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**Attachment 1 - Contractor Pre-Work Checklist**

The Contractor Pre-Work Checklist details guidelines and work requirements contractors must adhere to while conducting business within a LSC Communications facility. The contractor and a LSC Communications project coordinator will review the document, sign and date the document prior to work being initiated. Contractors are responsible to ensure the items contained within this document are reviewed with all contractor and sub-contractor employees who will be performing work on LSC Communications property.

**Attachment 2 - Process Safety Management Contractor Requirements**

**PSM (Process Safety Management)** applies to those locations that fall under the OSHA standard regulating the management of hazards associated with processes using highly hazardous chemicals. It establishes procedures for process safety management that will protect employees by preventing or minimizing the consequences of chemical accidents involving highly hazardous chemicals.

Attachment 2 must be completed and submitted before a contractor is selected to perform work in a LSC Communications facility covered by the PSM standard..

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## Attachment 1 Contractor Pre-Work Checklist

<Blue indicates that the site must insert its specific information in the area shown. Where legislative reference is other than OSHA, site must insert applicable location legislation – consult EHS Business Unit representative for additional clarification>

<b>Contractor Company Name:</b>		<b>*Date</b>	
*NOTE: A review of this information with an authorized contractor representative is required at least annually. Modifications to this form due to change in scope of work or subsequent projects awarded to this contractor must also be review with the authorized contractor representative.			

GENERAL REQUIREMENTS	
<p><b>Contractor Responsibilities</b></p> <p style="text-align: center;">Initial      of      Authorized</p> <p>Contractor Representative: _____</p> <p>Contractor must comply with all provisions contained within Specifications G-1and RPM, PO Terms &amp; Conditions, and Service Agreements.</p> <p>Comply with all applicable laws, ordinances, rules and regulations of ALL governmental agencies. Must obtain all permits, certificates of inspection, and licenses required in the performance of the work. (If applicable list in “Other” section of this Attachment)</p> <p>The Contractor Job Foreman must ensure all contract employees and sub-contractors are provided all applicable information included in this Document prior to performing work.</p> <p>The contractor holds all responsibility for supervising and controlling its work.</p> <p>Contractors must not remove printed product from production areas or from the premises.</p> <p>Comply with facility rules located in the LSC Communications General EHS Provisions procedure.</p> <p>Ensure employees and contracted employees stay within acceptable areas for lunch, breaks, restroom facilities, and smoking (where applicable) as communicated by the Project Coordinator.</p> <p>All contractor employees must sign in/out at the location identified by the Project Coordinator at the start/end of each</p>	<p><b>LSC Communications Project Coordinator Responsibilities</b></p> <p style="text-align: right;">Initial</p> <p>: _____</p> <p>Confirm representative has copies of <u>G-1 and RPM</u> specifications as well as PO Terms and Conditions (all listed on the LSC Communications external web page) as well as a copy of any service agreement in force for this contractor.</p> <p>Verify specific Permits, certificates, licensing required to perform work and list in the “Other” section of this Attachment.</p> <p>Provide the representative with a copy of this Document after it is signed.</p> <p>Direct representative to review with all other contract employees prior to sending to job site.</p> <p>Utilize the facility General EHS Provisions to describe the plant rules</p> <p>Designate rest room facilities and acceptable areas to be used for lunch and breaks by contractors</p> <p>Designate smoking areas (if applicable)</p> <p>Designate contractor entrance door(s) and explain sign-in / sign-out requirements.</p> <p>Designate appropriate parking areas for contractor company vehicles and contractor employee vehicles in appropriate parking areas, preferably near work area designated entrance.</p> <p>Designate work areas for contractors and inform</p>

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<p>workday/shift. During work hours, Contractors may use an entrance designated by the Project Coordinator for entering and leaving the plant, and must not frequent site departments unrelated to the job</p> <p>All contractor employees must use parking area designated by the Project Coordinator</p> <p>Work areas for contractors as well as restricted areas will be communicated by the Project Coordinator. Employees and equipment shall be confined to this area. Contractors found outside of their working area, or approved location, may be asked to leave the LSC Communications premises immediately.</p> <p>LSC Communications reserves the right to inspect toolboxes, lunch boxes, etc. for LSC Communications property.</p> <p>While in the plant, contractors shall have a badge visible at all times. Badges must be turned in upon the completion of work</p> <p>Contractors must erect warning signs and/or barriers when job tasks present hazards to personnel (i.e. floor openings, overhead work, welding operations)</p> <p>Contractor must furnish all tools, ladders scaffolding, and all other equipment needed for performance of work. Under no circumstances will any LSC Communications equipment, hardware, material or stock be removed or used by the contractor without specific approval of the Project Coordinator.</p> <p>Gas and diesel powered equipment will not be allowed to be used in the plant unless ventilation arrangements have been made and prior approval has been obtained by the Project Coordinator.</p> <p>The storage of fuel on site shall be in accordance with OSHA and NFPA Standards.</p> <p>Installation of pipe, conduit and other equipment must be laid out so as not to interfere with head room or operation of machinery and permit removal of machine parts for repair and maintenance</p> <p>Contractor shall not load or permit any part or any structure to be loaded to such an extent as to endanger safety</p> <p>If contract employees need to be reached for personal emergencies, they can be contacted by calling the appropriate number listed below.</p> <p>The project Foreman is to ensure the requirements of this document, and any other specifications reviewed, are</p>	<p>them of restricted areas, if applicable</p> <p>Ensure badges are assigned to contractor employees</p> <p>Instruct contractor to erect adequate warning signs/barriers</p> <p>Notify Contractors of emergency contact information</p> <p>If approving the use of facility equipment by contractor, ensure proper working order and training.</p> <p>List LSC Communications equipment approved for use:</p> <hr/> <hr/> <hr/> <hr/> <hr/>
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<p>adhered to by all other contract employees prior to performing any work. Any impairment of the building sprinkler system must be handled in accordance with the facility Red Tag Permit System</p>																
<p>Plant Access Instructions:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 25%;">Restroom Facilities</td> <td style="width: 25%;">Emergency Contact Information (list contact information for normal business hours as well as off hours):</td> <td style="width: 50%;"></td> </tr> <tr> <td>Lunch Room</td> <td>Calling Plant for Personal Emergencies</td> <td></td> </tr> <tr> <td>Break &amp; Smoking Areas</td> <td>Contacting Project Coordinator</td> <td></td> </tr> <tr> <td>Parking Areas</td> <td>Contacting Plant Management</td> <td></td> </tr> <tr> <td>Plant Access</td> <td>Contacting Contractor Lead</td> <td></td> </tr> </table>		Restroom Facilities	Emergency Contact Information (list contact information for normal business hours as well as off hours):		Lunch Room	Calling Plant for Personal Emergencies		Break & Smoking Areas	Contacting Project Coordinator		Parking Areas	Contacting Plant Management		Plant Access	Contacting Contractor Lead	
Restroom Facilities	Emergency Contact Information (list contact information for normal business hours as well as off hours):															
Lunch Room	Calling Plant for Personal Emergencies															
Break & Smoking Areas	Contacting Project Coordinator															
Parking Areas	Contacting Plant Management															
Plant Access	Contacting Contractor Lead															

<b>FIRE, EVACUATION, and EMERGENCY PROCEDURES</b>	
<p><b>Contractor Responsibilities</b></p> <p style="text-align: right;">Initial of Authorized</p> <p>Contractor Representative: _____</p>	<p><b>LSC Communications Project Coordinator Responsibilities</b></p> <p style="text-align: right;">Initial</p> <p>: _____</p>
<p>Communicate to all contractor personnel rally points, internal shelter areas, and method of alarm notification. Do not remove tools or equipment from inside the facility during emergencies. After emergency evacuation, contractors will meet at the designated rally point. The Contractor Job Foreman will account for all contract employees and report the following information to the Project Coordinator:  <ul style="list-style-type: none"> <li>The contractor company name</li> <li>The number of employees present at meeting area.</li> <li>The last known location of any missing personnel.</li> </ul> <b>DO NOT</b> re-enter the facility to locate missing personnel.            If there are any injuries to contractor personnel.            Contractors shall not re-enter the facility until the LSC Communications contact has given the all clear.            Do not move vehicles unless instructed to do so by LSC Communications or the Fire Department.            Contractors must not block aisles, fire egress aisles, exits, entryways, fire fighting equipment, alarm boxes, electrical switches, valves, etc. while performing job tasks. Fire doors must remain clear at all times.</p>	<p>Communicate rally point in case of evacuation            Communicate internal shelter areas            Communicate alarm notification method            Obtain information from Contractor during evacuation            Report all contractor fires to EHS Department            Ensure a replacement extinguisher is procured and returned to the original location.</p> <p><b>Audit Notes: Initial:</b> _____  <b>Date:</b> _____</p>

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Dispose of all flammable wastes and oily rags immediately in approved metal containers. Never pour flammable/combustible liquids into sinks or drains.

If contractor discovers fire situation:  
Report all fires to the nearest facility employee and inform the Project Coordinator.

Only contract employees trained in the use of fire extinguishers may use them.

DO NOT endanger safety or health by taking unnecessary risks in extinguishing the fire.

DO NOT attempt to fight fire in any hazardous area or near hazardous material. (e.g. Baler Rooms, Flammable Liquid Storage, etc.) or involving potentially hazardous or explosive substances (paper dust, solvents, etc.)

DO NOT continue to fight any fire after the sprinkler system has activated. Evacuate the area immediately!

Report spent extinguishers to the Project Coordinator IMMEDIATELY.

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<b>INJURY AND ILLNESS PROCEDURES</b>	
<p><b>Contractor Responsibilities</b></p> <p style="text-align: right;">Initial of Authorized</p> <p>Contractor Representative: _____</p> <p>Contact Project Coordinator or nearest member of Management if assistance is required for injured or ill personnel. Emergency medical personnel may be available in this facility to provide immediate emergency assistance, or an ambulance will be summoned.</p> <p>All injuries and illnesses of contractors at work should be reported immediately to the Project Coordinator.</p> <p>A report must be submitted to the LSC Communications Project Coordinator &amp; EHS within 24 hours after an incident. This report must contain the following information:</p> <ul style="list-style-type: none"> <li>Name of company and contractor employee injured.</li> <li>Detailed description of incident, including when, where and how incident occurred and what contributing factors were present.</li> <li>What corrective actions will be taken to prevent recurrence of incident.</li> <li>All near-miss incidents must be reported to the Project Coordinator immediately, who will consult with EHS regarding the need for completion of an investigation.</li> </ul>	<p><b>LSC Communications Project Coordinator Responsibilities</b></p> <p style="text-align: right;">Initial</p> <p>: _____</p> <p>Obtain emergency assistance, if required.</p> <p>Ensure investigations are completed as required.</p> <p>Work with EHS to communicate investigation findings</p> <p>Ensure completed investigation reports are maintained in Contractor's file</p>
<b>BLOODBORNE PATHOGENS</b>	
<p><b>Contractor Responsibilities</b></p> <p style="text-align: right;">Initial of Authorized</p> <p>Contractor Representative: _____</p> <p>Ensure contractor employees do not have contact with bloodborne pathogens unless they are fully training in the proper protocols for clean up.</p> <p>Inform the Project Coordinator of any instance of the cleanup of blood or bodily fluids</p> <p>Work with the plant to ensure proper removal of all materials generated during the cleanup of blood or bodily fluids from LSC Communications property, as soon as possible after an incident.</p>	<p><b>LSC Communications Project Coordinator Responsibilities</b></p> <p style="text-align: right;">Initial</p> <p>: _____</p> <p>Project Coordinator or trained alternate shall supervise and ensure that all bloodborne contaminants are cleaned up properly after an incident including removal of materials from the facility.</p>

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<b>EQUIPMENT REQUIREMENTS</b>	<b>Applicable?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<p><b>Contractor Responsibilities</b></p> <p style="text-align: right;">Initial of          Authorized</p> <p>Contractor Representative: _____</p>	<p><b>LSC Communications Project Coordinator Responsibilities</b></p> <p style="text-align: right;">Initial</p> <p>: _____</p>
<p>Train employees on the proper use of ladders, suspended or elevated platforms, Manlifts or other necessary equipment and how to safely work at heights 4 feet or more above the grade.</p> <p>Provide and ensure the use of fall protection (Safety Harness only, Safety Belts are prohibited from use) for all employees. For questions regarding fall protection applicability, contact your Project Coordinator.</p> <p><b>Powered Industrial Vehicles:</b> (Hoist Trucks and Manlifts)</p> <p>Provide completed training documentation to Project Coordinator.</p> <p><b>Ladders:</b></p> <p>Must be of sufficient height so that employees are not required to climb higher than the second tread from the top on stepladders, or higher than the third rung from the top on straight ladders.</p> <p>Must be maintained free of defects and inspected regularly.</p> <p>Must be made of non-conductive materials when used near power lines or potentially energized sources.</p> <p>Must be secured in accordance with proper angling; tied off; and shall comply with all height limits in accordance with applicable regulations.</p> <p>Should not be placed in doorways or walkways where they could be bumped, unless barriers protect them.</p> <p>Shall not be used for any task that takes longer than 15 minutes and where 3 points of contact cannot be maintained (another means of performing the work must be identified, such as use of a manlift, or fall protection must be worn while on the ladder).</p> <p><b>Scaffolds:</b></p> <p>Must be inspected by the Job Foreman to ensure that all handrails, midrails, toeboards, and decking are in place.</p> <p>If scaffold platforms cannot be equipped with standard 42" high, rigidly-secured handrails, 21" high midrails, toeboards, and be completely decked with safety plank or manufactured decking, safety harnesses must be used.</p>	<p>Obtain training documentation from contractor if powered industrial vehicles will be used.</p> <p>Inform the contractor representative of required truck types for high hazard areas (e.g. baler room if so classified)</p> <p>Advise representative of hazards in the work area (i.e. high voltage lines, un-insulated steam lines, sprinkler lines, etc.)</p> <p>Advise representative to use approved fall protection system when working at heights of 4 feet or higher on non-standard elevated platforms such as standing on equipment, scaffolds, scissor lifts, fixed platforms etc. that are not equipped with standard top and mid rails (or where the work requires the individual to climb the mid-rail or leave the standard platform).</p> <p>Inform representative of requirement to construct barriers and signage in areas where elevated work is to be performed.</p> <p>The Project Coordinator may approve the use of site equipment by the contractor provided the contractor can demonstrate operational competence and / or documented verification that the contractor has been trained to operate (Note this may be proof of licensing or training from an external source).</p> <p>The Project Coordinator may also approve the use of contractor equipment by LSC employees provided LSC employees demonstrate operational competence and have been trained to operate.</p> <p>Inspect loaned equipment before and after use by contractors to ensure proper working order.</p> <p><b>Audit          Notes :          Initial:</b> _____</p> <p><b>Date:</b> _____</p>



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<p>Harnesses must be used in conjunction with an approved lanyard and tied off to an approved anchor point. One lanyard shall be used per person.</p> <p>Barriers must be erected around all scaffolds to prevent unauthorized personnel from entering the area. Also "Hard Hat Area" signs must be posted in the work zone around all scaffolds and personnel-lifts.</p>	
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<b>LOCK OUT / TAG OUT</b>	<b>Applicable?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<p><b>Contractor Responsibilities</b></p> <p style="text-align: center;">Initial      of      Authorized</p> <p>Contractor Representative: _____</p>	<p><b>LSC Communications Project Coordinator Responsibilities</b></p> <p style="text-align: right;">Initial</p> <p>: _____</p>
<p>Must have and follow a lockout tagout program that meets all aspects of OSHA 29CFR 1910.147 regulations (OSHA LOTO Regulation).</p> <p>Train all contractor employees required under the LO/TO Standard.</p> <p>Supply their employees with locks that are exclusively used for lockout/tagout, are identified so they can be traced back to the individual who installed the lock, and are easily recognized as locks used for lockout/tagout.</p> <p>Where LSC Communications employees are not involved in a lockout/tagout task, Contractor must develop and energy control procedure.</p> <p>Where LSC Communications employees are active in Lockout/Tagout activity along with the contractor, an energy control procedure will be reviewed by both parties prior to work</p> <p>Use and enforce LO/TO in all applicable situations.</p> <p>Notify Project Coordinators of LSC Communications equipment that must be LO/TO prior to performing work.</p> <p>If the project extends beyond one or more shifts/days, the Project Coordinator must follow "Group Lockout/Tagout" procedures as outlined in LSC Communications LO/TO Policy.</p> <p><b>NOTE: WORK ON ENERGIZED EQUIPMENT WILL NOT BE PERFORMED EXCEPT AS REQUIRED TO TEST.</b></p>	<p>The Project Coordinator shall work with operations and maintenance to prepare LSC Communications equipment required to be LO/TO for contractors.</p> <p><b>NOTE:</b> If job complexity or other issues arise that the requirements of this policy cannot be strictly adhered to, the Project Coordinator, Safety Coordinator and contractor may proceed under special procedures for that case ONLY. Any variance to these policies must be pre-approved by the Project Coordinator and Safety Coordinator.</p> <p>If the LO/TO project requires a joint effort between LSC Communications employees and contractors:</p> <p>The Project Coordinator and contractor will establish a coordinated LO/TO approach. LSC Communications lockout procedures will be employed over the locks and/or tags of the contractor personnel.</p> <p>If the project extends beyond one or more shifts/days, the Project Coordinator must follow "Group Lockout/Tagout" procedures as outlined in LSC Communications LO/TO Policy.</p> <p>Ensure that contractors follow all related LO/TO procedures required to perform their job tasks.</p> <p>Inform representative of types of locks and tags used by LSC Communications employees.</p>

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<b>HAZARD COMMUNICATION</b>	<b>Applicable?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<p><b>Contractor Responsibilities</b></p> <p style="text-align: right;">Initial    of    Authorized</p> <p>Contractor Representative: _____</p>	<p><b>LSC Communications Project Coordinator Responsibilities</b></p> <p style="text-align: right;">Initial</p> <p>: _____</p>
<p>Train employees in accordance with 29 CFR 1910.1200.  Provide copies of SDS forms to the Project Coordinator prior to bringing chemicals on site.  Inform LSC Communications Project Coordinator of any chemicals prior to bringing them on site.  Provide copies of SDS forms for all hazardous chemicals to which LSC Communications employees may be exposed.  Ensure all products to be used are labeled properly in accordance with 29 CFR 1910.1200  Contractors performing housekeeping activities on asbestos containing floors shall ensure that all employees are trained in proper safe work methods for stripping, polishing, and buffing as required in 29 CFR 1910.1001 and 29 CFR 1926.1101.  Contractor and its employees performing asbestos abatement activities shall have proof of a valid state license to perform work, as required by state regulations.</p> <p>List chemical products to be used:</p> <p>_____</p> <p>SDS Obtained</p> <p>_____</p> <p>SDS Obtained</p> <p>_____</p> <p>SDS Obtained</p> <p>_____</p> <p>SDS Obtained</p>	<p>Inform contractors about chemical hazards they may be exposed to that are already on site.  Inform contractor where they can find corresponding and relevant LSC Communications SDS information.  With assistance of EHS, approve chemicals brought on site by contractor.  Ensure SDS forms collected are kept in the areas where exposures may take place and where all employees can access the information.  Ensure SDS forms collected are incorporated with LSC Communications SDS information for record retention purposes  Inform LSC Communications employees about chemicals coming on site from contractor where employees will be in the proximity of, use, or clean up any new chemicals.  Inform contractors of the in-house labeling process used for all secondary containers.  Inform the contractor of all known or presumed asbestos containing materials (.eg floor tile, pipe insulation) that may be impacted or is in the immediate vicinity of the task to be performed.  Asbestos abatement activities: Obtain a valid copy of the applicable state license/certifications and records of any on site abatement activities. Note: all employees performing abatement activities shall have a valid abatement worker license</p> <p><b>Audit    Notes    :</b>                      <b>Initial:</b> _____</p> <p><b>Date:</b> _____</p>

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<p>_____          SDS Obtained</p>	
<b>WASTE HANDLING (INCLUDES CHEMICALS)</b>	<b>Applicable?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Contractor Responsibilities</b> Contractor Representative:      Initial    of    Authorized	<b>LSC Communications Project Coordinator Responsibilities</b> _____ Initial

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Train their employees on proper waste chemical handling procedures, including emergency chemical spill cleanup procedures. This training should meet all requirements of the Department of Transportation (DOT), Environmental Protection Agency (EPA), and any applicable state regulations.

**Chemical**

If contractors will be disposing of non-hazardous waste streams, they must first obtain approval from the Project Coordinator, supply proper labels for all waste streams generated and provide appropriate packaging. The packaging and labeling of containers must meet all DOT and EPA guidelines. Contractor-generated waste streams shall be separated from LSC Communications waste.

If contractors will be disposing of materials in LSC Communications waste containers, the materials must be segregated.

At the direction of the Project Coordinator, the contractor may only be involved in the generation and containerizing processes regarding hazardous waste. Disposal is the responsibility of LSC Communications.

Notify surrounding personnel and the Project Coordinator immediately if a chemical emergency occurs.

**Solid**

Contractors must handle debris and disposal of debris in the following manner:

Accumulate debris, created by his/her personnel in hoppers, boxes or skids on a daily basis at the end of each workday, leaving the area clean at day's end.

Debris must be cut, piled, stored, etc. so hoist trucks can handle it.

The contractor must move hoppers, boxes or skids of debris to an area designated by the Project Coordinator.

Contractors must dispose of all excess concrete after a pour is completed. Excess material will not be dumped on LSC Communications property.

Inform representative of on site management practices including waste bin labeling practices. All wastes (Hazardous and Non-Hazardous) must be managed at the direction of the Project and Environmental Coordinator.

Hazardous wastes must be characterized, managed, & disposed of by LSC Communications.

Instruct representative to not mix waste streams.

Designate a holding area for waste drums of chemicals if any wastes are to be disposed of by the contractor.

**Audit Notes :** \_\_\_\_\_ **Initial:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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<b>CONFINED SPACE</b>	<b>Applicable?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<p><b>Contractor Responsibilities</b></p> <p style="text-align: right;">Initial    of    Authorized</p> <p>Contractor Representative: _____</p>	<p><b>LSC Communications Project Coordinator Responsibilities</b></p> <p style="text-align: right;">Initial</p> <p>: _____</p>
<p>Must have and follow a confined space program that meets all aspects of OSHA 29CFR 1910.146 standard (OSHA Confined Space Regulation)</p> <p>Notify Project coordinator prior to entry of any permit required confined space.</p> <p>Ensure that all confined space personnel have been properly trained on the confined space entry process.</p> <p>Ensure that rescue services are available during permit required confined space entries.</p> <p>Provide employees with monitoring and entry equipment required to perform the project.</p> <p>Post a Permit-Required Entry permit at job site for duration of the entry. When entry is complete, permit must be returned to the Project Coordinator.</p> <p>Follow all Confined Space Entry requirements as outlined by the Project Coordinator.</p> <p>Ensure no unauthorized contract employee will enter a confined space.</p>	<p>Provide representative with all available information to safely enter a permit-required confined space.</p> <p>Verify the permit space is properly closed off after project completion.</p>

<b>PERSONAL PROTECTIVE EQUIPMENT</b>	
<p><b>Contractor Responsibilities</b></p> <p style="text-align: right;">Initial    of    Authorized</p> <p>Contractor Representative: _____</p>	<p><b>LSC Communications Project Coordinator Responsibilities</b></p> <p style="text-align: right;">Initial</p> <p>: _____</p>
<p>Supply their employees with proper PPE for the hazards associated with the job task/work area.</p> <p>Inform the Project Coordinator if aspects of <u>ANY</u> project that will present new hazards (i.e. overhead work) to LSC Communications personnel in the area, so that LSC Communications can obtain appropriate PPE or relocate personnel from the area.</p>	<p>Inform representative of all applicable LSC Communications PPE policies including: eye/face protection, hearing protection, hand protection, foot protection, head protection, respiratory protection, etc. and require those policies to be followed.</p>

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<b>ELECTRICAL SAFETY</b>	<b>Applicable?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<p><b>Contractor Responsibilities</b></p> <p style="text-align: right;">Initial    of    Authorized</p> <p>Contractor Representative: _____</p> <p>Train employees in safe operation and handling of electrical equipment.  Comply with all National Electrical Code (NEC) requirements and OSHA 29 CFR 1910.301 through CFR 1910.399. Ensure that electrical personnel comply with all local and state licensure requirements.  Conduct pre-job planning for all electrical activity to establish necessary safe work practices, contingencies, and protective equipment necessary to ensure the safety of employees conducting the work as well as others who may be in the vicinity. Ensure that the scope of work in / around energized electrical equipment is limited to testing and/or troubleshooting only, and meets all of the applicable OSHA requirements. <b>Working on or near exposed live electrical circuit parts or equipment in non-emergency situations other than troubleshooting, diagnostics, or calibration is not allowed.</b>  Keep the workplace dry to prevent conduction of electricity.  Inform the Project Coordinator if inspections reveal electrical hazards of any kind.  DO NOT overload circuits, motors or other electrical equipment and machinery.  Ensure all equipment, power tools and machinery are properly grounded.  No connection shall be made to any source of power, nor any motors started on new equipment, without the project coordinators approval.  Coordinate electrical safe work distances with the Project Coordinator or designated personnel. Contractors must use appropriate safety signs or barricades to isolated the work area from unauthorized personnel. If safety signs or barricades do not provide sufficient warning and protection from electrical hazards, an attendant must be stationed to warn employees until the task is complete.  Contractor shall be responsible for the grounding of his portable power (including air and electric) tools by means of an approved equipment-grounding conductor, or by</p>	<p><b>LSC Communications Project Coordinator Responsibilities</b></p> <p style="text-align: right;">Initial</p> <p>: _____</p> <p>Provide contractors with any available information to perform work (i.e. electrical schematics, breaker and motor control center locations).  Inform contractors that they are responsible determining electrical safe work practices and PPE requirements for their employees.  Coordinate all power outages and lockouts with LSC Communications production departments.  For electrical work, have the Electrical Safety Program Champion perform a review of the Contractor's plans to confirm that work on or near energized equipment is only for testing and troubleshooting and assures adequate provisions for employee safety.</p>

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using double insulating equipment.  
 All 220 Volt, 440 or 460 Volt portable equipment (welders, etc.) must have a fused disconnect, disconnecting all feed lines and feed lines must have rubber covered electrical slips. Power source and electric lines must be satisfactory for safe operation.  
 All 125 V.A.C. electrical equipment plugs shall be three (3) wire type NEMA # 5-15 Parallel "U", 125 Volt, 15 Amperes, 3 Pole, S-Wire grounding type. 2-Pole for double insulated type equipment is acceptable.





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<b>HOT WORK</b>	<b>Applicable?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<p><b>Contractor Responsibilities</b></p> <p style="text-align: right;">Initial    of    Authorized</p> <p>Contractor Representative: _____</p> <p>A hot work permit must be obtained prior to performing any cutting, welding, burning etc. that could produce sparks or flames. Permits must be approved by the LSC Communications project coordinator (or designee) prior to work and be displayed prominently throughout the entire hot work process.</p> <p>Equipment for cutting, welding, and/or other associated hot-work activities must be in good repair.</p> <p>Where arc welding is performed, contractors must isolate the welding area with an enclosure of fireproof tarpaulins or other suitable materials in order to avoid the possibility of eye injury to personnel in the general area.</p> <p>Provide a suitable fire extinguisher that is ready for use by the fire watch.</p> <p>Provide a Fire Watch, in addition to the welder, (trained in the proper use of fire extinguishers and who to contact in the event of a fire) for the duration of all hot-work projects and thereafter as follows:</p> <p>Must remain at job site for 60 minutes after completion of Hot-Work.;</p> <p>Must remain at the job site and perform periodic monitoring for 3 hours after completion of the 60-minute fire watch (monitoring may be performed by other persons in the work area with the ability to detect a fire, use a fire extinguisher, and/or know the plant emergency phone number).</p> <p>Upon completion of the Hot Work and after the monitoring period has been completed, the fire watch must sign the carbon copy of the Hot Work Permit and notify the Project Coordinator (if available during shift) or Fire Safety Supervisor. The Fire Safety Supervisor will then conduct a final inspection of the area and sign and retain the hot work permit.</p> <p>DO NOT perform hot work in confined spaces containing flammable or combustible atmospheres. Other confined spaces shall be thoroughly cleaned to remove all combustibles/residue before hot work is permitted. Refer to the Confined Space portion of this document for</p>	<p><b>LSC Communications Project Coordinator Responsibilities</b></p> <p style="text-align: right;">Initial</p> <p>: _____</p> <p>Ensure an LSC Communications Fire Safety Supervisor confirms the location of the Hot Work and issues a hot work permit in accordance with the Hot Work Procedure.</p> <p>Instruct contractor representative to follow the LSC Communications hot work permit process as well as utilize a fire watch and periodic monitoring for all hot work tasks</p> <p>For hot work that exceeds 4 hours, ensure the LSC Communications Fire Safety Supervisor inspects the hot work at least once per shift.</p>

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complete requirements.

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Contractor Tracking

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## Attachment 3

### Process Safety Management Contractor Requirements

***INFORMATION REQUIREMENTS ON THIS FORM SHALL BE COMPLETED AND EVALUATED BY PROJECT COORDINATOR AND EHS REPRESENTATIVE PRIOR TO AWARDED CONTRACTOR WORK:***

**1. Contractor's federal and/or state plan OSHA citation history for the last five (5) years:**

Document citation info:

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If NOT obtained  
explain \_\_\_\_\_

Acceptable? Y / N If NO  
Explain \_\_\_\_\_

**2. The contractor's average Lost Work Day Injury ("LWDI") rate for the last five (5) years**

Document Rate:

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If NOT obtained  
explain \_\_\_\_\_

Acceptable? Y / N If NO  
Explain \_\_\_\_\_

**3. During the last ten (10) years has the contractor had a contract terminated by a customer for alleged safety reasons?**

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**Document info:**

\_\_\_\_\_

\_\_\_\_\_

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**If NOT obtained explain**

\_\_\_\_\_

**Acceptable? Y / N If NO Explain**

\_\_\_\_\_

**Note:** There is no standard for acceptance. Acceptance is determined by local variables such as number of contractors to choose from. Consideration should be given to comparing the proposed LWDI Rate to average rate for the contractor’s industry from the Bureau of Labor Statistics. Consult plant EHS for more information on obtaining this information. Consideration should also be given to increased contractor audits when information provided above may warrant.

**Contractor Representative:** \_\_\_\_\_  
*(This signature shall attest to the accuracy of the information provided above)*

**Contractor Approved? Y / N \*Date:** \_\_\_\_\_

**Project Coordinator:** \_\_\_\_\_

**EHS Coordinator:** \_\_\_\_\_

\* Approval expires 3 years from this date or sooner at the discretion of the Project Coordinator and/or EHS Coordinator

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