



**Vendor/Supplier/Contractor
Environmental, Health, Safety,
and Security Awareness**





Contractor Responsibilities

- Contractor assumes and has full responsibility and liability for:
 - safety of its employees.
 - compliance of subcontractors.
 - compliance with H-D standards and applicable laws and regulations.
 - enforcement of rules.
 - ensuring that work is performed in a safe manner.
- Any questions on the content of this presentation or other H-D requirements should be directed to your onsite H-D champion/representative.

Key Site Contacts



Environmental, Health and Safety Department (EHS) personnel and contact numbers for the site are:

- EHS Manager: Ignazio Sabella Cell: (717) 515-7252
- EHS Lead: Gary Pease Cell: (717) 495-2376
- EHS Senior: Tim Scripko Cell: (717) 858-5592
- EHS Senior: Lisa Smith Cell: (717) 487-5760
- EHS Senior: Greg Glatz Cell: (717) 578-9056
- EHS Associate: Jerome Saunders Cell: (717) 505-4158
- EHS Coordinator: Paul Deeter Cell: (717) 817-8090
- EHS Coordinator: Tara Hahn Cell: (717) 817-4613

Emergency Coordinator for the site is:

- Emergency Management Coordinator: Whitney Hendon: (414) 217-6206

Emergency Information



- Emergency equipment access must be clear at all times.
 - First-aid equipment, fire extinguishers, sprinklers, eyewash stations, egress routes, etc.
 - If you must block or remove, contact the EHS.
- Accidents & First Aid
 - Non-Serious injury-care available in Health Clinic.
 - Emergency assistance- call Security at *999 on an internal phone or (717) 852-6000 on a cell phone.
 - Do not dial 911 – work through Security.
 - H-D York Project Champion must be notified immediately of any injury.
- Fire Emergency
 - Individuals discovering a fire should activate the fire alarm system by operating a pull station.
 - If you can do it safely, dial *999 on an internal phone or (717) 852-6000 on a cell phone to report the fire.
 - Evacuate the building.

Emergency Information



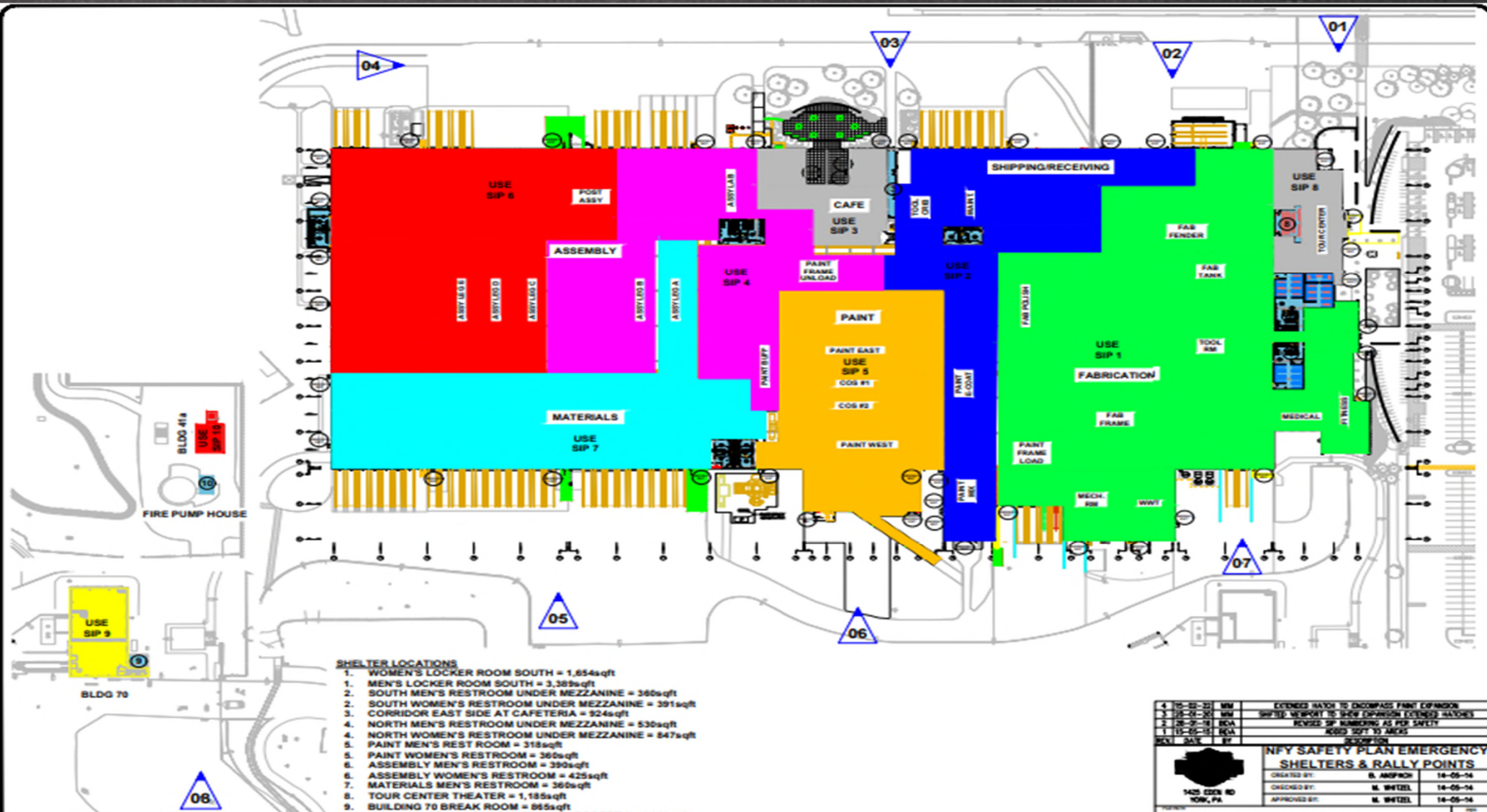
- Evacuation Warden
 - Prior to beginning work on-site, the Evacuation Procedure must be reviewed with all personnel.
 - Evacuate if you hear an audible alarm and see a strobe.
 - In the event of an evacuation, report to the assigned or nearest Rally Point for headcount.
 - If you are not at your assigned Rally Point, notify the Fire Warden.
- Hazardous Material Release Emergency
 - In the event of a hazardous material release, call *999 from an internal phone or 717-852-6000 from a cell phone to report a release.
 - If the area needs to be evacuated, activate a fire alarm pull station.

Evacuation

- Evacuation routes are posted at entrances throughout the facility.
- Individuals evacuating shall assemble at the area's assigned Rally Point.
- Report to your supervisor for headcount and use electronic accountability system.
- If you are not in your normal area during evacuation, go to closest gathering point, use the electronic accountability system, and report directly to the evacuation warden.
 - If you are a truck driver, park your vehicle immediately, and proceed to the closest Rally Point for accountability
- Individual shall remain at this Rally Point, until headcount is completed and an "All Clear" has been given.



Rally Point Locations



Electronic check in system

Rally Point, Shelter in Place Check in

- Hold your badge over the keypad and wait for the light to turn green. (If you forgot your badge, enter your clock number (Employee or Contractor badge #) followed by #).
- The reader light will turn green.
- Anyone without a badge should see the evacuation warden to capture your name with security.



ID Number

Employee and Contractor badge ID Number is located on the back of the badge.

Employee number is 5 digits.

Contractor number is 6 digits.

ID Badge

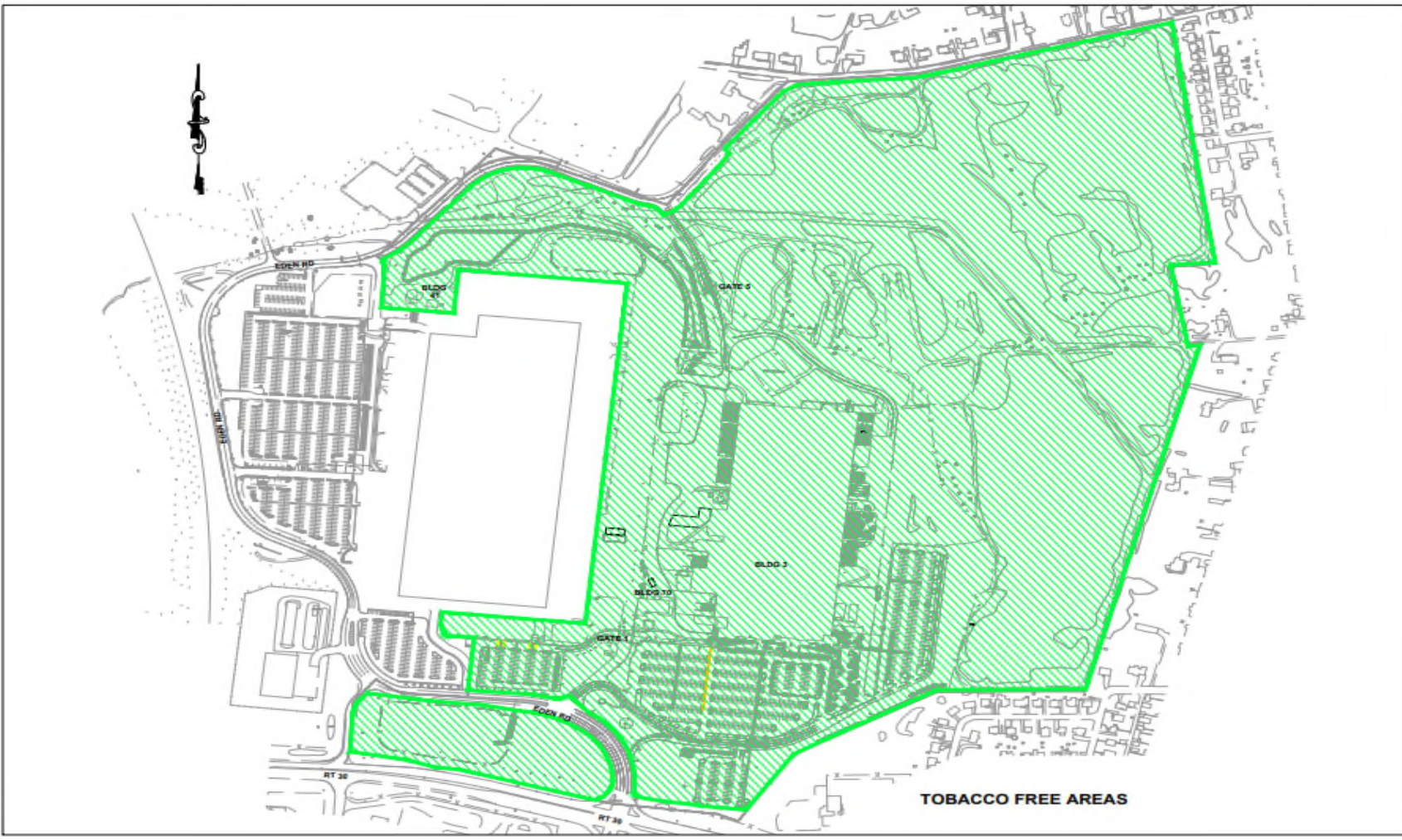


Alcohol, Drugs, Firearms and Tobacco...etc.



- Alcoholic beverages, non-regulated drugs, explosives, guns, etc. are not permitted.
- On 01/01/2015, all U.S. H-D facilities became tobacco-free.
- Tobacco-Free Policy applies to all employees, contractors, contingents, consultants, visitors and others who are working on behalf of the company.
- Tobacco-Free Policy prohibits the use of tobacco products includes the use of pipes, cigarettes, e-cigarettes, cigars, snuff, chewing tobacco and all other tobacco-related products.
- Tobacco cessation methods approved by U.S. Food & Drug Administration may be used, such as lozenges, chewing gum, skin patches and other FDA-approved methods.
- See the map for tobacco-free areas H-D owns or leases.

Alcohol, Drugs, Firearms and Tobacco...etc.



- KEY:
1. ALL AREAS HIGH LIGHTED IN GREEN (IN-D OWNED PROPERTY) ARE TOBACCO FREE AREAS.
 2. COMPANY PROPERTY: ALL AREAS INCLUDING BUT NOT LIMITED TO ALL BUILDINGS, SIDEWALKS, DRIVEWAYS OR ROADS ARE TO BE KEPT FREE OF ANY EMPLOYEES OR PUBLIC ENTRANCES, UNLESS OTHERWISE SPECIFIED. PARKING LOTS AND RAMPWAYS, CANALS, CANALS, DRAINAGE AREAS/MANHOLES BY EARLY DIVISION IN THE U.S.

3 1/4" X 11" (11.5" X 14")	ENVIRONMENTAL VEHICULAR OPERATIONS
4 1/4" X 11" (11.5" X 14")	ENVIRONMENTAL VEHICULAR OPERATIONS
5 1/4" X 11" (11.5" X 14")	ENVIRONMENTAL VEHICULAR OPERATIONS
6 1/4" X 11" (11.5" X 14")	ENVIRONMENTAL VEHICULAR OPERATIONS
7 1/4" X 11" (11.5" X 14")	ENVIRONMENTAL VEHICULAR OPERATIONS
8 1/4" X 11" (11.5" X 14")	ENVIRONMENTAL VEHICULAR OPERATIONS
9 1/4" X 11" (11.5" X 14")	ENVIRONMENTAL VEHICULAR OPERATIONS
10 1/4" X 11" (11.5" X 14")	ENVIRONMENTAL VEHICULAR OPERATIONS
11 1/4" X 11" (11.5" X 14")	ENVIRONMENTAL VEHICULAR OPERATIONS
12 1/4" X 11" (11.5" X 14")	ENVIRONMENTAL VEHICULAR OPERATIONS
13 1/4" X 11" (11.5" X 14")	ENVIRONMENTAL VEHICULAR OPERATIONS
14 1/4" X 11" (11.5" X 14")	ENVIRONMENTAL VEHICULAR OPERATIONS
15 1/4" X 11" (11.5" X 14")	ENVIRONMENTAL VEHICULAR OPERATIONS
16 1/4" X 11" (11.5" X 14")	ENVIRONMENTAL VEHICULAR OPERATIONS
17 1/4" X 11" (11.5" X 14")	ENVIRONMENTAL VEHICULAR OPERATIONS
18 1/4" X 11" (11.5" X 14")	ENVIRONMENTAL VEHICULAR OPERATIONS
19 1/4" X 11" (11.5" X 14")	ENVIRONMENTAL VEHICULAR OPERATIONS
20 1/4" X 11" (11.5" X 14")	ENVIRONMENTAL VEHICULAR OPERATIONS
21 1/4" X 11" (11.5" X 14")	ENVIRONMENTAL VEHICULAR OPERATIONS
22 1/4" X 11" (11.5" X 14")	ENVIRONMENTAL VEHICULAR OPERATIONS
23 1/4" X 11" (11.5" X 14")	ENVIRONMENTAL VEHICULAR OPERATIONS
24 1/4" X 11" (11.5" X 14")	ENVIRONMENTAL VEHICULAR OPERATIONS
25 1/4" X 11" (11.5" X 14")	ENVIRONMENTAL VEHICULAR OPERATIONS
26 1/4" X 11" (11.5" X 14")	ENVIRONMENTAL VEHICULAR OPERATIONS
27 1/4" X 11" (11.5" X 14")	ENVIRONMENTAL VEHICULAR OPERATIONS
28 1/4" X 11" (11.5" X 14")	ENVIRONMENTAL VEHICULAR OPERATIONS
29 1/4" X 11" (11.5" X 14")	ENVIRONMENTAL VEHICULAR OPERATIONS
30 1/4" X 11" (11.5" X 14")	ENVIRONMENTAL VEHICULAR OPERATIONS
31 1/4" X 11" (11.5" X 14")	ENVIRONMENTAL VEHICULAR OPERATIONS
32 1/4" X 11" (11.5" X 14")	ENVIRONMENTAL VEHICULAR OPERATIONS
33 1/4" X 11" (11.5" X 14")	ENVIRONMENTAL VEHICULAR OPERATIONS
34 1/4" X 11" (11.5" X 14")	ENVIRONMENTAL VEHICULAR OPERATIONS
35 1/4" X 11" (11.5" X 14")	ENVIRONMENTAL VEHICULAR OPERATIONS
36 1/4" X 11" (11.5" X 14")	ENVIRONMENTAL VEHICULAR OPERATIONS
37 1/4" X 11" (11.5" X 14")	ENVIRONMENTAL VEHICULAR OPERATIONS
38 1/4" X 11" (11.5" X 14")	ENVIRONMENTAL VEHICULAR OPERATIONS
39 1/4" X 11" (11.5" X 14")	ENVIRONMENTAL VEHICULAR OPERATIONS
40 1/4" X 11" (11.5" X 14")	ENVIRONMENTAL VEHICULAR OPERATIONS
41 1/4" X 11" (11.5" X 14")	ENVIRONMENTAL VEHICULAR OPERATIONS
42 1/4" X 11" (11.5" X 14")	ENVIRONMENTAL VEHICULAR OPERATIONS
43 1/4" X 11" (11.5" X 14")	ENVIRONMENTAL VEHICULAR OPERATIONS
44 1/4" X 11" (11.5" X 14")	ENVIRONMENTAL VEHICULAR OPERATIONS
45 1/4" X 11" (11.5" X 14")	ENVIRONMENTAL VEHICULAR OPERATIONS
46 1/4" X 11" (11.5" X 14")	ENVIRONMENTAL VEHICULAR OPERATIONS
47 1/4" X 11" (11.5" X 14")	ENVIRONMENTAL VEHICULAR OPERATIONS
48 1/4" X 11" (11.5" X 14")	ENVIRONMENTAL VEHICULAR OPERATIONS
49 1/4" X 11" (11.5" X 14")	ENVIRONMENTAL VEHICULAR OPERATIONS
50 1/4" X 11" (11.5" X 14")	ENVIRONMENTAL VEHICULAR OPERATIONS

Plant Rules on Electronic Devices



Using mobile phones and/or unauthorized in-ear devices for non-work-related phone calls or texts and/or internet use during work time, except in cases of emergency with proper notification to your supervisor.

- This rule also applies to everyone when present on the shop floor (whether you are working on the floor or walking through the plant).
- Mobile phones (non-work related) and/or devices (non-work related) are strictly prohibited in the workstation at any time. This includes, but not limited to, making or taking phone calls, reading and replying to texts, playing games and using apps.
- Devices (non-work related) like radio/music/phone/tablet (including iPads, smart phones, etc.) or personal computer during work time, at workstation, walking, or operating a motorized vehicle on the production floor without HR Director/Manager or designee approval is strictly prohibited.
- Cables and chargers for non-work-related mobile phones and/or devices are not to be plugged in at the workstation, team room, cafeteria or any other outlets within the facility.
- Use of your mobile phone (non-work related) is allowed in team rooms and cafeteria only during breaks, lunch, or in case of emergency with proper notification to your supervisor. Mobile phones (non-work related) should never be used on the production floor.

Asbestos & Lead Paint



- Only Certified Asbestos and Lead Paint Contractors are permitted to handle asbestos containing material or lead paint.
- Prior to removal of asbestos or Lead Paint materials on site
 - approval must be obtained from the EHS Department.
 - during removal, all applicable Federal, State, and local regulations must be followed.
- Installation of new materials that contain asbestos is prohibited.

Chemicals



- All chemicals, including cleaners, mixtures, lubricants, etc., and compressed gases must be approved prior to being brought on H-D property.
- Safety Data Sheets (SDS) and Material Acquisition Request Submittal (MARS) form must be supplied by Project Champion who will request approval for use.
- MARS is required when:
 - New chemical is proposed at the facility.
 - Existing approved chemical is proposed for a different area.
 - Outside contractor wants to use a chemical for a project.
 - New chemical comes in as a residue on a product or part.
- Follow Shield 2.30 for submittal process. EHS Team reviews MARS forms once a week. Once approved, requestor is notified & chemical may be used.
- Project Champion will review with the contractor the list of H-D chemicals used in the area of construction.

Chemicals



- All chemical containers must have a label.
 - If you find hazardous or unlabeled materials must be relocated to perform work safely, contact the Project Champion.
- Any chemicals stored on site must be contained in appropriate storage facilities/cabinets.
- To dispose of chemicals, contact the EHS Department.
- Chemical Spills
 - Call *999 from an internal phone or (717) 852-6000 from a cell phone.
 - Evacuate the spill area if a safety hazard exists.
 - Attempt to contain spill.
 - H-D will be responsible for the spill-clean-up operation, and the disposal or treatment of residue.
 - You will be liable for all costs incurred for clean-up and disposal.
- You are responsible for providing your employees with Right-To-Know training.

Flammable & Combustible Liquids



- Adequate ventilation must be provided.
- Extreme caution must be taken when flammable materials are used-no sources of ignition present.
- Flammable liquids must be dispensed in safety cans with flash screens.
- Flammable liquids must be stored in an approved cabinet. The amount stored shall not exceed:
 - 25 gallons of class IA liquids in containers or
 - 125 gallons of class IB, IC, II or III liquids in containers.

Confined Space Entry



- Personnel that perform confined space entry work must have appropriate training.
- Project Champion must authorize confined space entry work.
- The plant wide Confined Space Entry Policy applies to all contractor personnel.
- Harley-Davidson has posted warning signs at the entrances of permit-required confined spaces.
- It must be recognized that situations and tasks may create a hazardous atmosphere that will require a permit in non-posted confined spaces.

Compressed Gas Cylinders



- Valve protection caps shall be in place when compressed gas cylinders are transported, moved or stored.
- Cylinder valves should be closed when work is finished and when cylinders are emptied or moved.
- Compressed gas cylinders shall be secured in an upright position.
- Cylinders should be permanently marked or stenciled to identify them.

Construction Areas



- Construction areas must be clearly identified by using:
 - barricades
 - ropes
 - stanchions
 - fences
 - cones
 - appropriate signs
- Includes any area used by contractor performing work on premises regardless of the length of time required to do work or type of work to be done.
- Hard hats must be worn in areas and on projects where a potential danger to the head exists from falling objects.

Cranes & Hoists



- Mobile cranes should not be operated within 50 feet of overhead electrical power lines unless approved by H-D Project Champion.
- Accessible areas within the rear-swing radius of the revolving superstructure should be barricaded to keep unauthorized persons away.
- Hoisting of equipment over the roof on a H-D building is not allowed unless there is no alternative method and appropriate protections are in place.
- You are not permitted to use hoists and lifting apparatus belonging to H-D unless approved by Project Champion.

Crane (Overhead)



- When working in Fabrication's North or South Crane Bay, from an Aerial Work Platform or Press Overhead Platform, LOTO must be used in accordance with HD policy.

North Bay

- Disconnect - located at Col. G5
- East or West portion of bay are able to be locked out individually



South Bay

- Disconnect - located at Col. 15
- Entire bay



Electrical Safety



- Non-current carrying metal parts of fixed, portable, or plug-connected equipment should be grounded.
- No electrical appliances such as crockpots, radios, TV's, etc. will be allowed.
- Extension cords:
 - Three-wire type
 - Makeshift power extension cords, worn or frayed cords shall not be used
 - Cords should be properly rated for the job
 - Cords should not run across aiseways and corridors
 - Cords and temporary lighting cords should not be fastened with staples, hung from nails or suspended from wires

NFPA 70E



- Managing ARC Flash
 - Arc flash hazard analysis has been performed at H-D to:
 - Comply with NFPA 70 E standard
 - Determine arc flash boundaries
 - Determine required level of Personal Protective Equipment (PPE) to protect personnel
- Working with Energized Circuits
 - Only “Qualified” personnel are permitted to work on energized electrical equipment.
 - Definition: A qualified person is one who has the technical skills and knowledge related to the construction and operation of the electrical equipment and installations and has received safety training to recognize and avoid the electrical hazards.

NFPA 70E



- All contractors and suppliers working on energized electrical circuits operating at 50 volts or more at H-D are required to follow the requirements outlined in NFPA 70E.
- Contractors and suppliers working on energized electrical circuits operating at 50 volts or more will be required to have the appropriate training to classify them as a “Qualified Person.” Documentation of training is required.
- Contractors and Suppliers are required to provide their own Personal Protective Equipment (PPE) and any other equipment required to comply with the NFPA 70E standard.
- H-D requires 8 cal/cm² protective clothing to be worn for Hazard Classifications 2 or less.

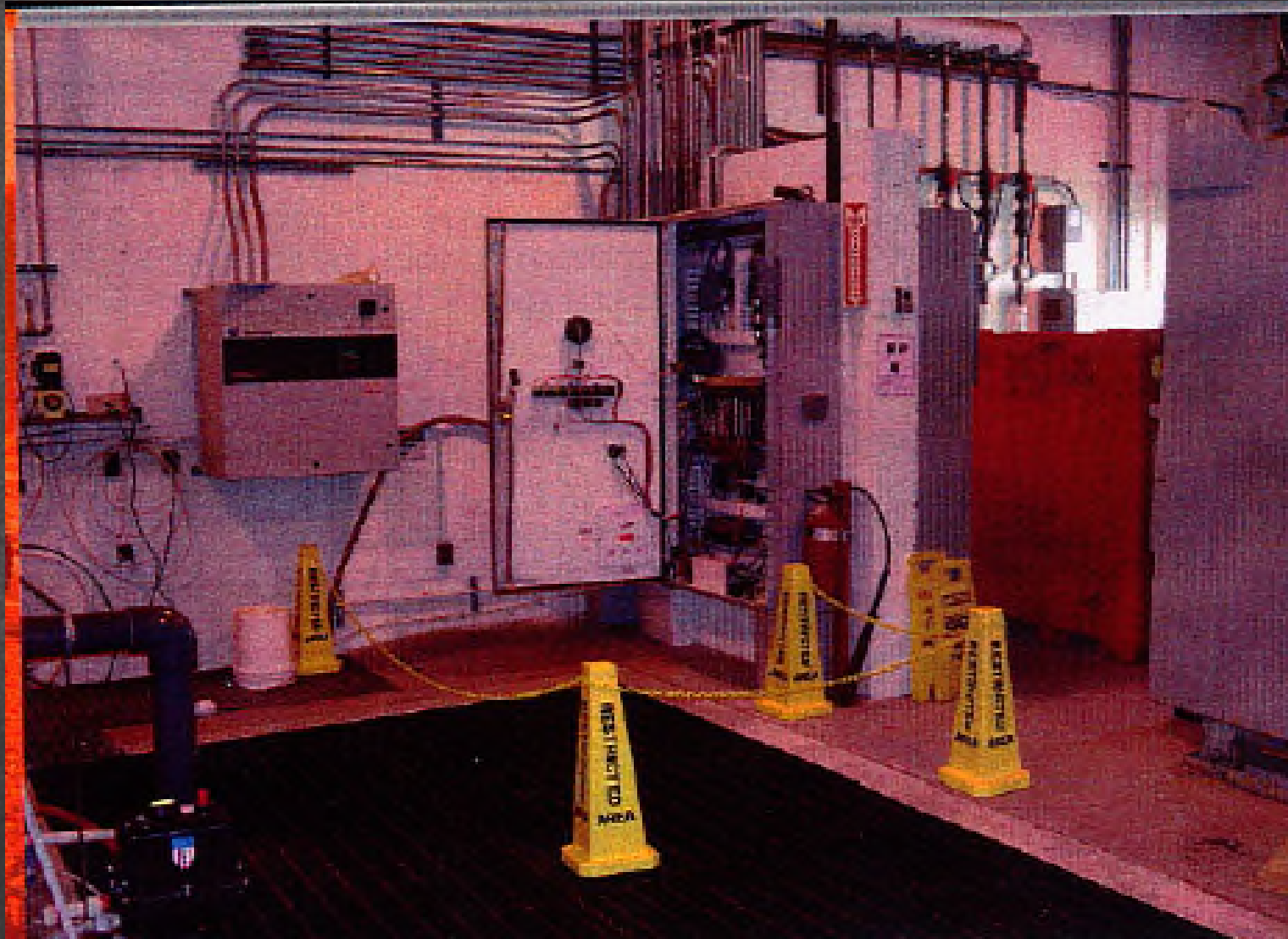
NFPA 70E



- A safe electrical work condition must be created including de-energizing all electrical 50 volts or greater inside the electrical box.
 - The circuit shall be LOCKED OUT AND TAGGED.
 - A Live Electrical Work Permit must be completed for any energized electrical work.
 - Trouble-shooting activities are exempt from the permit requirement.
- Barriers will be placed around the electrical equipment when there is exposed energized electrical parts.
 - Unqualified personnel will not be allowed to cross the Limited Approach Boundary.
 - Qualified electrical personnel will wear PPE appropriate for the task.
- Arc flash hazard labels are posted on the electrical equipment to identify the hazard present.

Barriers

(Typical Application Shown)





WARNING

Qualified Persons Only

Arc Flash and Shock Hazard

Appropriate PPE Required

3' - 4"	Flash Hazard Boundary
4.8	cal/cm ² Flash Hazard at 18 Inches
0.48	kV Shock Hazard when cover is removed
3' - 6"	Limited Approach
1' - 0"	Restricted Approach - Class 0 Voltage Gloves
0' - 1"	Prohibited Approach - Class 0 Voltage Gloves

Class 2

Cotton Underwear, FR Shirt & Pants, Face Shield/Helmet

Date: August 2005, Calculation Method: IEEE-1584

EQUIPMENT: 1STFLR 2000A



Excavations and Floor Openings



- Floor openings 4 feet or greater to the next level shall be guarded by a standard guardrail, including a top rail, mid-rail, and 4-inch toe board.
- Excavations must be guarded by barriers and by lights (at night).
- Excavations must be properly shored to prevent cave-ins.
- Openings in the ground or in floors (open manholes, pits, sewers, etc.) must be guarded.
- Any subsurface work must follow YS2.03.300 Subsurface Utility Clearance and Environmental Requirements.

Hot Work



- H-D hot work permit system must be followed.
- H-D site EHS Department must notified prior to any welding or cutting.
- Non-combustible or flame proof shield or screens must be provided.
- You must provide a fire watch equipped with 2 suitable fire extinguishers.
- No cutting or welding is permitted in sprinkler equipped buildings while sprinklers are out of service.
- Personnel that perform cutting, welding, brazing must have appropriate training.
- Plant wide policy applies to all contractor personnel.

Housekeeping



- Material should be carefully stacked and located so that it does not block aisles, doors, fire extinguishers, emergency eye washes/showers, fixed ladders or stairways.
- Debris shall be removed after completion of project.
- Combustible scrap, waste materials shall be removed daily.
- Overhead storage of debris, tools, equipment, etc. is prohibited.

Industrial Hygiene



- Operations that create excessive noise where H-D employees will be affected are prohibited unless approved by EHS Department.
- Operations that create excessive gasoline or diesel engine exhaust in areas where H-D employees will be affected are prohibited unless approved by EHS Department.
- Operations that create excessive dust, odors, fumes and vapors in areas where H-D employees will be affected are prohibited unless approved by EHS Department.

Industrial Powered Vehicles



- Personnel that operate powered vehicles must have appropriate training.
- The Project Champion must authorize the use of powered vehicles in the plant.
- The plant wide Motorized Vehicle Policy applies to all contractor personnel.
- Speed Limit inside H-D Buildings is 5 mph.
- Speed Limit outside H-D Buildings is 15mph unless otherwise marked.
- Never walk directly in front/behind a powered vehicle.
- Always make eye contact with the operator prior to walking around them, don't assume they see you.

Ladders



- Do not work from top rung or step.
- Portable ladders must be inspected prior to use each day.
- The use of ladders with broken rungs or steps, broken handrails or other defective construction is prohibited.
- Portable metal ladders shall not be used for electrical work.
- Portable ladders must be equipped with safety feet.
- “Homemade” ladders must not be used.
- Ladders must be of appropriate length to safely perform the job.
- H-D work instruction for ladders applies to all contractor personnel.

Lockout/Tagout



- Personnel that perform lockout/tagout must have appropriate training.
- You must supply locks and tags for your employees.
- Group lockout will need to be performed when working with Harley-Davidson personnel.
- Locks must only be removed by the person who applied the lock.
- The plant wide Lockout/tagout policy applies to all contractors.

Working Safely at Heights



- Personnel that perform overhead work must have appropriate training.
- The H-D facility Fall Protection work instruction applies to all contractor personnel.
- Work areas must be appropriately marked and barricaded where overhead work will be performed.
- No overhead work may be performed when there is the possibility of an unprotected contractor or H-D employee at risk of being struck by a falling object.
- The plant wide policy applies to all contractor personnel.

Personal Protective Equipment



- Safety Glasses must have side shields and comply with the current standards of the American National Standards Institute (ANSI), Code Z87 - 2020.
- Safety Toe Shoes must be worn on the production floor. These shoes must meet the current ASTM standards.
 - Note: Metatarsal guards are required while using a lift device.
 - Lift Devices shall be labeled “METATARSAL PROTECTION REQUIRED.”
- When walking in the plant, stay in designated walking pathways defined by yellow tape on the floor.
- Hearing Protection is required in designated areas within Fabrication, Paint, and Assembly. Areas where hearing protection is required are marked by signage. Hearing protection can be obtained once entering the plant from stations located near hearing protection required areas.

Personal Protective Equipment



- High visibility vests are required in “Orange Crush” zones.
 - “Orange Crush Zones” have been established and marked in areas where a higher risk exists between Powered Industrial Vehicles and pedestrians.
 - Typically dock areas where we are loading and unloading trucks.
- High visibility vests are required when walking outside YVO buildings.
 - High visibility vests are not required within designated break areas, these areas will be identified by orange outline with green hashed lines inside and signage.
 - Stay in designated walkways when available.
 - Be alert for powered industrial truck and commercial motor vehicle traffic, do not go under, behind, or near trailers unless authorized.

Personal Protective Equipment / Cosmetic Protection



- Cut resistant sleeves are required in all areas of the Fabrication department and certain areas within Paint where bare metal is present. The sleeves can be obtained from the tool crib or from your project champion prior to entering these areas. The sleeves must be worn above the elbow. Long sleeve shirts, jackets, etc. are not a substitute for cut resistant sleeves. Excluding the Press areas, the following are allowed in place of cut resistant sleeves: Flame Resistant Sleeves, Weld Jackets, & FR rated shirts. In addition, all individuals working in the press department must wear long pants.
- Cosmetic Protection is required in several plant areas to protect our product. Cosmetic protection consists of Ring Guards, Belt Guards & Watch Guards. Wear as required & check with H-D champion/rep to ensure you comply.

Roofs



- Fall protection must be provided while performing work on unprotected roof edges with a ground-to-eaves height greater than 16 feet.
- At least 2 people are required when on the roof, at all times.
- Warning lines are to be used when roof work is more than 10 feet from the roof's edge.
- Guardrails, positioning systems or fall arrest systems shall be used when roof work is within 10 feet of the roof edge.
- Designated hoisting areas are required.
- Extension ladders used to access the roof must be secured to the edge of the building and extend at least 3 feet above the roofline.

Scaffolds



- Upright scaffolds should be plumb, secure, and have firm footing.
- Narrow-base portable maintenance staging must be equipped with outriggers.
- Platforms and planks shall be secured or cleated to the scaffold to prevent slippage.
- Stationary metal upright scaffolds should be secured to the building or other adequate structures.
- Planks should be at least 2 planks wide and extend over the supporting surfaces not less than 6 inches or more than 12 inches.
- Scaffolds more than 6 feet above the ground must have guardrails and toe boards on all open sides and ends.

Tools



- Hand and power tools should be kept in safe operating condition.
- Safety guards must be kept in position and in accordance with OSHA 1910 and 1926.
- All power tools and equipment must be grounded, or UL approved as double insulated.
- Tools operated by explosives are not permitted in H-D facilities without prior approval.
- Non-sparking tools may be necessary in certain areas where flammable solvents or materials are handled or where sparks could create an explosion.
- The use of H-D tools and equipment is prohibited unless approved by the Project Champion.

Workplace Violence Policy



- Harley-Davidson has an established Workplace Violence Policy with the purpose of establishing and communicating our zero-tolerance towards threats, threatening behavior, or acts of violence conducted by anyone against employees, visitors, guests, or other individuals on Harley-Davidson property including its facilities and parking areas.
- If you witness or receive any threats, or if you have been told about a threat a coworker has witnessed or received, notify your Work Group Advisor, Supervisor, Human Resources Representative or Site Security Supervisor immediately. Site Security will contact Corporate Security.
- If you witness any behavior that may be regarded as violent, contact Site Security immediately.

Workplace Violence Policy



- Prohibited conduct on Harley-Davidson property includes, but is not limited to, the following examples:
 - Physical possession of firearms (including air-pistols and air-rifles), switchblades, spring-loaded knives or other knives not required for one's job, explosive materials, toxic agents, and any other object carried for the purpose of injuring or intimidating others.
 - Public law enforcement officers, licensed armored courier services or other officials in the performance of their official duties may be in possession of some firearms while on Harley-Davidson property.
 - Abusive or threatening language or behavior, including verbal threats, harassing phone calls and stalking.
 - Unwanted physical contact such as hitting, fighting, pushing, shoving, or throwing of objects.
 - Damaging property as a result of violent acts.
 - Possession of a weapon in violation of federal, state or local law.



Annual Environmental Awareness Training

York Vehicle operations

Outline



- Provide guidelines and training to employees on EMS, waste generation and other requirements.
- Review scope of the EMS and Environmental Policy.
- Comply with waste regulations relating to the Resource Conservation and Recovery Act (RCRA).
- Review waste labeling, handling and storage requirements.
- Review spill and emergency response procedures.
- Review other topics with Environmental impact.



**PART 1:
ENVIRONMENTAL
MANAGEMENT SYSTEM
(EMS)**

Environmental Management System (EMS) ISO 14001



- **What is the EMS?**
 - Part of an overall management system that depends on commitment from all levels and functions of the organization.
 - Supports actions that prevent or lessen adverse environmental impacts and enhance beneficial environmental impacts by integrating env. management into the organization's business processes, strategic direction and decision making, and aligns with other business priorities.
- **What is ISO?**
 - ISO (International Organization for Standardization) is a worldwide federation of national standards bodies.
- **What is ISO 14001?**
 - An International Environmental Standard that provides organizations with a framework to protect the environment and respond to changing environmental conditions.
 - It specifies requirements that enable an organization to achieve the objectives set for its environmental management system.

Environmental Management System (EMS)



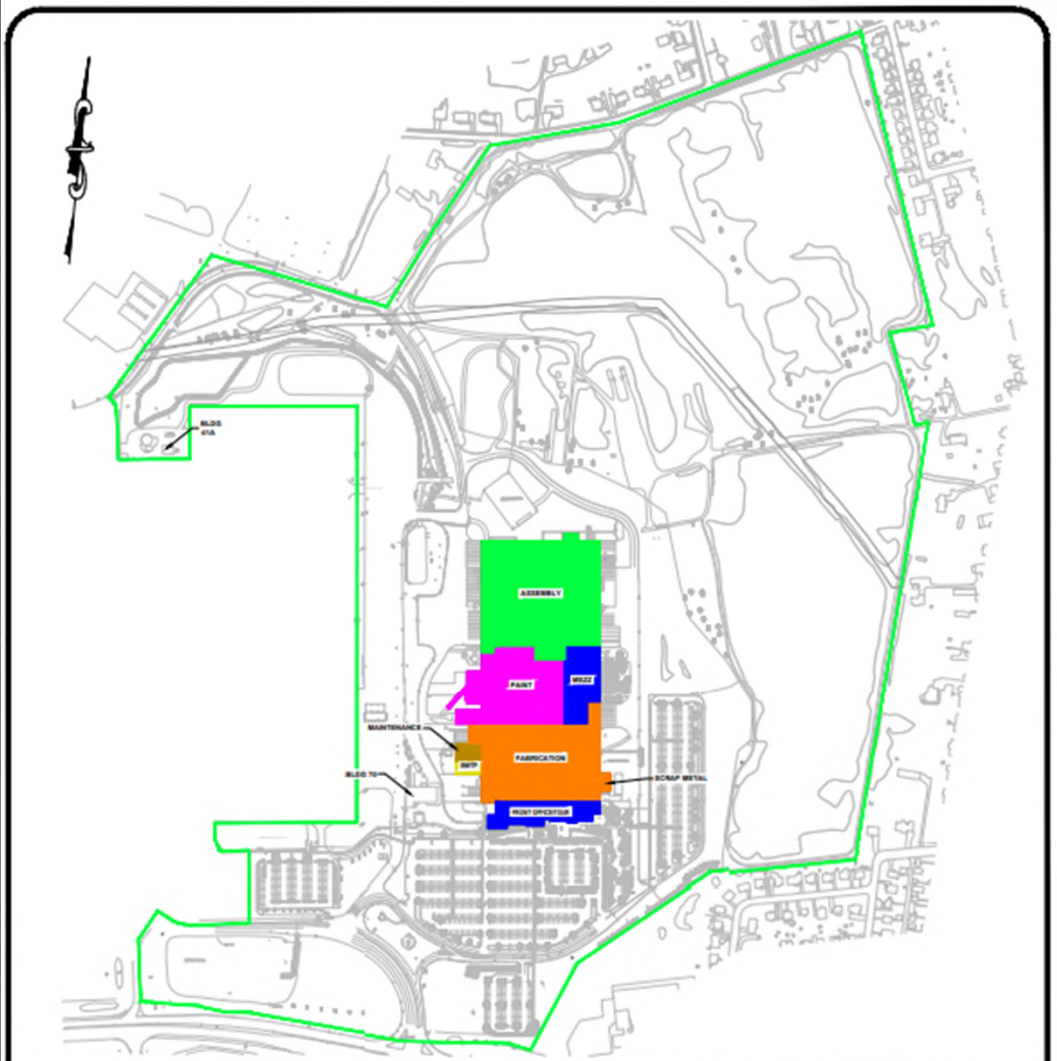
EMS is part of our management system which includes:

- **Organizational Structure and Responsibilities**
- **Maintaining Conformance to Environmental Policy**
- **Improving Environmental Performance**
 - **Reducing Waste/Increasing Recycling**
 - **Assuring Environmental Compliance**
 - **Increasing Environmental Awareness**
 - **Preventing Pollution**

Not conforming to the EMS including compliance obligations may result in:

- **Decreased environmental performance**
- **Nonconformances**
- **Fines and penalties**

Scope of the EMS



LEGEND
 — = ISO 14001 SCOPE BOUNDARY.

OUT OF SCOPE ITEMS
 1. REMEDIATION ACTIVITIES.

2	16-02-22	MM	EXTENDED PAINT HATCH TO COVER EXPANSION
REV.	DATE	BY	DESCRIPTION
YORK VEHICLE OPERATIONS ISO 14001 SCOPE BOUNDARY			
CREATED BY:		B. ANSPACH	02-10-15
CHECKED BY:		T. SCRIPKO	02-10-15
APPROVED BY:		S. FISHER	02-10-15
FILE PATH: O:\CAD\Environmental\EMS\ISO 14001 SCOPE BOUNDARY.dwg			DWG A SITE
SHEET	SCALE	BLDG NO	COST CENTER
1	N/A	SITE	1024055
OF			REVISION
1			0



Environmental and Energy Policy



The Company believes in protecting the environment. The Company is committed to the advancement of operating and management practices that minimize, consistent with the Company's business objectives, the impact of its operations on the environment.

Accordingly, The company's environmental & energy guidelines & practices include:

- Providing **training** for employees, emphasizing both individual and corporate responsibility for compliance, sound environmental management and conservation actions.
- Considering the **minimization** of energy and water use and the generation and discharge of waste (including air emissions, wastewater and solid waste) in research, design, operating, purchasing and management decisions.
- **Evaluating** reuse, recycling and other beneficial uses of waste materials prior to landfill or other means of disposal.
- Conducting internal environmental & energy audits to promote better operating practices, pollution prevention, energy use, waste management, water management, information exchange, recordkeeping and compliance with regulations.

Environmental and Energy Policy



- Conducting environmental & energy reviews for new projects, processes and materials to confirm regulatory **compliance**, assess environmental impact and consider energy efficiency.
- Establishing operating practices to meet our responsibilities under environmental laws and regulations in all countries where we operate.
- Supporting the development and implementation of environmental laws and regulations that represent an appropriate balance of the interests of all our stakeholders.
- **Communicating** the Company's environmental commitment to employees, contractors and stakeholders.
- Establishing specific operating and performance targets on a regular basis consistent with the Purpose and Objectives of this policy.
- Making available the information and necessary resources to achieve environmental and energy objectives.
- Reporting on Harley-Davidson's performance with the goal of **continual improvement** with respect to Harley-Davidson's commitment to the Purpose and Objectives of this policy.

Key Definitions



- **Environmental Aspect**
Any activity, process, or product at H-D that can interact with the environment.
- **Environmental Impact**
Any change on the environment, adverse or beneficial, resulting from an environmental aspect at H-D.
- **Significant Environmental Aspect**
An Environmental Aspect, which has or can have one or more significant environmental impact(s).
- **Environmental Objective**
An environmental result to be achieved (goal) that is set by H-D.

Significant env. Aspects & Env. Objectives



Significant Environmental Aspects and Environmental Objectives are communicated via postings on environmental kiosks, and messages in the York Rundown.

Significant Env Aspects that everyone can impact:

1. Energy usage
2. Non-Hazardous Waste
3. Stormwater

Environmental Objectives:

1. Reduce waste generation per unit (lbs/unit)
2. Reduce waste generation (lbs)
3. Reduce electricity usage per unit (kWh/unit)
4. Reduce electricity usage (kWh)
5. Reduce natural gas consumption (dth/unit)
6. Reduce natural gas consumption (dth)

See your supervisor for clarification on how you can impact the significant environmental aspects and environmental objectives for your area.



PART 2: WASTE AWARENESS

Waste Types

- **Municipal Waste:**
 - Municipal Recycling
 - White Office Paper Recycling
 - Cafeteria Trash
- **Universal Wastes:**
 - Batteries and lamps/bulbs
- **Electronics (E-waste):**
 - Hard drives, laptops, monitors & cell phones
- **Non-Hazardous (Residual) Waste:**
 - General Plant Trash / Cardboard
 - Powder Paint - Black & Other Colors
 - Paint Sludge / Wood / Scrap Metal
- **Hazardous Wastes:**
 - Paint & Paint Solvents / Debris / PPE (Wet)
 - Acids: pH \leq 2.0 OR Alkalines: pH \geq 12.5
 - Aerosols: Flash Point $<$ 140°F



<p>UNIVERSAL WASTE</p> <p>FEDERAL LAW PROHIBITS IMPROPER DISPOSAL THE FOLLOWING MATERIALS ARE REGULATED AS A UNIVERSAL WASTE IN ACCORDANCE WITH 40 CFR PART 273.</p> <p><input type="checkbox"/> UNIVERSAL WASTE - BATTERY(IES) <input type="checkbox"/> UNIVERSAL WASTE - MERCURY THERMOSTAT(S) <input type="checkbox"/> UNIVERSAL WASTE - MERCURY CONTAINING EQUIPMENT <input type="checkbox"/> UNIVERSAL WASTE - PESTICIDE(S) <input type="checkbox"/> UNIVERSAL WASTE - LAMP(S)</p> <p>ACCUMULATION START DATE: _____</p> <p>_____</p> <p>_____</p> <p><small>D.O.T. PROPER SHIPPING NAME AND UN OR NA NO. WITH PREFIX (REQUIRED DURING TRANSPORT, WHEN MATERIAL IS ALSO REGULATED BY 49CFR PARTS 172-180)</small></p> <p>HANDLE WITH CARE!</p> <p><small>Style UW05 © 2005 LABELMASTER® (800) 621-6000 www.labelmaster.com</small></p>

RESIDUAL WASTE

<p>GENERATOR INFORMATION:</p> <p>SHIPPER: <u>Harley-Davidson Motor Co. Operations, Inc.</u></p> <p>ADDRESS: <u>1425 Eden Road</u></p> <p>CITY, STATE, ZIP: <u>York, PA 17402</u></p> <p>CONTENTS: _____</p> <p>_____</p>

NON-HAZARDOUS WASTE

REGULATORY AUTHORITIES



EPA (Federal) and PADEP (State):



- **Regulate Waste Generation & Disposal**
- **What is a Waste?**
 - Materials/Chemicals from an industrial process that no longer have a useful life or are no longer needed
 - Expired or spent products/materials/chemicals
 - Resource Conservation Recovery Act requires the facility to determine if the waste is hazardous (YS2.03.637, Waste Disposal Activities)
- **Cradle to Grave Responsibilities**
- **Waste streams are tested for characterization and disposal approval**
- **Significant deviations in the waste stream composition may cause improper disposal, rejection and return of shipment, fines and penalties**

Regulatory Authorities



DOT (Federal):

- Regulates transportation of hazardous materials
- Employees that prepare hazardous waste for shipment must be trained in the DOT regulations.



Springettsbury Township Sewer Authority (local):

Govern Wastewaters Discharged to the sanitary sewer system including:

- Wastewater treatment plant (WWTP) - acids, alkalines, rinse waters, tank washer and phosphate & e-coat solutions, and paint sludge pit water
- Restroom & locker rooms
- Cafeteria



WASTE LABELING



All Employees Generate Waste – What To Know:

- Waste containers must be properly labeled
- Verify waste description on label represents the waste YOU put in the container
- Hazardous & Residual labels are stocked in the Tool Crib
- Recycle & White Office Paper labels are stocked in the Environmental, Health, and Safety Dept.

RECYCLABLES

12-9-19

PLASTIC DRINK BOTTLES

- ✓ Bottle must have a neck
(smaller opening than container)

- ⊘ NO CAPS
- ⊘ NO LIQUIDS



NEWSPAPER / CARDBOARD

- ✓ Cardboard - small pieces

- ⊘ NO OTHER PAPER TYPES



METAL (Aluminum / Steel)

- ✓ Soda & Energy Drink Cans
- ✓ Soup Cans

- ⊘ NO LIQUIDS



GLASS

- ✓ Glass bottles

- ⊘ NO CAPS
- ⊘ NO LIQUIDS



Recycle Label

Residual Waste Label



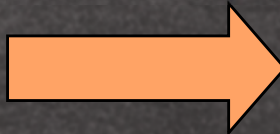
A. Preprinted Generator Information

B. Contents of the Waste container

A.



B.



RESIDUAL WASTE

GENERATOR INFORMATION:

SHIPPER: Harley-Davidson Motor Co. Operations, Inc.

ADDRESS: 1425 Eden Road

CITY, STATE, ZIP: York, PA 17402

CONTENTS: LASER DUST

**NON-HAZARDOUS
WASTE**

HAZARDOUS WASTE LABEL

- A - Preprinted Information
- B - Date: Only when 55 gals are accumulated in container(s)
- C - EPA Waste No. (Code)
- D - Description of Waste



A →

**HAZARDOUS
WASTE**

**FEDERAL LAW PROHIBITS IMPROPER DISPOSAL.
IF FOUND, CONTACT THE NEAREST POLICE OR PUBLIC SAFETY
AUTHORITY OR THE U.S. ENVIRONMENTAL PROTECTION AGENCY.**

GENERATOR INFORMATION:
NAME Harley-Davidson Motor Company Ops., Inc.
ADDRESS 1425 Eden Road PHONE (717) 848-1177
CITY York STATE PA ZIP 17402

MANIFEST TRACKING NO. _____ ACCUMULATION START DATE _____

EPA ID NO. PAD001643691 EPA WASTE NO. D001, F003, *

SHUTTLE DRUM

Aerosol cans, alcohol bottles, loctite, lubricant containers,
touch-up paint *(F005)

D.O.T. PROPER SHIPPING NAME AND UN OR NA NO. WITH PREFIX

HANDLE WITH CARE!

STYLE WML28

LABELMASTER® (800) 621-5808 www.labelmaster.com

← B

← C

D →

Waste Identification Poster



RECYCLABLES

PLASTIC DRINK BOTTLES

- ✓ Bottle must have a neck (smaller opening than container)
- ⊘ NO CAPS
- ⊘ NO LIQUIDS



NEWSPAPER / CARDBOARD

- ✓ Cardboard - small pieces
- ⊘ NO OTHER PAPER TYPES



METAL (Aluminum / Steel)

- ✓ Soda & Energy Drink Cans
- ✓ Soup Cans
- ⊘ NO LIQUIDS



GLASS

- ✓ Glass bottles
- ⊘ NO CAPS
- ⊘ NO LIQUIDS



COMPOST

- ✓ Food Waste Only



TRASH

PLASTICS

- ✓ Plastic bags
- ✓ Plastic containers
- ✓ Plasticware/Straws
- ✓ Styrofoam
- ✓ Cafeteria food containers
- ✓ Bottle Caps
- ⊘ NO RECYCLABLE BOTTLES



PAPERS

- ✓ Napkins, Tissues, Towels
- ✓ White, Colored, Glossy Paper
- ✓ Magazines
- ✓ Laminated paper
- ✓ Wax coated paper
- ✓ Labels
- ⊘ NO NEWSPAPER
- ⊘ NO CARDBOARD



METAL CAPS / FOIL

- ✓ Metal Caps
- ✓ Aluminum Foil



OFFICE PAPER

- ✓ White Office Paper
- ✓ Staples are ok



OTHER

HAZARDOUS WASTE (Yellow Container)

- ✓ Aerosol cans, Alcohol, Loctite
- ✓ Handy wipe containers (empty)
- ✓ Small chemical containers



CARDBOARD



WOOD



SCRAP METAL



General Plant Trash Containers

Gray plastic and metal containers



Plant floor



Conference rooms & cafeteria

Recyclable Containers



Blue plastic



Plant floor

Gray metal



Conference rooms & cafeteria

COMPOST



FOOD WASTE ONLY!!!

- Any type of food – meat products, dairy products, breads, fruits and vegetables
- No trash!!



Cafe



Kitchenette

Other Waste Containers



Blue metal non-hazardous waste tilt tubs
Scrap Metals



Yellow metal hazardous waste drums

Empty aerosol cans, isopropyl bottles and loctite cans, small empty paint cans



Blue plastic non-hazardous waste drums

Oily debris, oily gloves, oily cans, oil soaked pads / socks (no oil-dry) & properly drained oil filters



Red metal hazardous waste cans
Alcohol & Solvent wipes

Gray tote
General Plant Trash



Black tote
Cardboard



Container Filling & Closing



Filling Containers - Do not overfill the container

- Drums: Allow 4 – 6 inches of headspace
- Totes: Allow 6 – 8 inches of headspace
- For heavy solids/sludges, more headspace needed
- Close drum bungs and tote lids

Closure:

- EPA and DEP require ALL hazardous wastes containers to be closed except when adding or removing waste!!!

NO!



YES!



Integrated Contingency Plan (ICP)



DEP requires large quantity generators of hazardous waste (≥ 13 tons a year) to have an ICP which includes:

ICP Elements

- Description of Operations
- Chemicals with Container Types, Storage Locations, Containment Methods
- Emergency Response (ER)
 - Evacuation, Spill Containment Equipment & Resources
 - Additional Outside Resources
 - Emergency Coordinators:
 - Ignazio Sabella
 - Tim Scripko
 - Lisa Smith
 - Gary Pease
 - Greg Glatz

Spill Kit

Plastic
Bags



Sorbent
mats



Nitrile
Gloves



Sorbent
Socks





PART 3: Other Environmental Awareness

Sustainability initiatives



Objectives are based on both site and Company goals

1. Reduce energy (electricity & natural gas) usage
2. Reduce waste generation
3. Waste to landfill – 0%

Red Dot **Green** Dot Program - reduce electricity consumption



A green dot on equipment, unit, fixture, lighting, etc. means turn it off when not in use or at EOS. Start up and shut down procedures should be in standard work sheets or task sheets.



A red dot on equipment or unit means it cannot be turned off.

Other Env. Reg. Requirements



- **Air Quality**
 - Air Quality Permit – Emissions from the building to the outside
 - Sources include painting, roll test booths & heating/natural gas emissions
- **Storage Tanks**
 - Underground tanks containing regulated materials – gasoline (1 – 5K gal) and oils (2 – 10K gal)
 - Multiple aboveground tanks contain regulated materials - diesel, acid & alkaline chemicals
- **Stormwater**
 - Permit for noncontact cooling water and stormwater
 - Stored equipment or materials outside requires EHS approval
 - Never dispose of waste on the ground surfaces or into streams
- **Wildlife Management**
 - Canada Resident Goose
 - Spotted Lantern Fly
- **Training**
 - All employees are required to take Environmental Training
 - Environmental training requirements are listed in Work Instruction YS2.03.638

Red Tag process



- Used to document and disposition items deemed unnecessary or not needed.
- Disposition of unwanted items from the 5S process or general housekeeping activities.
- WI HS2.11.107 – Red Tag Process
- Place unwanted items in Red Tag area
 - Outside, SE corner of building under lean-to
 - Fill out Red Tag (NOT a NCM tag)
 - Attach Red Tag to item
 - Enter items in tracking sheet on Red

RED TAG

General Information

Dept/Unit: _____ Tag#: _____

Date: _____ Tagged By: _____

Item Name: _____

Asset Code: _____ Serial#: _____

Quantity: _____ Value: _____

Category

Instruments/Gauges Equipment

WIP/Flow Medication

Finished Goods Patient Items

Docs/Tools Office Materials

Supplies Furniture

Other: _____

Reason for Red Tag

Not Needed Use Unknown

Beyond Expiry Date Not used in 6 mo.

Borrowed Defect

Other: _____

ENNA www.enna.com

Did you know we have a program for Contractor Awareness?



Contractors annually complete Contractor On-boarding training

- Similar employee environmental information
- H-D Contact is responsible for Contractor / Supplier / Visitor:
 - Supervise their contractor/supplier/visitor working at the site for conformance to Environmental requirements.
 - Use Shield Work Instruction YVO 3.13.04.01 for Contractor Safety Rules and Practices.

Things to Know



- **EMS Policy**
- **Does your job affect Significant/ Environmental Aspects?**
- **Environmental Objectives**
- **How to respond in an Evacuation?**
 - Employee Emergency Preparedness and Response 3.13.06.01 Shield
- **What to do in Case of a Spill?**
 - Employee Emergency Preparedness and Response 3.13.06.01 Shield
- **How to Properly Handle/Dispose of Waste?**
 - Place waste in the correct container
 - Verify the container is labeled properly
 - Waste Disposal Activities YS2.03.637

Information is posted on Kiosks throughout the facility



Continuous Improvement IDEA Submission



- Do you have an environmental continuous improvement (CI) idea?
- Complete and submit a form.
- Forms and submittal box are in the contractor onboarding area near the lobby.