and Alcoa requirements.

Alcoa Responsible Person(s) and Project Leader(s) will perform periodic inspections and audits to make sure the Contractor, Subcontractor and Contracted Service is complying with all provisions of the scope of work and these Site Conditions.

8.13 Blood Borne Pathogens

Contractors, Subcontractors and Contracted Services with employee having occupational exposure as defined by paragraph (b) of 29 CFR 1910.1030 shall establish a written Exposure Control Plan designed to eliminate or minimize employee exposure. This Plan shall contain exposure determinations, methods of compliance and be updated annually. This Plan shall be made accessible to employees and employees shall receive training related to potential exposures. Documentation of this plan shall be made available to the Alcoa Responsible Person(s) and Project Leader(s) upon request.

9.0 LOCATION SPECIFIC ISSUES

9.1 Security

9.1.1 Property Control

All Alcoa Contractor Gates are monitored by camera and telephone for communications. Entry and Exit from these gates by vehicles is logged by the electronic badge system. Alcoa reserves the right to prohibit equipment and materials on company property that does not meet Alcoa standards. No contract employee should use his/her gate pass to allow another person to enter plant.

Entrance to all contracted work by Contractor's and subcontractor's employees, visitors and deliveries shall be through contractor gate 2 and the west gate. The entrance gate for Contracted Services varies based on the type of service (determined by Alcoa Security).

Contractor's, Subcontractor's & Contracted Service's employees are discouraged from bringing packages other than essentials, such as lunches, toolboxes and work clothes into the plant. All such items, as well as personal vehicles, are subject to inspection by Alcoa's security personnel both upon entering and leaving the plant site. Failure to submit to inspection will be sufficient grounds for restricting the individual from further entry.

9.1.2 Entrance Identification / Badge

All employees of the contractors who are on site must have a Photo ID prox card (Badge) which will activate the specified entrance gate / turnstiles. Alcoa will provide the Badge after employees have successfully completed the required EHS Orientation and Training (Refer to section 6.0 Orientations).

The Badge must be in the employee's possession. Each person entering or exiting the gate must use their Badge. The Badge expires June 1st of every year. Refresher orientations are required for the Badge to be electronically renewed. Badges can be renewed any time after January 1st and are good until the following year June 1st.

9.2 Driving and Parking

Contractor's, Subcontractor's and Contracted Service's employees shall park their personal vehicles in the lots designated by the Project Leader(s). Alcoa is not liable for these vehicles.

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All personnel who are authorized to drive vehicles into the plant shall have those vehicles identified with their company's name. Use of personal vehicles inside gates require approval by Alcoa's Fire Chief and the Insurance requirements are to be met (per the procurement requirements). Numbers of vehicles allowed entry can be restricted by the Company.

All employees shall walk into the plant or be taken in by Contractor's, Subcontractor's or Contracted Service's vehicle. Each person entering or exiting any gate must use their Badge.

Personnel shall remain in the area where the work is to be done. Pedestrian walkways shall be used wherever available if access to and from the work area requires personnel to walk through a production area.

9.3 Emergency Plan

Before beginning work on a contract, the Contractor, Subcontractor and Contracted Service shall complete the Warrick Site Specific Orientation and participate in a pre-planning review meeting with the project leader which includes the Warrick Operations Emergency Plan and addresses the appropriate responses and expectations at the time of an emergency. The Contractor, Subcontractor and Contracted Service shall develop a job specific emergency plan, communicate it to his/her employees, and include any necessary training to ensure compliance. This plan is to be part of their Safety Plan.

Report all emergencies such as serious injuries or fire immediately by dialing **4333** from any plant phone or **812-853-4333** from a cell phone.

9.4 First Aid, Emergency Treatment and Response Plan

Information will be provided to the Contractor, Subcontractor & Contracted Service regarding the use of Alcoa's Emergency Medical and Rescue Response services. They will be required to sign a "Medical Hold Harmless Agreement" governing the use of these facilities and the billing of the services.

If Alcoa Emergency Medical and Rescue Response services are not selected, the Contractor, Subcontractor and Contracted Service shall secure a medical provider and ambulance service to be used in case of a serious personal injury to an employee and shall include all pertinent information concerning the service in the Safety Plan.

Many diseases are transported through blood and bodily fluids. Anyone who may be exposed to blood and other bodily fluids must be trained and know the proper measures of control on prevention of exposure. If the Contractor, Subcontractor, or Contracted Service has an employee with occupational exposure to blood-borne pathogens, they shall establish a written exposure control plan designed to eliminate or minimize the employee's exposure.

9.5 Personal Protective Equipment (PPE)

Personal Protective Equipment shall be kept clean and in good condition. Personnel shall wear the following personal protective equipment at all times in any production, maintenance or construction work area, inside or outside of buildings:

- 1) Shirt that encompasses the torso with a sleeve that encompasses the arm to a minimum length reaching mid-bicep. (no tank tops or “muscle” shirts)
- 2) Ankle length trousers.
- 3) Approved ANSI Z89.1 or equivalent Class E (electrically non conductive) hard hat.
- 4) Steel toed metatarsal safety boots with recommended internal metatarsal guards. Rubber boots or boots worn in wet conditions are also to have a metatarsal guard.
- 5) Approved ANSI Z87.1 or equivalent plastic safety glasses with rigid side shields. “Mirrored”-type safety glasses are not permitted (difficult to see eyes). No tint greater than a gray 1 is permitted indoors.
- 6) Approved hearing protection in all areas with noise level over 85 dBA or where posted signs or your Alcoa Project Leader indicates.
- 7) Working in certain exposures or operating areas of the plant may require additional PPE such as long sleeve shirts of 100% cotton or 100% wool, fire retardant clothing, respirators, face shields or fall control equipment.
- 8) Comply with Respiratory Protection requirements (medical clearance, training and fit test).
- 9) Comply with Fall Protection equipment requirements.

Additional PPE may be required by the nature of the work being performed or by plant area specific hazards.

9.6 Fire Protection

9.6.1 Temporary Buildings

The type of construction, such as combustible or non-combustible, and location of temporary buildings shall be approved by the Alcoa Project Leader.

Temporary buildings located within another building or structure shall be of either a non-combustible construction or of a construction having a fire resistance of at least 1 hour.

Outside temporary buildings shall be located at least 10 feet from another building or structure and they shall not be within a horizontal distance of 10 feet of high voltage power lines. Temporary buildings used for the storage or

handling of flammable or combustible liquids, flammable gases, explosives, blasting agents or similar hazardous occupancies require special considerations and must be approved by Alcoa Plant Protection.

9.6.2 Open Fires

Open fires are prohibited on Alcoa property.

9.6.3 Storage and Dispensing of Flammable Liquids

- 1) Do not store flammable liquids inside buildings unless approved by Alcoa Plant Protection.
- 2) Outside temporary/portable storage tanks of 1000-gallon maximum size shall be placed a minimum of 75 feet from buildings, construction equipment, parking lots, etc., to minimize their exposure to a fire involving the tank. Provide spill containment equivalent to the capacity of the storage tank. These tanks shall be equipped with self-closing dispensing nozzles. Containers of flammable liquid with flash points below 140 degrees F (vapor pressure not exceeding 40 psi absolute at 100 degrees F) shall be provided with atmospheric and emergency relief vents equipped with flame arrestors. Tanks or drums from which such flammable liquids (by definition above) are dispensed shall be electrically grounded and shall be equipped with bonding wires to complete the grounding with the vessel into which the liquid is dispensed.
- 3) Identify tanks with the contents stenciled (4" letters) neatly on all viewable sides of the tank.
- 4) No smoking or open flames are allowed in flammable liquid storage areas. Post conspicuous and legible signs prohibiting smoking.
- 5) Provide portable dry-chemical fire extinguishers for fuel storage tanks, the size of which is consistent with NFPA Standards.

9.6.4 Refueling of Vehicles

As a minimum, observe the following procedures for refueling:

- 1) Refuel vehicles only in pre-designated outdoor areas unless otherwise approved by plant protection.
- 2) Have a spill kit at the refueling area.
- 3) Fuel containers 55 gallons or greater are to be double-lined or on secondary containment
- 4) Set parking brake and shut off the vehicle engine.
- 5) Check area to ensure there are no sources of ignition.
- 6) Do not over-fill fuel tanks.
- 7) In case of spill, do not start vehicle, use stay dry. Report spill to Plant

protection at 812-853-4336

- 8) When the fuel is liquid propane gas, ground the nozzle of the fuel hose to the vehicle filler pipe with a ground wire.

9.6.5 Transporting Flammable Liquids

Use containers approved by Underwriters' Laboratories for transporting flammable liquids and clearly label them to identify the contents.

9.6.6 Portable Fire Extinguishers (To be furnished by the Contractor)

- 1) Provide and regularly inspect portable fire extinguishers suitable for the potential hazard for equipment, office, building and work activities as per instructions issued by the supervisor of plant fire protection.
- 2) Install portable fire extinguishers on all lubrication trucks and all other mobile equipment such as trucks, mobile cranes, service vehicles, etc.

9.6.7 Hot Works (Cutting and Welding)

Cutting, welding, and other hot work activities can only be performed when a Hot Works permit is approved and issued by the Plant Protection Department. Contractors must have at least one person who has successfully complete the Warrick Hot Work Training Program.

9.6.8 Gas Cylinder Precautions

Observe the following precautions when using or storing oxygen, acetylene and other flammable gas cylinders (Refer to 29 CFR 1926.350 through 29 CFR 1926.354):

- 1) Oxygen storage areas shall be separated by at least 25 feet from combustible liquids, flammable materials or heat sources such as fire, molten metal or electric lines. If impossible to comply with this 25-foot distance, then isolate the oxygen storage area by a non-combustible fire barrier with a 1/2-hour fire-resistant rating.
- 2) Do not transport gas cylinders by overhead building cranes or truck cranes except in approved holder or carrier designed for this purpose.
- 3) Properly vent oxygen storage areas.
- 4) Gas cylinders shall be stored, used and transported vertically and secured; keep valve caps in place when cylinders are not in use.
- 5) Maintain regulators and gauges for oxygen and fuel in proper working order while in use. Keep oil and grease away from oxygen cylinders, fittings and hoses.

9.7 Utilities

All power for offices, warehouses, shops, etc., will be 110 volt, single-phase, or 440-volt, three-phase, supplied from existing buildings at no cost to the Contractor. The Contractor should determine at the time of site visit the availability (if any) and location of power in the work area. Connection and disconnection from existing electrical service panels shall be made by Alcoa electrical personnel. Any distribution lines, transformers, and other appurtenances required shall be installed by the Contractor at their expense. Upon the completion of the Contract, all distribution lines, transformers and other appurtenances installed by the Contractor shall be removed by the Contractor at their expense to the satisfaction of the Alcoa Project Leader.

Compressed air will not be furnished by Alcoa unless prior approval is given by the Alcoa Project Leader. All Contractor-furnished air sources shall comply with Alcoa Engineering Standard 16.4.1. (See the Alcoa Project Leader for a copy of the standard, if needed)

Water will be supplied to the Contractor free of charge at existing outlets located in the yard or in the buildings. This Contractor shall provide, at their expense, any distribution lines required, and at the completion of the Contract, shall remove same to the satisfaction of the Alcoa Project Leader. This water is **not** suitable for drinking purposes. The contractor must supply the drinking water for their employees.

All arrangements for connection and installation of telephones and billings shall be the Contractor's responsibility with the telephone company.

The Contractor shall provide portable toilets and wash stations in sufficient numbers at locations throughout the work area. Contractor's employees shall not use Alcoa restrooms. In some working areas inside buildings where the distance to outside chemical toilets is excessive or the number of Contractor's employees is minimum, the Project Leader may waive this restriction.

Contractor employees shall not use Alcoa vending machines or lunch rooms.

10.0 INJURY/ILLNESS/INJURY FREE EVENT - NOTIFICATION, INVESTIGATION AND REPORTING

The Contractor and Contracted Service shall **investigate** all injuries, high potential injury-free and property damage events. The severity of the injury or severity potential of the injury free event will determine the degree of Alcoa's participation in the investigation. Alcoa's Injury/Illness/Injury Free Event form will be used for accident/incident reporting. (See your Alcoa Project Leader or Alcoa Responsible Person for the most recent version of the form)

Contractor and Contracted Service shall **notify** the Project Leader and Alcoa Responsible Person(s) within 24 hours of all injuries, industrial illnesses, injury free events and property

damage incidences. Recordable and suspected recordable injuries shall be reported within 8 hours of occurrence. Restricted work injuries shall be reported as soon a possible.

Contractor and Contracted Service shall submit a written **report** to Alcoa Responsible Person(s) of recordable and suspect recordable injuries, and major injury free events within 24 hours.

11.0 ADMINISTRATION REQUIREMENTS

Prior to starting work, all Contractor, Subcontractor and Contracted Service employees shall attend a Pre-Job Meeting to ensure that the employees understands the scope of the work and EHS expectations for the work to be performed. Supervision shall review the applicable parts of the “Safety Plan “ with their employees each morning prior to starting work.

All Contractors, Subcontractors and Contracted Services shall conduct daily start of shift Toolbox Meetings with their employees that work on the site. This meeting shall reinforce the EHS requirements, review compliance and near-miss incidents, and establish safe procedures for the present shift’s anticipated activities. Subject matter shall be documented and attendance recorded. This documentation shall be turned in to the Contractor Responsible Person(s).

Contractor, subcontractor and contracted services employees are limited to no more than 16 consecutive hours in a single day. One must be off 8 hours before returning to work. The maximum hours that one can work in a week is 64 hours.

All Contractors, Subcontractors and Contracted Services shall submit number of hours worked each month for all areas of the plant along with incident information to the Alcoa Responsible person by the 2nd working day of each month.

12.0 REFERENCES

12.1 Warrick Operations Health and Safety Rules . (See your Alcoa Project Leader for a copy of the rules, if needed).

12.2 Alcoa EHS Controlled References . (See your Alcoa Project Leader for a copy of any standard, if needed).

The following are EHS Controlled Documents that have frequent application in contracted work and shall be considered where applicable to Contractor, Subcontractor or Contracted Service work being performed.

- 15.1 Material Handling Slings
- 16.4.1 Excess Air Flow Safety Valves
- 17.10.1 Low-Velocity Powder-Actuated Tools
- 18.1 Entering and Working in Confined Spaces
- 18.1.1 Respiratory Protection

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18.2	Fall Control
18.3	Overview of Tagout / Lockout / Verification Procedures
18.3.1	Tagout / Lockout / Verification Procedures
18.4.3	Combustible Particulate Safety
18.6.1	Safe Handling of Compressed Gases
18.14	Welding and Cutting Containers
18.17	Project Environment, Health and Safety Review
18.17.1	Project Environment, Health and Safety Review Hazards Checklist
18.17.2	Project Environment, Health and Safety Review Process Checklist
18.17.3	Project Environment, Health and Safety Review Hazard Questionnaire
18.18	Asbestos Operations
18.18.1	Asbestos Management
18.18.2	Asbestos Identification
18.18.3	Contractors Specification For Asbestos Work
18.19	Excavation Trenching and Shoring
18.20.2	Specifications for Lead Hazard Control
18.20.3	Lead Hazard Control Checklist
18.24	Driving Safety
30.3.1	Noise Control Specifications
30.3.2	Sound Level Requirements for Purchased Leased or Rented Vehicles
32.60	Electrical High Voltage Safety
32.60.1	Electrical High Voltage Maintenance and Design Safety Practices
32.60.1.1	Electrical High Voltage Safety Assessment Tool
32.70	Overview of Safety Practices and Requirements for Electrical Arc Flash Hazard Protection
32.70.1	Safety Practices and Requirements for Electrical Arc Flash Hazard Protection
33.013	Design Construction and Installation of Fixed Platforms Walkways Stairways Ladders and Floor Openings
33.051.1	Government Regulatory Agency Project Inspection Guidelines
33.052	Contractor and Contracted Services Environment, Health and Safety Process
33.052.1	Safety and Health Evaluation of Outside Contractors and Subcontractors
33.052.4	Application of OSHA Hazard Communication Standard for Outside Contractors
33.052.5	Application of OSHA Process Safety Management of Highly Hazardous Chemicals Specification for Outside Contractors
33.053	Safety in Painting
33.054	Safety in Explosive Blasting
33.055	Foreword to Contracted Services Prequalification Questionnaire
33.055.2	Contracted Services Safety Prequalification Questionnaire