



Contractor Safety Compliance Program



Maryville, Missouri

2010

Agenda

- Emergency Information**
- Energizer's Safety Culture**
- Contractor's Responsibilities/Expectations**
- Review items from Contractor Safety Compliance Program (CSCP)**
- Review of the contractor packet website**
- Safety, Health, Environmental Rules**
- Question/Answer Time**

Energizer Cares About Safety and Health

- **This plant has been given the VPP Certification from OSHA**
- **The Voluntary Protection Program (VPP) promotes effective worksite-based safety and health**
- **By following the guidelines set forth in this presentation, you can contribute to maintaining Eveready's high standards.**



Energizer Contractors Representative (ECRs)

- **ECRs are the primary liaison between Energizer and the contractor for matters involving Safety, Health and Environmental Affairs.**
- **ECRs:**
 - **Dave Pierson**
 - **Mark Knowles**
 - **Art Filips**
 - **Tammy Sorensen**
 - **Wayne Pierson**

Contractor's Safety Responsibilities

- **Contractors doing business at our facility are responsible for ensuring that their employees and subcontractors are familiar with all applicable state, local and federal laws.**
- **We expect that our contractors will take the necessary measures and actions to ensure the safety of their employees and at the same time, protection of the environment.**
- **Contractors are expected to address/correct unsafe conditions and acts for which they have control.**
- **Contractors are expected to immediately report to Energizer supervisors /ECRs any unsafe conditions and any injuries and/or near misses.**

Classification of Work:

- **High-Risk: work at our facility involving construction, alteration, and/or repair of Energizer equipment.**
 - Activities having a direct potential impact on the health and safety such as electrical work, activities where a fire hazard exist, LOTO is required, Hazardous Work Permits may be required, machinery installation, building construction/demolition, elevated work, painting , use of hoisting equipment, etc. Final risk determination is the responsibility of the ECR.
 - Contractors performing “HIGH RISK WORK” will provide a competent safety, health & environmental person/representative that can manage safety issues on the work site and to work with the ECR.
 - Contractors performing “HIGH RISK WORK” must have a Substance Abuse - Background Check Program.

- **Low-Risk: any work, which does not require a safe work permit (confined space, LOTO, etc.) and which does not involve construction, alteration and/or repair of Energizer equipment.**
 - Administrative, copy machine repair , consultants, trainers, routine security checks, etc.

Substance Abuse Screening & Background Checks (for HIGH RISK)

- **Contractors must test their employees for marijuana, cocaine, opiates, amphetamines, phencyclidine, benzodiazepines, methadone, barbiturates, and propoxyphene or their metabolites. (9-panel test)**
- **Application criteria for contractor employees:**
 1. **Employees entering an Energizer site for the first time.**
 2. **Contractor employees who have been away from the Energizer site for more than 6 months.**
 3. **Immediately following all recordable injuries.**
- **Contractors must furnish a copy of their substance drug abuse – background check program with copies of the testing conducted on their employees to their ECR.**
- **Contractors must conduct Background Checks on their employees before they may begin work at Energizer for all felony convictions and all “serious misdemeanor” convictions such as restraining orders, drug related charges, theft, breaking & entering, embezzlement, check fraud.**
 - **Statewide 5 year search is to be conducted or county if employee has lived in that county for 5 years**
 - **Any potential employee with past criminal record or felony or serious misdemeanor convictions must be reviewed and approval by Energizer.**

Contractor's Performance Feedback : Audits & Annual Evaluations

- **A systemic approach for both Energizer and contractor to monitor and evaluate work practices of contractor's work to ensure expectations are being met.**
 - **Audits are required for all HIGH RISK work. They can be in the form of a verbal or written audit.**
 - **Evaluations are required on annually basis to measure the contractor's actual performance for accident prevention and for referral by Energizer in future projects.**

Contractor Packet Website

Pre-packet

Outline: General Safety Rules



- **Contractor Badges/Security**
- **Accidents and First Aid**
- **Environmental Issues**
- **Housekeeping/Sanitation**
- **Evacuation Procedures**
- **Asbestos/Lead**
- **Hazardous Work Permits**
- **5S Overview**
- **Rules of Conduct**
- **Smoking and Open Flames**
- **Signs, Signals, and Barricades**
- **Electrical Safety**

General Safety Rules

Contractor Badges/Security

- **Sign in/Check in with ECR/EBC Project Leader**
- **Get a Contractor Badge- Badges must be worn in the facility at all times and must be visible.**



General Safety Rules

Environmental Issues

- **Energizers Environmental Coordinator will be contacted before disposing of hazardous wastes to ensure disposal is in accordance with all state, local, and federal laws**
- **Prior approval of Contractor's clean-up procedures for the work being done must be obtained from the designated ECR.**
- **Do not dispose of hazardous wastes in regular trash cans, water systems, or into the air**



General Safety Rules

Housekeeping and Sanitation

- Contractors must keep work areas clean and organized.**
- Trash and waste must be disposed of in accordance with all local, state, and federal laws.**

Contractors must following the 5S guidelines.

General Safety Rules

Asbestos/Lead

- **A survey of asbestos containing materials (ACM) must be done prior to working on all potential asbestos containing materials, including roofing, drywall, and floor tile**

- **Only pre-approved Asbestos Abatement Contractors are allowed to disturb ACM**

- **Structures that may have been painted with lead paint are to be tested prior to demolition to determine if lead abatement is necessary**

- **Lead based paints are not to be used inside or outside any facility**

General Safety Rules

The Contractor must obtain a Hazardous Work Permit in order to:

- **Use ignition sources in specific places**
- **Enter vessels or confined spaces**
- **Opening process equipment**
- **Operate heavy equipment around power lines**
- **Work in oxygen-enriched, oxygen-deficient, or other potentially hazardous working environments**
- **Use ignition sources outside of the welding area**
- **Make excavations and trenches**
- **Break or cut lines or open equipment which did or could contain toxic, corrosive, flammable, hot or pressurized materials**
- **Observe energized and unguarded or open exposed electrical equipment**
- **Drill or cut holes in the wall or floor**

General Safety Rules

Rules of Conduct

- Do not steal or remove any Eveready Battery property
- Do not falsify any documents including work records, production records, or time cards
- The possession of or use of illegal drugs or alcohol or drugs in the plant is prohibited
- Weapons or firearms are NOT allowed on company property
- No gambling on company property
- Contractors are only to be on company property when it is authorized
- No loitering in the parking lot
- No disturbing literature or soliciting for any cause
- No fighting on company property
- No horseplay or carelessness
- Do not destroy property belonging to the company or other employees
- Do not violate traffic or parking guidelines
- Do not violate Eveready's Equal Employment Opportunity policy by participating in harassment of any form

General Safety Rules

Smoking and Open Flames

- **Smoking is absolutely prohibited in the plant or on the plant roof**
- **Designated smoking areas are provided outside of the plant**
- **Cigarettes, cigars, and matches shall be disposed of in designated receptacles and shall not be thrown in trash containers**



General Safety Rules

Electrical Safety

- **Extension cords and temporary lighting cords should not run across aisle ways or corridors**
- **Extension cords must have GFCI protection**
- **Temporary electrical power generation may only be used with the written approval of the Manager of Engineering, or his/her designated representative**
- **Temporary electrical power generation must be clearly marked and protected against damage from traffic**
- **The Contractors will be permitted to use 480 volt 3 phase and 110 volt single phase electrical power provided by the owner**
- **Types of connections not provided are the sole responsibility of the Contractor**
- **Busway plugs are to be turned off or turned on by means of the “hotstick”- they are not to be operated by human hands while connected to a busway**

Outline: Specific Contractor Rules

- **Confined Space Entry**
- **Cutting and Welding**
- **Elevated Work/Fall Protection**
- **Fork Trucks**
- **Hazard Communication**
- **Ladders and Stairways**
- **Lockout/Tagout**
- **Personal Protection**
- **Roof Work**

Rules for Contractors

Confined Space Entry

- OSHA confined space entry procedures must be followed by all contractors
- This includes the entrance of a confined space for any reason including means for isolation, cleaning, ventilation, monitoring, attendants and emergency rescue
- Confined spaces can be potentially hazardous, therefore the correct EBC personnel must be contacted before entrance
- Protective clothing and equipment must be worn
- **New Requirement: When contractors enter a Permit Required confined space, we require the contractors to have a rescue service on-site during the entry.**



Rules for Contractors

Cutting and Welding

- **No cutting, welding or any other spark producing operation is allowed until it is approved and a hazardous work permit has been issued**
- **The area must be clear of dust and combustible materials**
- **During these operations, a fire watch must be maintained with suitable fire extinguishers at the site**
- **The EBC approved fire watch must remain at the site of the cutting or welding for at least one hour after the work is complete**



Rules for Contractors

Elevated Work/Fall Protection

•All Contractors working at levels of 4 feet or more above ground, using a non-standard method of access or egress, or working on a non-standard work surface should be protected by fall protection equipment

•The body harness, anchor point, and shock absorbing lanyard must be attached above the point of operation

•Fall protection equipment should not be secured to sprinkler lines or utility piping



Rules for Contractors

Fork Trucks (Powered Industrial Vehicles)

- **Forklift operators should be trained in compliance with the applicable government standard**
- **Forklift trucks should always be driven with forks low to the ground**
- **Forklifts must be equipped with proper lighting**
- **Forklifts should be operated at a safe speed**

Rules for Contractors

Hazard Communication

- **Eveready Battery maintains a current listing of all of its chemicals, solvents, and reagents**
- **The contractor should provide the designated EBC representative with the MSDS sheets for all chemicals, solvents, or reagents brought on site**
- **MSDSs are located in the dispensary and Laboratory, they are also available by asking for a copy**

Rules for Contractors

Ladders and Stairways

- **Stairways should be kept free of debris, slippery conditions, and tripping hazards**
- **Work should never be done from the top two rungs of a ladder**
- **Contractors should provide their own ladders, which must be made of fiberglass**
- **Ladders should be identified with barricades, cones or tape in heavy traffic areas**



Rules for Contractors

Lockout/Tagout

- **No equipment will be worked on without specific lockout protection at the electrical disconnect, compressed air shut-off valve, steam shut-off valve, hydraulic and any other energy source**
- **The lock tag will identify the individual working on the equipment**
- **Contractors must provide their own locks. Each individual must have their own lock.**
- **Locks shall only be removed by the individual who installed the locks**

Rules for Contractors

Personal Protection

Personal Protective Clothing and Equipment (PPE)

- Contractor personnel must dress appropriately while on Eveready Battery property, including but not limited to shirt and substantial shoes

Hearing Protection

- Hearing protection must be worn in all designated areas.
- **Contractors must provide advanced notice to the designated EBC representative of any activity that produces noise levels above 85 decibels when working in non-hearing protected areas.**

Rules for Contractors

Roof Work

•Before penetrating any roof surfaces, the Manager of Engineering, Facility Environmental and Safety Coordinator must be notified

•Fall protection shall be provided while performing work within 6 feet of unprotected roof edges

•Areas below the hoisting should be blocked off to keep traffic out of the area

•Extension ladders must be secured to the edge of the building

•Appropriate protection must be in place to prevent punctures, tearing, etc.

•Some roofing materials may contain asbestos and should be tested before any work is done

Questions/Answers

Thank you for your time!

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