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Contractor Safety Work Instruction	
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Purpose:	These work rules and practices have been prepared to ensure that outside contractors perform their work in a safe and compliant manner to reduce the risk of injury or damage to the environment while working at domestic Harley-Davidson Motor Company (HDMC) facilities. These work rules and practices are not intended to be all inclusive or replace Local, State or Federal environmental, health and safety regulations.
Scope:	<ul style="list-style-type: none"> a) These work rules and practices apply to all contractors engaged in performing business activities in US Harley-Davidson Motor Company facilities. b) All sales-type business is subject to the visitor’s health and safety requirements for each facility, but not the requirements set forth in this presentation. c) Due to their relationship, contingent employees, as supplied by CHAPS or other contract temporary employment agencies, will be subject to a separate health and safety training (orientation) process. d) If any Section in this document references a work instruction that does not exist for the facility where work is being performed, only the requirements outlined in this document are applicable. Contact the appropriate Harley-Davidson resource with questions or for clarification. e) Facilities will have 90 days from the date of approval to implement this work instruction. Contract organizations and employees who are already in the system have until their 1 year expiration from the date of approval to update documents associated with this version of the work instruction.
Definitions:	<ul style="list-style-type: none"> a) <u>Contractor</u>: any person, partnership or corporation that is furnishing labor, material, or equipment to HDMC. HDMC has defined the following classifications of contractors: <ul style="list-style-type: none"> i) <u>Escort Required Contractors</u>: are prohibited from entering the HDMC facilities unless accompanied by an H-D Employee. ii) <u>Grey Badge Contractors</u>: are given badge access to the HDMC facilities on a daily basis. iii) <u>Sign and Go Contractors</u>: are required to sign in with security prior to being given unescorted facility access. iv) <u>Construction Contractor</u>: any person, partnership or corporation which has a contract with HDMC facilities and/or their Contractors to furnish labor, material, or equipment as part of the work performed are required to sign in with security prior to being given facility-wide

	<p>access.</p> <p>b) <u>Subcontractor</u>: a third party called upon by a contractor to perform a task or to provide a service. Subcontractor personnel hereafter are included in any reference to contractor personnel.</p> <p>c) <u>Harley-Davidson Contractor Employee Training Tracking Form</u>: The form used to document all contractors' employees, who have received the orientation, reviewed and understand the HDMC Contractor Health and Safety Rules and Practices.</p> <p>d) <u>Project Champion</u>: H-D Engineer, Supervisor, Manager or H-D Employee who is in charge of the activity or project /task work that is being performed at the H-D Facility. This person is responsible for coordinating all project or task related activity specific to an agreement. This is the H-D employee, who has sponsored or requested that work be performed at the H-D facility.</p> <p>e) <u>Imminent Danger</u>: any condition or work practices that exist which could cause death or serious physical harm.</p>
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Responsibilities

- a) Contractor
 - i) Contractor assumes and has full responsibility and liability for the safety of its employees and for the compliance of its subcontractors. This guide contains the minimum safety rules and procedures for performance of work by contractors while at the H-D Facility. The rules and regulations covered are not all inclusive. You must look to your employer for additional safety instructions and standards that apply to you and your job.
 - ii) In addition to complying with H-D work practices, contractors, their employees and subcontractors are responsible for compliance with federal environmental, health and safety regulations, including, but not limited to, "OSHA part 1910, *Occupational Safety and Health Standards*," and part 1926, "*Safety and Health Regulations for Construction*," as well as all local and state regulations. In any instance where this document conflicts with federal, state or local laws, the more stringent law takes precedence.
 - iii) All contractors will submit to the H-D facility's Project Champion the completed Standardized Contractor Safety Pre-Qualification Form (SCSPF). After review, Harley-Davidson may request the contractor to submit a copy of their written Safety Program.
 - iv) All contractors' employees will receive a copy and must be able to furnish the "Harley-Davidson Motor Company Contractor Safety Rules and Practices Booklet" upon request; failure to do so may result in enforcement action.
 - v) All contractors will review the following material with all contractor employed personnel and subcontractor employees that will be working at the H-D facility:
 - (1) Contractor Orientation Presentation (video and Powerpoint) as appears on H-DSN.com.
 - (2) Site-specific Environmental Work Instruction as appears on H-DSN.com.
 - (3) Site-specific Waste Disposal Activities Work Instruction as appears on H-DSN.com.
 - (4) The Harley-Davidson Contractor (Supplier) Employee Training Tracking Form shall be used to document this training and forwarded to the H-D facility's

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Project Champion prior to performing work at the H-D facility. Failure to comply with any of the information contained in this document and/or the Contractor Orientation Presentation material will result in the removal of the offending person from the H-D facility.

- (5) The training tracking form is required to be submitted to each site for each contractor employee for which access is being requested. Note: Environmental requirements, Contractor Safety Rules and Practices Booklets and emergency information will vary site-by-site.
 - (6) Signature on the training tracking form is required and indicates the contractor has been trained and informed of environmental requirements, including annual refresher on the ISO 14001 Environmental Management System, where applicable.
 - (7) Material described in (a)(v)(1), (2) and (3), above, are required to be reviewed initially and annually thereafter based on the review date in order for the contractor to be allowed access to the site. If the date of the review exceeds more than one year, upon the return of the contractor, the review will be required to regain access to the facility. This review will be tracked in the policy tracker software system.
- vi) Advise personnel of all known hazards associated with the task to be performed including any hazard information provided by the H-D facility's Project Champion.
 - vii) Maintain all equipment and tools in safe operating condition.
 - viii) Keep work area free from health and safety hazards.
 - ix) Inform the H-D facility's Project Champion immediately of any inspection requested by a representative of the Local, State or Federal Government. If a regulatory official intends to come on site, Security must be contacted and access granted through Security prior to the official gaining entry to the site. A H-D escort must accompany any governmental inspector.
 - x) All contractors will re-certify their employees on an annual basis.
- b) Harley-Davidson Project Champion
- i) Will be primary point of contact between the H-D facility and the Contractor for the project.
 - ii) Communicate this work instruction to all contractors involved with the project and ensure
 - iii) Periodically inspect the work area to ensure contractors and their employees comply with this work instruction and all other applicable HDMC work instructions.
 - iv) Schedule a pre-project review with the Health and Safety Department and Department Manager to review the project and identify potential health and safety issues.
 - v) Review the Standardized Contractor Safety Pre-Qualification Form (SCSPF) provided by the Contractor with the H-D Health and Safety Department Representative(s) prior to permitting the contractor to perform work on the H-D Facility.
 - vi) Communicate the work being performed to H-D employees in the affected areas of the project.
 - vii) Limit the entry of H-D personnel to contractor work areas to avoid hazards created by the contractor and advise the contractor when it is necessary for H-D personnel to be in the work area.
 - viii) Inform the contractor of the required response of his personnel to emergency signals.

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- ix) Identify, with the assistance of Maintenance/Facilities personnel, connection points for all services such as steam, water, electricity, fall protection anchor points, etc and defining any limitations as to the use of these services.

Process

1) Enforcement

- a) It is the responsibility of the contractor to enforce these rules, and ensure that the work is performed in a safe manner.
- b) Every H-D employee has a responsibility to ensure that the H-D facility functions safely. Therefore, any employee may notify a contractor of violation / safety concern if they observe one. In response, the contractor has an obligation to correct the noted violation. If a contractor fails to respond to an H-D employee or is found in violation on more than one occasion, the job supervisor will be notified and must address the contractor's misconduct through coaching, counseling and/or discipline.
- c) Certain offenses may be severe enough to result in immediate removal of the contractor by H-D Management, and include but are not limited to:
 - i) Failure to use lockout/tagout procedures and/or standard operating procedures to ensure proper energy isolation is achieved.
 - ii) Failure to follow confined space entry procedures
 - iii) Failure to follow safe electrical work procedures for both energized and de-energized systems
 - iv) Failure to observe and respect machine guarding.
 - v) Failure to use fall protection where required.
 - vi) Failure to safely operate or follow all rules and procedures for Powered Industrial Vehicles.
 - vii) Engaging in or allowing reckless behavior (such as horseplay).
 - viii) Bringing alcoholic beverages and/or controlled substances on the H-D Facility.
 - ix) Suspected of being under the influence of alcohol or a controlled substance.
 - x) Possession of firearms or ammunition.
 - xi) Stealing
 - xii) Intentionally disrupting plant operations.
 - xiii) Any form of industrial espionage.
 - xiv) Taking pictures of plant equipment.
- d) In addition, legal action may be taken if deemed appropriate.
- e) Certain emergency situations require an immediate response from outside contractors and/or emergency public services due to life safety and/or environmental impact. These situations should be handled as follows:
 - i) Public emergency services, such as fire, police or EMT are exempt from performing contractor safety pre-qualification and training.
 - ii) Every effort should be made to pre-qualify third-party service provider(s) with whom Harley-Davidson has identified or contracted with to provide emergency response services (spill clean-up, confined space rescue, etc.)

- iii) In the event that a third-party service provider or their sub-contractor(s) respond to an emergency event at a facility without completing the Contractor Safety requirements, the facility General Manager (or someone with similar authority for the facility), in consultation with the site Safety Manager (or other subject matter expert), may waive the Contractor Safety pre-qualification and training requirements in order to limit the exposure and potential impact to life safety, environment and/or the community.
- iv) The waiver of the requirements by the General Manager will be documented in SHIELD as part of the response to “Was a corrective action taken at the time of reporting the incident?” under the “General Details” tab of the Incident – Detail Report.

2) General Expectations

- a) Identification
 - i) All contractor personnel and/or subcontractor personnel must be prepared to identify themselves and their employer to H-D Security Personnel.
 - ii) The Security Department maintains a daily log of contractor activity.
 - iii) Security and/or the H-D Project Champion has the authority to grant or deny access to the H-D Facility.
 - iv) Badges and other identification issued by Harley-Davidson must be clearly displayed at all times while on H-D premises.
 - v) Contractors shall immediately notify H-D Security of any of their employees who have terminated or suspended employment, regardless of reason, with the contractor. It is the contractor’s responsibility to recover the identification badge and return it to H-D Security.
- b) Facility Access Restrictions
 - i) Contractor and/or subcontractor activity within the facility shall be restricted to the area of work and a direct path between that area and the point of entrance.
 - ii) No roaming is permitted.
 - iii) No sprinkler system shall be shut off or placed out of service unless the appropriate sprinkler impairment process has been completed and appropriate notifications have been made.
 - iv) The Contractor and/or subcontractor will be responsible to maintain a fire watch for the entire duration that the sprinkler system is out of service.
- c) Personal Protective Equipment
 - i) There are areas within every Harley-Davidson facility that require the use of ANSI-certified safety glasses with side shields and ASTM-certified safety shoes.
 - ii) Contractors and their employees are required to wear the appropriate protective equipment in areas where Harley-Davidson has deemed protective equipment as mandatory.

3) Harley-Davidson Contacts and Emergency Information

- a) Use of H-D Facility phones is restricted to business use only.

- b) Key telephone numbers for H-D departments have been provided in the site-specific Contractor Safety Rules and Practices Booklet. If additional contact telephone numbers are required, the contractor is expected to work with the H-D Project Champion to obtain those numbers.
- c) Emergency contact numbers and information have been provided in the site-specific Contractor Safety Rules and Practices Booklet. **Note:** To facilitate the efficient response, all emergencies must be initially reported through the site Security Department.
- d) Emergency Information
 - i) First aid equipment, fire extinguishers, fire sprinkler system components, eyewash fountains, egress routes, etc. are not to be removed or blocked without permission of the H-D Health and Safety Department.
 - ii) Accidents and First Aid
 - (1) In the event of a non-serious injury involving contractor personnel, first aid type care is available through the Health Services department.
 - (2) For immediate emergency assistance, use any plant phone to contact the site Security Department who will initiate the emergency medical response team.
 - (3) Harley-Davidson personnel, including the Health Services Department and Project Champion, must be notified immediately of any injury to a contractor or subcontractor employee while working on H-D property.
 - iii) Fire Emergency
 - (1) In the event of a fire, individuals discovering a fire shall activate the fire alarm system by activating a pull station.
 - (2) If this person can do so safely, he/she should contact the Security Department to provide details about the fire emergency. Site security is responsible for contacting and coordinating outside fire emergency services.
 - iv) Evacuation Emergency
 - (1) Prior to beginning work at the facility, the contractor shall determine the meeting location and an alternate location for evacuated contractor personnel and appoint head-counting responsibility.
 - (2) In the event of an evacuation, there will be activation of an audible alarm accompanied by a strobe light, all contractor employees shall report to the predetermined location for headcount.
 - (3) The headcount person shall report any missing persons to the Security Department.
 - v) Hazardous Material Release Emergency
 - (1) In the event of a hazardous material release (which can include spills outdoors, improper disposal of chemicals and uncontrolled leaks indoors), contractor employees shall contact the Security Department from the closest phone to report the problem.
 - (2) If the area needs to be evacuated, activate a fire alarm pull station.

4) Access Control

- a) Contractor Facility Access
 - i) All contractors are to be directed to Security during normal business hours.

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- ii) For after-hours access, the H-D Project Champion will provide instructions to the appropriate entrance.
 - iii) Contractors will be required to present a valid government issued photo ID.
 - iv) Contractors will be required to be escorted by their project champion, unless pre-authorization is granted.
 - v) Contractors are not permitted to escort another visitor without proper access credentials.
 - vi) Harley-Davidson Security reserves the right to refuse access to the facility.
 - vii) Harley-Davidson Security reserves the right to inspect any/all packages, bags, briefcases, purses, tool boxes, equipment, parts, etc. upon entering or exiting the property.
- b) Contractor Gate Access
- On the occasion when there is a need to drive inside the facility, the following rules need to be observed:
- i) Driving inside the fence line is a privilege, not a right.
 - ii) Contractors should make every effort to limit the number of vehicles parked inside the fence line.
 - iii) Driving inside the fence line is reserved for contractors who have a true need to work out of their vehicle. All other vehicles may obtain a 30 minute pass to drop equipment at their work area and the vehicle is expected to be parked in an approved parking area.
 - iv) All vehicles inside the fence line must have a placard/logo on the side with the official company name.
 - v) Parking should not block or impede traffic, delivery areas, or cause any type of safety issue.
 - vi) Vehicle passes issued by Security must be fully visible on the dashboard with appropriate information filled out.
 - vii) All H-D Safety, Security and Environmental policies must be followed.
 - viii) All vehicles are subject to search by H-D Security at any time.
 - ix) NO personal vehicles are permitted.
 - x) Any special needs should be brought to the attention of your Project Champion and Security Management.
 - xi) Any violations may result in driving privileges being suspended or terminated from the H-D campus.

5) Alcohol, Drugs, Firearms, etc.

- a) Alcoholic beverages, non-regulated drugs, explosives, guns, knives, etc. are not permitted on the H-D premises.

6) Asbestos and Lead Paint

- a) Only Certified Asbestos and Lead Paint Contractors are permitted to handle asbestos containing material or lead paint.

- b) Should you encounter suspected ACM (Asbestos Containing Material) or lead paint items immediately stop work and contact the Project Champion.
- c) Prior to removal of asbestos materials or lead paint items on site, an approval must be obtained from the H-D Health and Safety Department, as well as the Environmental Department. During any removal project, all applicable Federal, State, and local regulations must be followed.
- d) Waste is to be disposed in accordance with environmental regulations.
- e) Waste disposal must be coordinated with the Environmental Department. Do not take these wastes off-site unless written authorization is provided.
- f) Installation of new materials that contain asbestos is prohibited.

7) Bulk Liquids

- a) Bulk deliveries of fuels, oils, coolants, or other materials present an increased risk of spills. Immediately notify site security of any spill or emergency.
- b) Equipment must be in good working order and Contractor personnel must remain with their load at all times.
- c) During bulk liquid offloading and loading, wheels must be chocked and Contractor must have an emergency communication device. Please note spill kit locations prior to offloading / loading.

8) Cameras

- a) Cameras are prohibited unless specific permission has been requested and granted through the Harley-Davidson Communications Manager.
- b) Under no circumstances will permission be granted to photograph any Harley-Davidson manufacturing or design process, vehicle or component under construction unless it is strictly related to the performance of the contractor's project.
- c) H-D Security may request additional procedures, such as tamper-proof seals, and/or review of cell phones with photograph and/or video capability.

9) Chemicals

- a) All chemicals and compressed gases used by contractors to which H-D employees may be exposed must be approved through the site chemical approval process before being brought onto property. The contractor must supply the Project Champion with a Material Safety Data Sheet (MSDS) or Safety Data Sheet (SDS) for each chemical / compressed gas required to complete the project. The Project Champion is responsible for completing the Material Acquisition Request Submittal (MARS) process for the chemical/compressed gas. For additional details, see the site-specific Hazard Communication work instruction.
NOTE: Safety Data Sheets are a new requirement by OSHA under the Hazard Communication standard transition to the Globally Harmonized System (GHS).
- b) In addition, if a chemical will be used in a manner other than the original process description, including but not limited to method of application (spray vs. brush) or mixture concentration (dilution %), the Project Champion is responsible for the MARS approval to be completed and approved before the modified process can be used. For additional details, see the site-specific Hazard Communication work instruction.

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- c) The contractor is responsible for providing their employees and subcontractors with Right-To-Know training on the chemicals that will be used on the project.
 - i) The Project Champion will review with the contractor the list of Harley-Davidson chemicals used in the area where the contractor will be working. During this discussion all known chemical hazards associated with the area in which they will work will be discussed. This will include area ventilation requirements or restriction, PPE usage, H-D employees working in the area, etc. In addition, any special known hazards related to their work as it involves the plant will also be discussed.
 - ii) MSDSs or SDSs for each Harley-Davidson chemical used in the area are available for reference.
 - iii) If a contractor will be using an H-D chemical that is already onsite, the H-D Project Champion will discuss the chemical and its usage with the Contractor. The contractor will be provided with a copy of the MSDS to review and will be responsible for training its' employees on the associated hazards and controls to be used with that chemical.
 - iv) Contractors are required to notify the Project Champion and Area Manager, for the area where the chemical is used AND associated areas where it would be reasonable and predictable for H-D employees to be exposed to the chemical, of the hazards associated with the chemical and control methods being used. It is the responsibility of the Project Champion and associated Area Manager(s) to ensure that all employees in the affected areas are trained on the hazards and controls associated with the chemicals being used by the contractor.
 - v) The contractor may request copies of MSDS or SDS by contacting the H-D Project Champion or Health and Safety Department. If the H-D Project Champion or Health and Safety are not available, contact Security with the MSDS or SDS request.
 - vi) If, in the course of the work, the contractor finds hazardous or unlabeled materials which must be relocated in order to perform the work safely, contact the H-D Project Champion.
 - vii) If, at any time a contractor's employee is splashed with a chemical, immediately wash it off. Know the location of the nearest emergency showers and eyewash stations. Splashes in the eye are particularly critical. Wash eyes immediately for a period of no less than 15 minutes.
 - viii) Contractor personnel should be aware of the meaning and contents of the H-D labeling system. H-D uses the Hazardous Material Labeling System (HMIS) and National Fire Protection Association (NFPA) labeling systems for secondary chemical container labeling. Contact the Environmental Department with questions regarding labeling for waste chemicals and chemical by-products.
 - ix) Discharging or dumping of chemicals into the sanitary or storm sewer system is not allowed. To dispose of chemicals, contractors must contact the H-D Environmental Department.
 - x) The contractor must ensure that each chemical container being brought and/or stored on-site has a chemical label that identifies the contents and associated hazards.
 - xi) The quantity of chemicals the contractor stores on-site must be limited to the amount necessary, and must be contained in appropriate storage facilities / cabinets.
 - (1) In the event of a chemical spill, the contractor must immediately notify Security. The contractor should evacuate the spill area if a safety hazard exists.

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- (2) If worker exposure hazards are not present and if containment activities can be performed in a safe manner, then the contractor shall attempt to contain the spill to prevent it from entering a plant sewer system.
- (3) The contractor is responsible for the implementation of spill containment and clean up measures.
- (4) H-D will assist in clean-up activities if it is an imminent danger to employees or a release to the environment.
- (5) The contractor will be liable for all costs incurred by H-D for clean-up of spills caused by the contractor and the treatment / disposal costs.
- (6) Special care must be taken for the handling, use, and storage of flammable and combustible liquids.
 - (a) No paint, adhesives or solvents will be used in such a way that it will be detrimental to the health and/or life of any H-D or contractor employees.
 - (b) Adequate ventilation must be provided when H-D employees may be exposed to vapors of these materials. If the area of use can be isolated, those contractor employees working in the area should use the appropriate personal protective equipment.
 - (c) Extreme caution must be used where flammable materials are used to ensure that there are no sources of ignition such as smoking, spark producing equipment, etc. that could cause a fire or explosion.
 - (d) Flammable liquids must be dispensed in safety cans with flash screens. These containers must be clearly identified as to their contents. Flammable liquids shall be kept in closed/covered containers when not actually in use.
 - (e) Flammable paints and solvents must be stored in an approved cabinet when storage is required inside the building. 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. Containers must be stored properly when not in use.
 - (f) Acids, alkalines and flammables must not be stored together.
- d) Asbestos-containing materials, PCBs, explosives, ozone depleting substances (unless in approved refrigerants) and chlorinated solvents are prohibited.
- e) All pesticide and herbicide applications must be done in conformance with FIFRA and applicable state and local laws.
 - i) If your work requires a pesticide or herbicide, you must submit the training and applicable licenses for your personnel to your H-D Project Champion.
 - ii) All pesticides and herbicides must be used in accordance with packaging instructions and labels.
 - iii) Conspicuous signs warning others of the application of pesticides or herbicides must be posted.
- f) Work involving refrigerants must follow the H-D refrigerant management program.
 - i) All refrigerant work must include a report that documents the work performed, the amount of refrigerant used, the amount of refrigerant lost, and the leak rate calculation for the device or equipment.
 - ii) All licenses for employees doing refrigerant work must be submitted to the H-D Project Champion and the Environmental Department prior to beginning work on site.

10) Compressed Gas Cylinders

- a) Valve protection caps shall be in place when compressed gas cylinders are transported, moved, or stored (use carts when transporting).
- b) Cylinder valves shall be closed when work is finished and when cylinders are empty or are moved.
- c) Tank pressure relief and valves should not be altered in any manner.
- d) Compressed gas cylinders shall be secured (roped or chained to a cart of strong structural member) in an upright position at all times except when cylinders are actually being hoisted or carried into the user's location.
- e) Cylinder gases must be strapped to and transported in a cylinder cart. Incompatible gases may not be transported or stored together.
- f) Cylinders shall be kept at a safe distance or shielded from welding or cutting operations, heat or heat sources. Cylinders shall not be placed where they can contact an electrical circuit.
- g) Oxygen and gas regulators shall be in proper working order while in use. Use only those regulators specifically recommended for the gas. Torch assemblies must be equipped with reverse flow check valves.
- h) Hoses must be stored or otherwise protected from damage, including pedestrian and vehicle traffic.
- i) If a leak develops in a cylinder, stop the leak if possible and immediately notify the Security Department at the emergency phone number.
- j) Matches, candles, or other open flames must never be used to trace for leaks.
- k) Cylinders should be permanently marked or stenciled to identify them.

11) Confined Space Entry

- a) Personnel that perform confined space entry work must have appropriate training. Documentation of training must be provided upon request.
- b) Harley-Davidson has posted warning signs at the entrances of permit-required confined spaces identified at their facilities. However, it must be recognized that situations and tasks may create a hazardous atmosphere that will require a permit in non-posted confined spaces.
- c) The H-D Project Champion must authorize confined space entry work.
- d) Any entries involving both contractor and Harley-Davidson personnel will be jointly monitored and managed.
- e) The facility Confined Space Entry Work instruction applies to all contractor personnel.

12) Construction Areas

- a) Construction areas must be clearly identified through the use of barricades, ropes, stanchions fences, cones, and appropriate signs. This 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.
- b) The contractor shall provide any safety markers, barricades, ropes, stanchions, fences, cones, or appropriate signs necessary that are required to keep people out of the construction area.
- c) Excavations must be guarded by barriers and by lights (at night). Openings in the ground or in floors (open manholes, pits, sewers, etc.) must be guarded. Excavations must be properly shored to prevent cave-ins.
- d) Hard hats must be worn in areas and on projects where there is a danger to the head from falling objects.

13) Cranes and Hoists

- a) Contractors must meet the requirements as defined by 29 CFR 1926.550 to operate cranes and derricks at Harley-Davidson facilities.
- b) All hoist and crane operators must be qualified to operate the equipment.
- c) Mobile cranes, including portable crane derricks, power shovels, or similar equipment, should not be operated within 50 feet of overhead electrical power lines unless specific approval has been obtained by the contractor from H-D Project Champion.
- d) Accessible areas within the rear-swing radius of the revolving superstructure shall be barricaded to keep unauthorized persons away.
- e) Hoisting of equipment or material over the roof of H-D buildings is not allowed unless there is no alternative method. In such a case, the H-D Project Champion must be notified and will consult with the H-D Health and Safety Department to take appropriate action regarding persons occupying the building.
- f) When there is no alternative to operating over existing H-D buildings, the following procedures must be followed:
 - i) The load must be kept to a minimum height over the building's roof.
 - ii) Additional personnel or tag lines must be used to guide the material over the roof area.
 - iii) An observer trained in the use of hand signals must be used when the load is out of sight of the operator.
 - iv) The facility space under the lifting area needs to be appropriately secured with occupants relocated outside of the space.
- g) Contractor personnel are not permitted to use hoists and lifting apparatus belonging to H-D unless approval is obtained from the H-D Project Champion and appropriate training documentation provided.

14) Electrical Safety / NFPA 70E Requirements

- a) NFPA 70E Requirements
 - i) All contractors and suppliers working on energized electrical circuits operating at 50 volts or more at the H-D Facility will be required to follow the requirements outlined in the NFPA 70E standard.
 - ii) An Arc Flash study has been conducted at the facility and Arc Flash Hazard labels have been placed on the equipment to identify the type and severity of the hazard.
 - iii) Contractors and suppliers working with energized electrical circuits operating at 50 volts or more will be required to have the appropriate training as outlined in the NFPA 70E standard to classify them as a "Qualified Person". The Contractor must provide training documentation to the H-D Project Champion prior to performing this type of work at the H-D Facility.
 - iv) 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. Failure to follow this standard will result in removal from the site. **Note:** H-D requires 8 cal/cm² protective clothing to be worn for Hazard Classifications 2 or less. For additional details, see the site Safe Electrical Work work instruction.
 - v) When working on electrical systems, the following procedures must be followed:
 - (1) A safe electrical work condition must be created including de-energizing all electrical circuits 50 volts or greater inside the electrical box. Performing trouble-shooting activities are exempt from this requirement.
 - (2) Whenever possible, the circuit shall be LOCKED OUT AND TAGGED.
 - (3) If lockout is not possible, tagout MUST be used.

- vi) If it is not practical or possible to de-energize and lock out the circuit, the area must be barricaded and identified to keep unauthorized persons clear of any energized electrical hazard. All energized circuits shall be properly insulated or covered to prevent accidental contact.
- vii) A Live Electrical Work Permit must be completed for any energized electrical work. Trouble-shooting activities are exempt from this requirement.
- viii) Precautions shall be taken to make any necessary wiring inaccessible to unauthorized persons.
- ix) When pulling wires, the breaker box must be de-energized.
- b) The non-current carrying metal parts of fixed, portable, or plug-connected equipment should be grounded. Portable tools and equipment protected by an approved system of double insulation need not be grounded.
- c) No electrical appliances such as crock pots, radios, TV's, etc. will be allowed.
- d) Extension Cords
 - i) Extension cords shall be the three-wire type.
 - ii) Romex, and similar types of makeshift power extension cords shall not be used. In addition, worn or frayed cords shall not be used. Cords shall be properly rated for the job.
 - iii) Extension cords should not be run across aisle ways and corridors where they may create a tripping hazard. They should be hung overhead to reduce the possibility of traffic cutting or fraying the cord.
 - iv) Extension cords and temporary lighting cords shall not be fastened with staples, hung from nails or suspended from wires.
 - v) Exposed bulbs on temporary lights shall be guarded to prevent accidental contact except where bulbs are deeply recessed in the reflector. Temporary lights shall not be suspended by their electrical cords unless designated for this use.
 - vi) Receptacles for attachment plugs shall be of the approved, concealed contact type. Where different voltages, frequencies, or types are supplied receptacles shall be of such design that attachment plugs are not inter-changeable.
- e) Performance of electrical work shall be done in accordance with existing Occupational Safety and Health Standards, as well as the current National Electric Code and NFPA Electrical Standard for industrial Machinery, if applicable.
- f) If there are any questions regarding the H-D Safe Electrical Work requirements, contact the H-D Project Champion or reference the site Safe Electrical Work work instruction.

15) Floor Openings

- a) 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.
- b) If the standard guardrail is not feasible or needs to be by-passed (removal, climb over, elevated above, etc.), an alternate means of fall protection, such as a personal fall arrest system, will be required.

16) Hazardous Materials Transportation

- a) All applicable federal, state and local requirements for bills of lading, hazardous materials and wastes, manifests and materials of trade must be followed.
- b) Excess chemicals brought on site by Contractor must be removed in a compliant manner, including all applicable DOT requirements.

17) High Hazard Areas

- a) Although this list may not be inclusive, there are certain areas and operations where, because of the nature of the hazards, extra precautions must be taken. Before entering any of the following areas, the contractor is required to check with the H-D Project Champion to review any additional Health and Safety rules which apply.
 - i) Confined spaces
 - ii) High noise level area
 - iii) Chemical or waste storage and dispensing areas
 - iv) Roofs
 - v) Heat treat
 - vi) Overhead wire cages
 - vii) Tunnels

18) Hot Work (Cutting, Welding and Open Flames)

- a) Hot Work (HW) permits are required to perform work tasks considered "hot work," including but not limited to cutting, welding, brazing, grinding and/or other work involving open flames or the production of ignition sources.
- b) Hot Work permits can be arranged through your H-D Project Champion. H-D site Security and Health & Safety must be notified of any hot work prior to initiating the work.
- c) Contractor foreman/supervisor will complete a HW permit and is responsible for ensuring all appropriate protections are in place to prevent the ignition of a fire, including posting a trained Fire Watch for the requisite period of time, clearing the area, using tarpaulins and providing at least 2 fire extinguishers (in addition to facility fire extinguishers).
 - i) Where practical, combustible material shall be relocated at least 35 feet from the worksite.
 - ii) Welding or cutting is not permitted in or near areas containing flammable liquids, vapors or dust.
 - iii) Welding or cutting is not permitted on containers which have contained flammable liquids until the containers have been thoroughly rinsed or otherwise purged of the presence of all flammable vapors. Air tests must be performed to verify the elimination of flammable vapors.
 - iv) Non-combustible or flame proof shield or screens must be provided to protect employees from sparks and direct rays of arc.
 - v) When tarpaulins are required for the deflection of hot slag, dust, paint droppings, etc., they must be flame resistant and in good condition.
- d) Contractor foreman/supervisor will provide site Security with Part 1 of completed HW permit prior to initiating the work.
- e) Contractor foreman/supervisor will post Part 2 of HW permit at the worksite.
- f) Fire Watch will be maintained for a period of 1 hour after the hot work is completed.
- g) The contractor foreman/supervisor will perform the final inspection 1 hour after completion of the hot work and return Part 2 of the HW permit to Security prior to leaving the site.
- h) Security will monitor the hot work area for a period of 3 hours after the final inspection.
- i) The top and bottom copies will be matched and stored together after all of the inspections have been completed.
- j) No cutting or welding is permitted in sprinkler equipped buildings while sprinklers are out of service.
- k) Personnel that perform cutting, welding, brazing must have appropriate training.
- l) The H-D facility "Hot Work" work instruction applies to all contractor personnel.

19) Housekeeping

- a) Material should be carefully stacked and located so that it does not block aisles, doors, self-contained breathing apparatus, fire extinguisher, fire blankets, emergency eyewash fountains, emergency safety showers, fixed ladders, or stairways.
- b) Form and scrap lumber and all other debris shall be removed after the project is complete. The waste shall be placed in designated containers either staged on site by H-D or ones acquired specifically for the project.
- c) Daily cleaning procedures shall include broom sweeping of all affected areas.
- d) At the completion of a project, the area will be thoroughly cleaned by such means as vacuuming, hosing down, etc.
- e) Combustible scrap, waste materials, and debris shall be removed daily.
- f) Containers shall be provided for collection and separation by type of waste either staged on site by H-D or ones acquired specifically for the project. Covers shall be provided on containers used for flammable, combustible, or harmful substances.
- g) Overhead storage of debris, tools, equipment, etc. is prohibited. No loose material shall be left in the area above suspended ceiling panels.
- h) Contractors shall not store any equipment, materials, work carts, tools, trash, or debris in front of exit stairways, doors, electrical panels, or emergency equipment.
- i) It is the contractor's responsibility to dispose of spent or excess materials used at the site. Chemicals and other materials must be disposed of in compliance with applicable federal, state and local regulations. Contact the site Environmental representative for any additional questions.
- j) Smoking is permitted in designated smoking areas ONLY. Do not throw cigarettes, cigars, or matches in trash containers or on the ground. Designated smoking material disposal containers are staged in the designated smoking areas.

20) Industrial Hygiene

- a) Contractors shall not perform operations that create excessive noise in areas where H-D employees will be affected unless the H-D Project Champion has approval from the H-D Health & Safety Department. The plant wide Hearing Conservation Program applies to all contractor personnel.
- b) Contractors shall not perform operations that create excessive gasoline or diesel engine exhaust in areas where H-D employees will be affected unless the H-D Project Champion has approval from the H-D Environmental and Health & Safety Departments.
- c) Contractors shall not perform operations that create excessive dust, odors, fumes, and vapors in areas where H-D employees will be affected unless the H-D Project Champion has approval from the H-D Environmental and Health & Safety Departments.

21) Ladders

- a) When working on ladders, do not work from top rung or step.
- b) Portable ladders must be inspected prior to use each day.
- c) The use of ladders with broken or missing rungs or steps, broken or split handrails or with other faulty/defective construction is prohibited.
- d) Portable metal ladders shall not be used for electrical work or where they may contact electrical conductors.
- e) Portable ladders must be equipped with safety feet.
- f) Ladders must not be constructed on the job and "homemade" ladders must not be used.
- g) Ladders must be of appropriate length to safely perform the job. Makeshift extensions are not permitted.

- h) Additional requirements for ladder use are described in the H-D facility work instruction for walking and working surfaces which applies to all contractor personnel.

22) Lockout / Tagout

- a) Contractor personnel that perform lockout/tagout to control hazardous energy must have appropriate training. Documentation of training must be provided upon request.
- b) Contractors shall supply locks and tags for their employees. The tag must identify both contractor company name and the contractor employee name.
- c) Group lockout will need to be performed when working with Harley-Davidson personnel.
- d) Locks must only be removed by the person who applied the lock. Contractors will be responsible for any lost production or financial loss incurred by Harley-Davidson as a result of an unattended lock.
- e) The H-D facility Lock-out/Tag-out work instruction applies to all contractor personnel.

23) Overhead Work

- a) Personnel that perform overhead work must have appropriate training. Documentation of training must be provided upon request.
- b) The H-D facility Fall Protection (Walking and Working Surfaces) work instruction applies to all contractor personnel.
- c) 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 Harley-Davidson employee at risk of being struck by a falling object.

24) Parking and Plant Entry

- a) Vehicular traffic within the H-D facility and on the property poses numerous risks to our employees. While there are posted stop signs as well as painted lines, they alone cannot ensure safety. Emphasis must be placed on eliminating on site vehicular traffic to further ensure the safety of the pedestrians within the facility.
- b) To this end, contractors are requested to eliminate all unnecessary on site vehicular traffic. The only exceptions to this rule would be if you are transporting something into the facility that cannot be carried into the facility and if the vehicle that is needed on site is to perform a specific function such as a dump truck, bucket truck etc. Other than for extraordinary circumstances as described above, all entry to this facility is to be on foot.
- c) Unless otherwise posted, the speed limit on Harley-Davidson property is 15 m.p.h.
- d) Contractor employees shall use the parking facilities designated by Harley-Davidson, only.
- e) No material may be stored outside unless approved by the Project Champion and the Environmental Department.
- f) Entry to Company property, including parking areas, is deemed consent to inspection of person, vehicle and personal effects at any time, including while entering or leaving the property.
- g) Upon entry to the H-D facility, contractors and employees may be asked to provide additional information, documentation or identification dependent to their level of security access.

25) Permit Systems

- a) Special permit systems are in place to ensure the appropriate communication, work expectations and approvals are obtained prior to and while performing the work. The following require special permits prior to initiating work on-site:

- i) Hot Work
- ii) Confined Space Entry
- iii) Energized electrical work beyond trouble-shooting
- iv) Fire Protection System Impairments
- b) Contractors must follow the expectations and training requirements of the permit system. If there are questions, contact the Project Champion or the site Health and Safety Department.

26) Personal Protective Equipment

- a) In certain H-D operations and areas, personal protection equipment such as safety glasses, protective footwear, goggles, hearing protection, respirators, hard hats and other protective equipment are required. The type of protective equipment to be worn will be determined by exposure to the potential hazard and/or area. When in doubt of safety measures to be followed, consult the Project Champion.
- b) Contractors shall ensure that their employees are equipped with approved personal protective equipment and shall enforce its use. H-D will not supply such equipment to contractors.
- c) The H-D facility Eye and Face Protection work instruction applies to all contractor personnel.
- d) The H-D facility Foot Protection work instruction applies to all contractor personnel.
- e) The H-D facility Hand Protection work instruction applies to all contractor personnel.
- f) The H-D facility Hearing Conservation Program applies to all contractor personnel. The use of personal headset radios is prohibited.

27) Powered Industrial Vehicles

- a) Contractor personnel that operate powered industrial vehicles must have appropriate training. Documentation of training must be provided upon request.
- b) Gasoline powered or other internal combustion engines must not be operated inside Harley-Davidson facilities without the prior approval from the Harley-Davidson Project Champion. Precautions must be taken to appropriately ventilate the facility of any exhaust and odor.
- c) The Project Champion must authorize the use of powered vehicles in the plant.
- d) The H-D facility Powered Industrial Vehicle work instruction applies to all contractor personnel.

28) Roof Work

- a) Fall protection shall be provided while performing work on unprotected roof edges with a ground-to-eyes height greater than 15 feet. Individuals are not allowed to access the roof alone. At least 2 people are required at all times.
- b) Warning lines are to be used when roof work is more than 10 feet from the roof's edge. Workers, equipment, or material will not be allowed beyond the perimeters of the warning line.
- c) Guardrails, positioning systems, or fall arrest systems shall be used when roof work is within 10 feet of the roof edge.
- d) Designated hoisting areas are required and are the only places allowed for hoisting materials to and from the roof. These areas shall be protected with guardrails to prevent an accidental fall.
- e) Extension ladders used to gain access to the roof must be secured to the edge of the building and must extend at least three (3) feet above the roofline.
- f) Additional requirements for roof work are described in the H-D facility Fall Protection Work instruction which applies to all contractor personnel.

29) Scaffolds

- a) The erection, alteration, and removal of scaffolds, must be under the direction of a competent person.
- b) Upright scaffolds should be plumb, secure, and have firm footing.
- c) Narrow-base portable maintenance staging must be equipped with outriggers. Stationary metal upright scaffolds should be secured to the building or other adequate structures.
- d) Platforms and planks shall be secured or cleated to the scaffold to prevent platform slippage.
- e) Platforms should be at least two planks wide and extend over the supporting surfaces or edges not less than 6 inches or more than 12 inches. A plank is defined to be at least 12 inches wide.
- f) A safe means shall be available for access to the work platform.
- g) Scaffolds more than 6 feet above the ground must have guardrails and toe boards on all open sides and ends.

30) Special Conditions

- a) Some unique environments exist, such as those commonly controlled by automatic monitoring, alarm or fire control systems. The H-D Project Champion will make the contractor aware of any of the systems before performing any work.
- b) Connections to fire sprinkler systems, chilled water, steam and condensing systems, compressed air systems, etc. must be scheduled through the H-D Project Champion and the Maintenance/Facilities Department prior to the work being started.

31) Tobacco Use

- a) Starting January 1, 2015, the use of Tobacco Products is prohibited on Harley-Davidson, Inc. company property. The policy does not prohibit visitors from using Tobacco Products in designated areas at the Harley-Davidson Museum, but does prohibit Harley-Davidson employees, contractors, contingents, consultants and others who are working on behalf of the Company from using Tobacco Products while working at the Museum.
- b) **Tobacco Products** include pipes, cigarettes, e-cigarettes, cigars, snuff, chewing tobacco, and all other tobacco-related products. Tobacco Products does not include FDA-approved tobacco cessation methods such as lozenges, chewing gum, skin patches and other approved methods according to the FDA.
- c) **Company Property** includes: 1) all buildings, grounds, parking lots, and ramps owned, leased, rented and/or maintained by Harley-Davidson in the U.S.; 2) grounds, streets or sidewalks within 50 feet of any Company building entrances/windows/ventilation systems; and 3) all vehicles owned or leased by Harley-Davidson in the U.S. **Note:** *Use of tobacco in personal vehicles that are parked and/or operating on Harley-Davidson property will be considered to be in violation of the tobacco use policy.*

32) Tools

- a) Hand and power tools should be kept in safe operating condition.
- b) Safety guards must be kept in position on power tools and any machines with moving parts. All tools must be guarded in accordance with OSHA 1910 and 1926.
- c) All power tools and equipment must be grounded or UL approved as double insulated (see section on Electrical Safety).
- d) Tools operated by explosives are not permitted in Harley-Davidson facilities without prior approval.

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- e) Non-sparking tools may be necessary in certain areas where flammable solvents or materials are handled or where sparks could create an explosion.
- f) Generally, the use of H-D tools and equipment by contractors is prohibited. However, if unique circumstances arise, approval may be obtained from the H-D Project Champion.

33) Utility Clearance

- a) Before a contractor performs any excavation work, the existence and location of underground utilities must be determined. Your H-D Project Champion can assist in obtaining this information.
- b) When contractors are working on utilities, the work must be coordinated through the H-D Facilities Department.
- c) The H-D facility Utility Clearance work instruction applies to all contractors.

34) Training

- a) It is the responsibility of the contractor to ensure that their employees are trained in the application of this work instruction in order to complete their work at the H-D facility.
- b) Documentation of all training requirements (see contractor responsibilities below) must be submitted for each employee prior to the employee being allowed to work at the H-D facility.
- c) All training records identified in any Section above must be available and provided by the contractor to verify the completion of regulatory or other required training for each employee in the H-D facility upon request.

35) Waste Minimization

- a) Bring only enough materials to complete the job.
- b) Contractor is responsible for all housekeeping and proper disposal of materials and wastes while working at H-D. Please consult the Waste Disposal Activities Work Instruction and/or the Environmental Department regarding proper disposal of typical waste streams.
- c) All hazardous wastes you generate must be properly packaged, labeled, manifested, transported and disposed. Wastes which remain the responsibility of H-D must be handled by H-D authorized personnel or contractors.
- d) Numerous containers for recyclables are available throughout H-D facilities. While on site, contractors are expected to observe the signs, labels and posted instructions for recyclables.

36) Workplace Violence

- a) 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.
- b) 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. The Site Security Supervisor will contact Corporate Security.
- c) If you witness any behavior that may be regarded as violent, contact Site Security immediately or call 911 for outside assistance.
- d) Prohibited conduct on Harley-Davidson property includes, but is not limited to, the following examples:

- i) 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. Please be aware that public law enforcement officers, licensed armored courier services or other officials in the performance of their official duties may be in possession of some of these items while on Harley-Davidson property.
- ii) Abusive or threatening language or behavior, including verbal threats, harassing phone calls and stalking.
- iii) Unwanted physical contact such as hitting, fighting, pushing, shoving, or throwing of objects.
- iv) Damaging property as a result of violent acts.
- v) Possession of a weapon in violation of federal, state or local law.

Attachment Table

Attachment Title [AttachmentName ParentDocumentNumber AttachmentVersionLevel]
Contractor Training Form, HS2.03.119 v3
HDMC_Std Contractor Safety PreQual, HS2.03.119 v2
Contractor Management Guidelines, HS2.03.119 v3

Quality Records

Record Description	Record Series ID Number [3 alpha & 4 numeric values]
Standardized Contractor Pre-Qualification Form	FAC0201
Contractor Employee Training Tracking Form	FAC0201