

Sysco Denver, Inc.

Contractor Safety Program

Contractor Information

1. Identification Data

A. Contractor: _____

B. Contractor Executive Officer: _____

Phone: _____

C. Contractor field superintendent: _____

Phone: _____

D. Consultant Name: _____

Phone: _____

E. Has the contractor worked at this location before? YES NO

Contractor Safety Practices

1. **Introduction** The contractor safety practices guidelines encompass minimum requirements for contractors, and their sub-contractors, performing work for Sysco Denver.

2. Responsibility For Compliance

Contractor Initials: _____

- A. The contractor, when advised of being awarded the contract, shall ensure that all contractor and sub-contractor employees are aware of, and will comply with these guidelines.
- B. A contractor's checklist may be required for review, completion, and acknowledgment prior to the start of work, at a pre-job safety conference with our Facility Manager.
- C. Sysco Denver reserves the right to immediately cease work under contract and/or to terminate the contract in the manner specified if the contractor's work environment is identified as hazardous to employees and/or to property.
- D. Our Safety Manager and/or Facility Manager shall have the right, at all times, to audit the contractor's safety performance.
- E. The contractor agrees that all work performed will be in strict accordance with the contractor safety practices guidelines and all current Federal, State, Local, and plant occupational health and safety regulations.

3. Traffic, Vehicles, and Plant Entrance

Contractor Initials: _____

- A. We shall inform the contractor of the entrance and parking facilities to be used by contractor employees.
- B. Personal vehicles are not permitted inside any area except when authorized for unloading tools or materials, after which, such vehicles must be moved to the designated parking area.
- C. All vehicle traffic shall observe speed limits and traffic signs at all times.
- D. Contractor employees must, at all times, remain in the immediate work area unless otherwise required by the essentials of the job.
- E. Contractor employees and vehicles are subject to search when entering or leaving the property.
- F. All contractor work shall be performed during the normal working hours, Monday through Friday, unless otherwise specified and authorized by Sysco Denver.

4. Facility Equipment

Contractor Initials: _____

- A. Contractor employees shall not operate any Sysco equipment unless authorized or during an emergency. Contractor employees authorized to operate Sysco equipment must be properly trained according to OSHA standard 1910, 178, to operate the equipment.

The contractor shall not loan any equipment to Sysco employees without the contractor's authorization, except during an emergency

5. Emergency Evacuation Procedures

Contractor Initials: _____

In case of an emergency such as fire, tornado or ammonia vapor leak, you will be shown to a safe on-site shelter or directed to evacuate the building. Persons on-site have been trained in emergency actions. Sysco has on-site evacuation leads and coordinators who are responsible for assuring employees have evacuated the building and once outside to the safe zones, the accountability of department personnel. There are two alarms that signal the need to evacuate the facility:

Ammonia Alarm - This is a continuous alarm

Fire Alarm - This is an intermittent alarm with blue strobe lights

Designated Safe Zones (reference the evacuation map)

Front of Building – Office & Sales

Primary - west side of dry warehouse along the side walk – just north of main building entrance gates

Sales – west side of dry warehouse along the side walk – just south of the main building entrance gates

Secondary – will relocate further north, south, or west from primary safe zone

Back of Building - Operations

Primary – meet at the bottom of equipment ramp

– the group will relocate together towards the west side of fleet maintenance

Secondary – will relocate through the north fire lane towards the west side of the dry warehouse

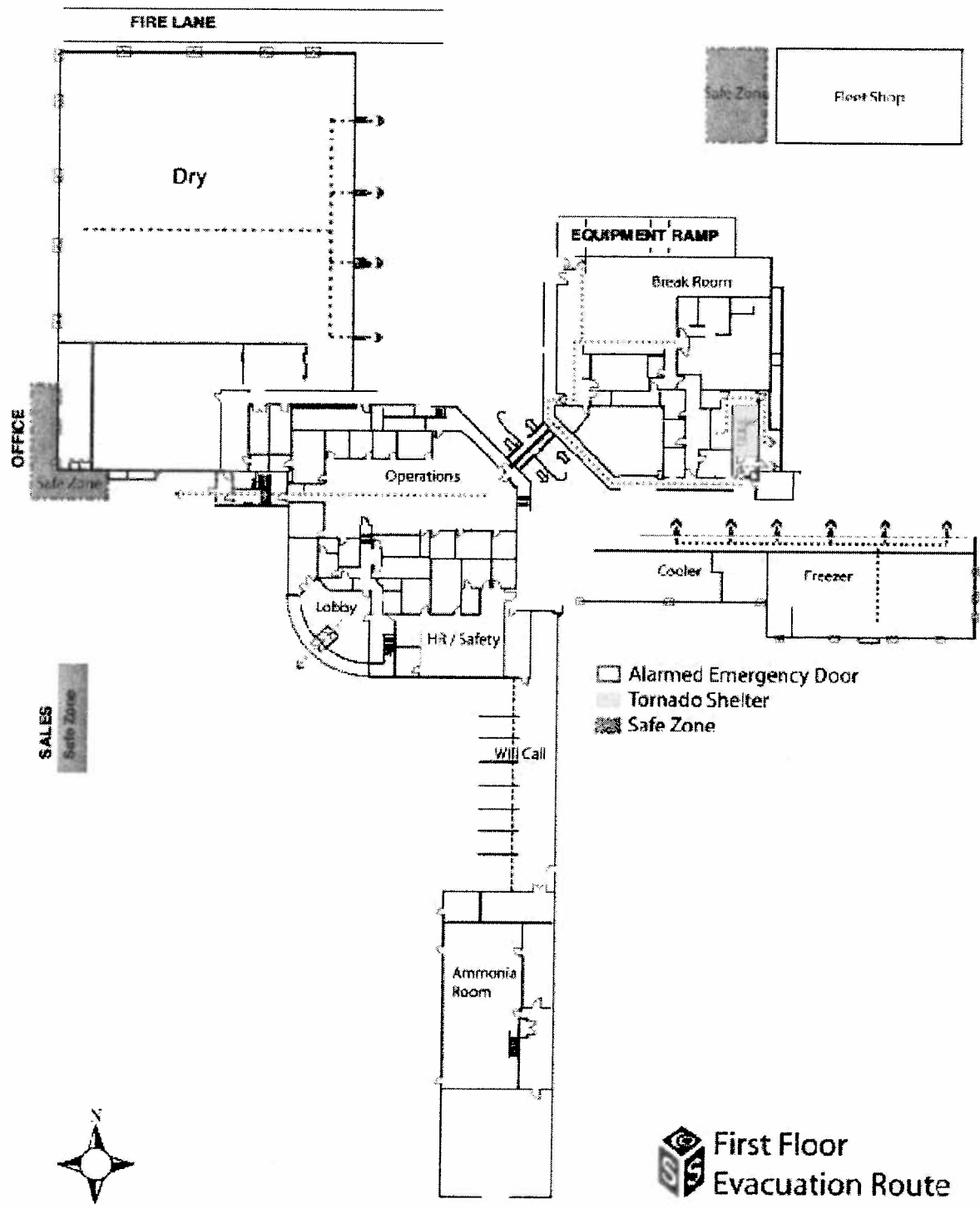
Evacuations after 5pm Monday – Friday and on Saturday/Sunday need to evacuation towards the back of the building if you can do so safely

When an evacuation alarm sounds, all personnel are to stop work immediately, listen for instructions, follow the established evacuation routes in an orderly manner, proceed immediately to the designated area and stay with your department for accountability. All emergency exits and on-site shelters are clearly marked. There are two stairwells that have been designated as tornado shelters. The tornado shelters are highlighted in yellow on the evacuation maps. Review and be familiar with the facility evacuation route map and the designated safety zones (Primary & Secondary) outside the facility.

Please be prepared to listen and follow instructions carefully.

We consider your health and well-being of utmost importance and have implemented a comprehensive safety program, maintenance procedures and emergency plan to keep our facility, employees and visitors safe. Controls for such emergencies range from: automatic sprinkler system throughout the facility; ammonia detection sensors; and weather alert radios.

In order to properly maintain cooler and freezer storage of food products, Sysco uses an anhydrous ammonia refrigeration system. To help prevent the occurrence or minimize the potential of an ammonia release, Process Safety Management Program (PSM) has been developed and implemented as required by law. This program includes documented policies and procedures for the management, design, construction, start-up, operation, inspection and maintenance of the system. An emergency action plan is also in place which includes automatic detection systems and emergency actions to protect persons and property.



6. Anhydrous Ammonia

Contractor Initials: _____

Anhydrous ammonia is one of the most widely used industrial chemicals. It is used as a coolant for refrigerating and air-conditioning equipment and in the manufacture of fertilizer. In the chemical industry, ammonia is a raw material in resins for wood products. In the pulp and paper industry, it is used as a wastewater treatment agent.

Description: Anhydrous ammonia is a colorless gas with a strong pungent odor. It is stored in liquid form or refrigerated under pressure.

Health Effects: Direct skin contact with liquid ammonia will result in chemical burns. Inhalation of ammonia vapors is severely irritating to the throat and respiratory system and, in excess, can cause acute respiratory irritation and possibly death.

Physical Properties:

- Lighter than air (.6 vapor density)
- Colorless gas with a pungent odor
- Colorless liquid (boils at -28 degrees F) may cause frostbite
- Liquid may vaporize in heavy air and form a heavier than air white cloud with moisture
- Compressed or refrigerated to a liquid
- 850 to 1 expansion ratio – similar to cryogenic gases

Chemical Properties:

- Corrosive liquid and gas
- Flammable range of 15% to 28% in air
- Autoignition temperature of 1204 degrees F

Health and Safety Issues

- Skin – Liquid: frostbite and chemical burns, Vapor: chemical burns
- Respiratory tract – Chemical burns, pulmonary edema, chemical pneumonia
- Exposure limits – 25 ppm PEL (Permissible Exposure Limit NIOSH)
50 ppm PEL (Permissible Exposure Limit (OSHA)

35 ppm STEL (Short Term Exposure Limit NIOSH)

300 ppm IDLH (Immediately Dangerous to Life and
Health NIOSH)

Respiratory Protection:

- 1 – 250 ppm – Chemical cartridge respirator (CCR) with an assigned protection factor (APF) of at least 10
- > 250 ppm – Self-contained breathing apparatus (SCBA), or supplied air respirator (SAR) with at least a 5 minute escape air supply

7. Accident Reporting

Contractor Initials: _____

- A. The contractor assumes responsibility for immediately reporting **ALL** on-the-job accidents and/or injuries to our Safety Manager or Facility Manager.
- B. The contractor will inform the company immediately of any injuries requiring medical treatment. Any serious incidents, as listed below, are to be reported and confirmed in writing within twenty-four (24) hours.
 - 1. An incident that results in a fatality or hospitalization.
 - 2. Incidents involving property damage.
 - 3. All releases or spills of oils, chemicals, or other hazardous substances.
 - 4. Incidents disrupting the work process or causing considerable employee concern.
- C. The contractor shall maintain the required OSHA accident and injury forms.
- D. Our company may request that the contractor have a designated and trained safety person on-site if the accident or hazard exposure rate of the contractor is considered by the company to be excessive.
- E. Copies of all governmental safety or health citations issued for violations on the job site shall be given to our Safety Manager if requested.

8. Personal Protective Equipment

Contractor Initials: _____

- A. The contractor shall furnish and require all employees to use approved personal protective equipment to guard against head, eye, feet, respiratory, and other hazards of the work environment.
- B. A hard hat, safety shoes, long pants, and sleeved shirts must be worn where applicable by regulations. Long-sleeved shirts may be required in certain areas.
- C. When the work generates noxious, hazardous, or annoying dusts, fumes, or odors, suitable approved face masks and/or respirators specifically designed for the work conditions must be worn.
- D. When the work generates dust, fine chips, or possible chemical sprays, safety goggles or full face respirators must be worn.
- E. The contractor shall otherwise furnish and require the use of protective equipment to guard against specific hazards peculiar to the workplace. The contractor may request information from the Safety Manager pertaining to selection and use of personal protective equipment, specific to this workplace.

9. Fall Protection

Contractor Initials: _____

Full body harnesses are the only acceptable body support equipment. Body belts or waist belts are not acceptable for the use as fall arrest devices. Double-locking snap hooks are the only acceptable type of snap hook due to the potential for roll out. Self-retroactive lifelines, which automatically limit free falls and meet ANSI 2359.1 and 1910.166 apparatus C., are the only acceptable type of PPE to be used. Fall protection equipment shall be used in conjunction with any machinery or device that elevates any employee or contractor 6 feet or greater in the air. Individual examples include aerial lifts, forklifts with cages, cherry picker or any other elevated device or machine. Any type of pallet used as a platform is not acceptable. All platforms will be secured with chains only.

Only personnel who have been trained and certified may operate high-rise equipment.

- A. **Scissor lift:** railings in place and full body harness and lanyard worn at all times. Always stay inside of handrails and do not stand on rails to reach.
- B. **Forklift:** must have safety cage secured to forklift and full body harness and lanyard worn at all times for individual working in the safety cage.
- C. **Special jobs:** when safety cage or scissor lift will not access area and employee is lifted on platform, a full body harness and lanyard must be worn at all times and lanyard secured to mast. A spotter will be present at all times. Sometimes product has fallen into places that the scissor lift or forklift with cage cannot get to. During these activities take an extra moment to get into hard to reach areas. Personnel **must be wearing a full body harness and lanyard.** The lanyard must be tied off to the forklift mast (high on the mast to reduce falling distance). A spotter will be present at all times. A basket or cage must be securely attached to the forklift by a chain. Personnel must wear full body harness and lanyards and attach snap hooks to the cage rail. **Do not get out of cage.**
- D. While in motion, do not place any body parts outside the operator compartment. Stand with both feet firmly on the operating platform.
- E. Look and drive the lift only in the direction of clear, unobstructed vision.
- F. Before traveling in or from a raised position, make a visual check of all surroundings above and below the lift.
- G. Constantly monitor activity of other employees and equipment, maintaining safe operating distance while in motion.
- H. When passing in an aisle, you must lower the lift to ground level.
- I. Be alert to keep clear of overhead hazards such as storage racks, archways, beams, light fixtures, and sprinklers.
- J. When raising or lowering near any rack, the lift must be parallel with the rack.
- K. Do not park the lift in such a manner as to create a hazard. Be sure, when leaving the lift unattended, that the platform is completely lowered and that the lift is turned off.

10. Roof Access and Roof Work

Contractor Initials: _____

A fall protection system must be provided on existing roofs if the work is within 10 feet of the edge and no standard railing exists around the perimeter of the roof. For new buildings, please reference the Fall Protection Design Basis.

11. Lockout Tagout

Contractor Initials: _____

Contractor is responsible for training its employees on lockout/tagout procedures. Contractor agrees to fulfill all its obligations and responsibilities pertaining to lockout – tagout regulations and laws as stated in the safety standards. Contractor agrees to follow and abide by Sysco’s lockout – tagout program. The purpose of this program is to establish the minimum requirements for the lockout/tagout of energy. It shall be used to ensure that before an employee performs any service or maintenance activities where the unexpected energization, start-up or release of any form of stored energy could occur and cause injury, all such potentially-hazardous energy shall be isolated and lockout/tagout. The energy control program includes written energy control procedures, employee training and periodic inspections

12. Electrical

Contractor Initials: _____

The policy of Sysco Denver is that maintenance or construction/installation work is not to be performed on conductors or exposed electrical parts at 50 volts and above while energized. **The preferred practice is to place electrical systems and electrical equipment of 50 volts or more into an electrically safe work condition before performing work on or near that equipment.** Work that must be performed on or near electrical systems or equipment of 50 volts or more with exposed live parts that have not been placed in an electrically safety work condition, is considered energized electrical work to be performed only by qualified contractors in complete compliance with NFPA 70E.

Work performed by qualified persons within the limited approach boundary of energized electrical systems or equipment of 50 volts or higher, related to tasks such as testing, troubleshooting, voltage measuring, etc. shall be permitted, provided safe work practices and proper personal protective equipment is provided and used.

Any live energized electrical work beyond diagnostics and troubleshooting can only be performed by employees with the issuance of electrical hot work permits by Sysco Corporate Safety Services

13. Work Permits

Contractor Initials: _____

- A. Work involving ignition sources, e.g., burning, welding, blowtorches, salamanders, or an open flame of any kind, is not permitted without written authorization from our Facility Manager.
- B. Work involving existing piping is not permitted without written authorization.
- C. Work by the contractor on isolated new piping, building, tanks, electrical, etc., will require the contractor's own permit system as hazards exist.
- D. When overhead welding and/or burning is required, the contractor shall furnish a fire watch at the lower level(s), who shall carefully observe and immediately extinguish any flame, glow, or smolder that can cause damage to the property.

14. Fire Protection

Contractor Initials: _____

- A. Combustibles consisting of papers, rags, trash, and other materials shall be removed from the work site on a daily basis and stored in fireproof containers if still on our property.
- B. Flammable liquids such as gasoline, kerosene, fuel, oil, etc. shall be transported and stored in approved metal containers designed specifically for handling these liquids. Approval is defined as UL, FM, NBC, and/or ANSI. All containers must be clearly labeled in accordance with OSHA's Standard 1910-1200.
- C. All internal combustion engines must be shut down while being refueled.
- D. Fire protection equipment in the construction work area shall be provided by the contractor, unless otherwise agreed to by Sysco Denver.
- E. Cleaning solvents for use on tools or equipment may not be a Class I (A, B, or C) flammable liquid.
- F. For special tasks, solvents which are a Class I flammable liquid may be used only when authorized.
- G. The contractor shall be responsible for the fire protection training of its employees. In case of a fire, all possible fire protection measures shall be taken immediately by employees in the area to protect the safety of employees and property.
- H. All equipment shall be shut down and removed from the fire location, if possible.
- I. Fires and open flame devices shall not be left unattended unless protected with automatic temperature control and cutoff devices.
- J. Access roads shall remain clear at all times.
- K. Hydrants and main water valves are to be opened or closed only by Sysco employees except by direction in the case of an emergency.

15. Miscellaneous

Contractor Initials: _____

- A. The use, possession, distribution, or sale of any controlled substance or alcoholic beverage by any person while on our premises is prohibited.
- B. No firearms or deadly weapons are permitted on the premises.
- C. The Good Manufacturing Practices will be observed by the contractor and each of the contractors' employees while on site. Eating, drinking, gum chewing, or use of tobacco products will not be tolerated in the manufacturing and storage areas.
- D. The contractor shall furnish ground fault circuit interrupter devices as required by OSHA.
- E. Pipes and vessels shall not be tested using compressed air, gas, or service fluid unless authorized. Hydrostatic testing is the preferred method.
- F. If compressed air is authorized as the testing medium, in no case shall it be permitted above 15 PSIG.

- G. Compresses gas cylinders shall be secured on approved carts or chained to a support in the upright position. All cylinders not in use shall be protected with cylinder valve caps. Compressed oxygen and flammable gases shall not be stored near combustible materials and away from means of egress
- H. The contractor shall provide its own first aid equipment, supplies, and medical care for non-emergencies.
- I. Good housekeeping, with provision for prompt removal and disposal of accumulations of combustible scrap and debris, shall be maintained in all areas of the jobsite. Debris shall be removed and properly disposed of on a regular basis, not to exceed weekly. Self-closing metal containers shall be used for disposal of waste saturated with flammable liquids. No dumping or burning will be allowed on the company site.
- J. The contractor is responsible for guarding all openings in floors, walkways, and ground excavations with substantial covers and/or barricades. Barricades shall be lighted at night.
- K. All containers of chemicals, compressed gases, flammable liquids, etc., must be properly labeled and stored.
- L. The contractor will inform the company of any hazardous chemicals that will be brought onto company property and provide the company with a MSDS of each chemical. The company will provide the contractor with a list of all hazardous chemicals on the premises and describe the location of all MSDS books.
- M. Cleaning and degreasing. Gasoline and liquids with a flash point below 100 degrees Fahrenheit shall not be used for cleaning and degreasing.
- N. Codes and regulations. The contractor shall comply with the requirements published in the current revisions of the National Electrical Code, National Electrical Safety Code, and the National Fire Protection Association standards.
- O. Smoking or other sources of ignition shall not be permitted in areas where flammable or explosive materials are stored or are present. Smoking is restricted to the designated area only.
- P. The contractor shall adhere strictly to all local, state, federal, and company safety rules.
- Q. The contractor shall also strictly adhere to the fire protection recommendations covered by NFPA 241.

16. Safety Review

1. What does a continuous emergency alarm indicate? _____
2. What does an intermittent emergency alarm indicate? _____
3. Where are the designated safe zones? _____
4. What's the NIOSH permissible exposure limit for ammonia? _____
5. Any serious incident or injury requiring medical treatment must be reported within? _____
6. Fall protection is required when working at what heights? _____
7. Any live energized work beyond diagnostics and troubleshooting can only be performed by employees with the issuance of electrical hot work permits by Sysco Corporate Safety Services. **TRUE** **FALSE**
8. Work involving ignition sources of any kind is not permitted without the written authorization from _____

9. Debris shall be removed and properly disposed of on a _____ basis, not to exceed _____.
10. All containers of chemicals, compressed gases, etc. must be properly _____ and _____.

The above stated safety rules, practices, and conditions become a part of the contract for services between our company, the contractor, and any subcontractors employed by the general contractor. Failure to comply with the terms and conditions stated herein may void the contract.

Print Name

Signature

Date

Contractor Safety Checklist Review

This checklist will be jointly reviewed by the contractor, our Facility Manager and/or the Safety Manager, prior to the contractor starting work. A copy of the checklist will be used with applicable comments noted on the checklist during the review.

<u>1. Safety Checklist Review</u>	<u>Applicable Comments</u>
A. Has the contractor reviewed the safety practices?	_____
B. Is the contractor familiar with Federal, State, and Local codes, laws, and other regulations which effect his/her work?	_____
C. Has the contractor been informed of any specific rules, not covered by the guidelines, which affect his/her work?	_____
D. Call 911 for all emergencies	_____
E. Have the potential hazards of existing operations in the work area been reviewed and understood?	_____
F. Have procedures for connecting to on-stream and live equipment been reviewed and understood?	_____
G. Is the contractor familiar with our procedures concerning support of staging, hoisting, equipment, etc?	_____
H. Are working areas to be fenced off understood?	_____
I. Is the contractor aware of safe disposal areas and methods for non-chemical waste material?	_____
J. Are injury and damage reporting requirements known and understood?	_____
K. Were the facilities emergency response procedures explained?	_____
L. Are contractor's employees trained in fire fighting?	_____
M. Was the contractor advised to keep fire lanes clear?	_____
N. Was the contractor advised of locations of plant fire fighting equipment?	_____

- O. Was the contractor advised that access to fire, safety and emergency equipment is to be kept clear? _____
- P. Are internal combustion engine-driven equipment, welding machines, etc., equipped with fire extinguishers? _____
- Q. The contractor will use safety approved equipment? _____
- R. If the contractor uses equipment which requires periodic inspection, was equipment properly checked? _____
- S. Are proper handling procedures for compressed gas cylinders understood? _____
- T. Does the contractor have appropriate barricades and lights for the construction site? _____
- U. Are excavation requirements understood in all respects? _____
- V. Is the contractor familiar with approved types of slings to be used? _____
- W. Was work in areas of high voltage equipment discussed and understood? _____
- X. Do contractor employees have eye and ear protection? _____
- Y. Do contractor employees have breathing equipment and are they trained in the use of this equipment? _____
- Z. Do contractor employees have head and foot protection? _____
- AA. Do contractor employees have protective clothing? _____
- BB. Are procedures for using utilities such as air, steam, water, fire hydrants, and electricity understood? _____
- CC. Is the contractor aware of underground lines, sewers, and possible subsurface hazards related to the construction site? _____
- DD. Are any applicable emergency alarm signals and procedures understood? _____
- EE. Are approved scaffolding procedures understood? _____
- FF. Are housekeeping procedures understood? _____
- GG. Are work permits for hot work, line breaking, and electrical tie-in understood? _____

The contractor hereby, certifies that he/she will perform the services of the contract in full accordance with all Federal, State, and Local laws, and that his/her employees have been trained in all applicable OSHA Standards and have access to copies of those standards.

Contractor

Sysco Denver, Inc.
Facility

Officer's Name

Company Representative

Signature & Date

Signature & Date

Contractor Performance Evaluation Form

Date: _____

Contracting Company: _____

Work Project and Location: _____

Did the contractor adhere to all Safety and Health Rules and Regulations that applied to the work project?

✓ Indicates Regulation

Applied to Work Project.

	Yes	No
<input type="checkbox"/> Personal Protective Equipment	_____	_____
<input type="checkbox"/> Permit-Required Confined Space Entry	_____	_____
<input type="checkbox"/> Lockout/Tagout	_____	_____
<input type="checkbox"/> Electrical Safety Related Work Practices	_____	_____
<input type="checkbox"/> Walking and Working Surfaces (fall protection)	_____	_____
<input type="checkbox"/> Hoist, Slings, and Cranes	_____	_____
<input type="checkbox"/> Welding, Cutting, and Brazing	_____	_____
<input type="checkbox"/> Powered Industrial Trucks	_____	_____
<input type="checkbox"/> Respiratory Protection	_____	_____
<input type="checkbox"/> Hearing Conservation	_____	_____
<input type="checkbox"/> Hazard Communication	_____	_____
<input type="checkbox"/> Fire Prevention	_____	_____
<input type="checkbox"/> Others: _____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Signature: _____

Date: _____