



Contractor, Vendor, and Visitor Safety Awareness Manual

Non-Construction Activities

Northern Treatment Plant

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Maintained by Environmental Health and Safety (EHS) in the Human Resources Department
and accessible in the Environmental Health and Safety 6450 Team Site under the
Contractors, Visitors, and Vendors Library.

Welcome To

Metro Water Recovery

Northern Treatment Plant

Metro Water Recovery (Metro) strives to conduct its operations with the highest priority in protecting the safety health of our employees and the general public. Accident prevention is an important part of every job. It is our duty to perform our work courteously, efficiently, and with the maximum regard for safety.

This Contractor, Vendor, and Visitor Safety Awareness Manual (Safety Manual) contains general safety and conduct expectations applicable to all visitors, contractors, and/or vendors regarding Environmental Health and Safety (EHS) responsibilities while at Metro. These groups are expected to follow established safety measures in order to maintain a safe and secure workplace and operate in an environmentally sound manner.

All Contractors, Vendors, and Visitors performing construction activities as defined by the Occupational, Safety and Health Administration (OSHA) shall read and adhere to the contents in the Metro Construction-Based Safety and Health Manual.

Strong EHS programs will prevent injuries, control losses, and minimize environmental impacts. We expect contractors and vendors to join us in providing a workplace free of uncontrolled hazards to people, the environment, and our facility.

All construction, service, and maintenance contractors must comply with all federal, state, and local EHS regulations, as well as Metro's EHS procedures, code of ethics, and harassment policies.

The information contained in these pages is solely for informational purposes, is in summary form only, and is subject to change. It is not intended to replace or limit the requirements of government regulations or standard industry practice. It is each Contractor's obligation to meet applicable government and Metro EHS requirements, whether or not they are addressed in this document.

Metro does not directly manage the safety of contractors or their personnel. Contractors are expected to manage environmental, health, and safety hazards, risks, and programs for their employees and subcontractors. This manual has been published to communicate Metro's philosophy and expectations to all contractors, vendors, and visitors.

Metro Safety Committee

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I. SCOPE

This manual is intended for all contractors, visitors, and vendors who are performing or are associated with any work activities that do not involve heavy construction. Short-term work and vendor-based work are included. This manual also applies to any unescorted visitor. It is expected that this manual is shared, and the contents of this manual are by the Metro Sponsor when applicable.

II. RESPONSIBILITIES

All Metro Sponsors will ensure that:

- Each Contractor, visitor, and vendor is provided with a copy of this manual.
- Each Contractor, visitor, and vendor understands that all work shall be conducted in a safe and responsible manner in compliance with applicable regulations and all content in this manual.

Metro Project Managers/Sponsors

- Communicate appropriate environmental, health, and safety requirements and expectations to contractors, vendors, and visitors under their control.
- Ensure that EHS is provided with a copy of the Contractor's written health and safety plan when requested by EHS.
- Immediately inform EHS of an accident, close call, or other incidents.
- Report incidents or damage that involves Metro property or personnel in the online reporting system. MPMs should contact the EHS Specialist or Designee for clarification.
- Ensure contractors, vendors, and visitors are compliant with all the guidelines, policies, and procedures to meet EHS requirements, whether or not they are addressed in this manual.
- Provide required personal protective equipment (PPE) to visitors.

Contractor, Vendors, and Visitors

- Follow all federal, state, and local regulations, as well as the policies and procedures of Metro. Any violation of applicable regulations and requirements are grounds for default of the contract, agreement and/or purchase order.
- Provide its employees with the necessary training and safety equipment, including PPE.
- Inform the Metro Sponsor of any personal, motor vehicle, or environmental accidents.
- Report any perceived emergency to the Metro Process Control Room and/or to their direct supervisor.
- Upon being notified of an emergency, stop activities and follow instructions provided in this Program.
- Follow instructions to take shelter, evacuate, and meet at designated muster points as required.
- During an emergency response situation, adhere to the instructions provided by the Incident Response Coordinator (IRC) or their designee(s).
- Remain sheltered, evacuated offsite at the muster point, or moved away from an emergency area until directed by the IRC.



- All persons who operate District equipment, such as aerial lifts, cranes, fork trucks, must be competent in its operation. Documentation of training will be provided upon request. All District requirements, including pre-inspection, must be followed.

Environmental Health and Safety

- Define PPE and safe handling procedures for specific operational needs upon request.
- Respond to reports of hazardous conditions/accidents to any contractor, visitor and/or vendor; assist in determining corrective measures.
- Assist the Metro Sponsor to ensure EHS measures are being followed by performing safety evaluations of contractor/vendor projects periodically and upon request.
- Investigate and/or designate an investigation for any accident or damage by a Contractor, visitor, or vendor that involves Metro property or personnel.
- Annually perform a documented review of this Program.

III. NON-COMPLIANCE

If any health and safety hazards could pose an imminent danger to people or property, an immediate order to stop work will be issued. Should this occur, EHS will bring the matter to the immediate attention of the Metro Sponsor(s), Procurement Officer, and the District Manager. Willful unsafe actions, continued violations of health and safety requirements, or other hazards that pose an imminent threat to people or property may result in termination of the contract, agreement, purchase order and/or services rendered.

It is strongly advised that all contractors and vendors review and adhere to all safety and health requirements as stated in the associated contract.

IV. ACCIDENT REPORTING

The Metro Project Manager (MPM) or Metro Representative must be notified immediately when any assigned contractor, visitor, or vendor sustains any personal injury, motor vehicle accident, close call, or other incident and includes one or more of the following:

- 911 is called.
- The accident was in part caused by the actions of personnel.
- District property is damaged.
- A motor vehicle accident occurred.

The DPM/Representative will immediately inform EHS of the accident, close call, or incident. DPMs will report any accident or damage that involves District property or personnel in the online reporting system. EHS will investigate these incidents. Security may investigate vehicle accidents. The Contractor, visitor, or vendor will submit a copy of their accident investigation form to the DPM/Representative.

The EHS and Security contacts include:

Sr. EHS Manager	Brian O'Malley	(303) 286-3456
Sr. EHS Specialist	Sunny Bradford	(303) 286-3056
District Security Manager	Ken Burton	(303) 286-3311
District Security Specialist	Chris Dole	(303) 286-3309



V. EMERGENCY RESPONSE

Process Control Room and Calling 911

In reporting an emergency, contact Operations by radio, Channel 11. Operations and Security monitor the radio 24-hours every day. Additionally, anyone can call 911.

- Quickly assess the situation without putting yourself in further danger.
- Contact On-Duty Operator immediately via radio (Channel 11)
- Depending on the type of emergency and urgency, contact 911.
- When contacting 911, notification (via radio) to the Guard is necessary to help coordinate navigation to the emergency site. This can be performed by an On-Duty Operator or first responder as available.
- Render aid or respond to the emergency, as appropriate and within the level of applicable training, responsibility, and comfort level.

Security and/or Operations personnel will assist the responding agency with access to Metro property and direct emergency personnel to the identified emergency location.

Report emergencies by either communicating on a radio or by calling 911. If 911 is called, be sure to notify your sponsor and Metro security.

Operations	Radio Channel 11
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Emergency Muster/Shelter Locations

Specific locations are designated for District employees, contractors, vendors, and visitors. When reasonably possible, contractors and vendors working on the plant will be notified if a drill will affect them; otherwise, when an emergency alarm sounds, Metro employees, contractors, visitors, and vendors are expected to respond to the assigned assembly points (also known as muster points) as directed.

There are two types of assembly points:

- Fire alarm muster point
- Tornado shelter

Fire muster points and tornado shelter locations are listed below and are also posted on all safety bulletin boards and in strategic locations throughout the plant.

Facility Evacuation Response

A full or partial evacuation is considered a secondary emergency response and is considered highly unlikely. The primary response to the higher severity atmospheric emergencies will be to move personnel into the HazMat shelters.

<u>Buildings</u>	<u>Evacuation Muster Point</u>
NTP Site	Veteran's Park 13201 E. 160 th Ave. in Brighton (N side of HWY 7, approx. 1 mile W of HWY 85)



If the escalation of an emergency necessitates the evacuation of personnel, the IRC will initiate an evacuation notification directing employees to the pre-designated offsite muster location.

Following an evacuation notification, employees will:

- Evacuate using the exit onto Baseline Road (Weld County Road 2).
- If Contractors have visitors on site, it is the Contractor's responsibility to guide the visitor to the appropriate egress point.
- Carpool when possible.
- If it is not possible to evacuate safely, employees should remain in the HazMat shelters.

Fire Evacuation Muster Points

The muster locations below will be at the far end of the designated parking lot, not obstructing arriving emergency response vehicles.

<u>Building</u>	<u>Muster Location</u>
250 Administration/Visitor's Center	NW Corner of Parking Area
260 Facility Support Building	NE Corner of Employee Parking Area

If you discover a fire, alert others by activating the fire alarm system, leave the area, and contact the emergency numbers listed for the Process Control Room. Proceed to the fire muster point.



The fire alarm system includes both an audible fire alarm and strobe lights. Additionally, the electronic message boards will indicate a fire alarm has been activated.

Tornado/Emergency Shelters



Because of the low anticipated risk associated with HazMat contamination at the NTP site, HazMat shelters are not specified. However, tornado shelters may be used as areas to shelter in place; they have not been equipped with mitigation measures for a HazMat emergency like the Robert W. Hite Treatment Facility (RWHTF), including control room heating, ventilation, and air conditioning (HVAC) deactivation, local push button HVAC deactivation, or specialized filtration systems.



These facilities do provide a centralized mustering location in areas interior to the buildings to minimize external exposure.

<u>Building</u>	<u>Tornado Shelters</u>
250 - Administration/Visitor's Center	Janitorial Room (250-115)
260 - FSB - Vehicle Maintenance Area	Restroom (260-164)
260 - FSB Maintenance & Warehouse Area	Restroom (260-147 & 148)
260 - FSB - Office Area	Restrooms by Main Entrance (260-123 & 124)
520 – Aeration Building	Restroom
Dewatering Building	Restroom (840), Janitorial Room

For Tornado and shelter in place events, Operations will activate the amber ALERT system, which includes an audible alarm and amber strobe. In the event of the alarm, proceed to the nearest message display board for further information and directions. There is no public address system. Operations will communicate the emergency via radio. Your onsite project manager, sponsor or point of contact is expected to notify you of any alarms as well.

Emergency Response Requirements

- Upon hearing any emergency alarm, stop activities and immediately respond. Do not use elevators.
- Follow instructions to take shelter and/or meet at designated assembly points as required.
- During an emergency response situation, adhere to the instructions provided by the Incident Response Coordinator through the Process Control operator, Department Head, EHS or Security Officer, or their designees.
- Remain sheltered or moved away from an emergency area until directed by the Incident Response Coordinator through the Process Control operator, Department Head, EHS or Security Officer, or their designees. Additionally, the electronic message boards will indicate "All Clear, Work Safe."
- Report location and condition to associated supervisor, as required.

Onsite contractor employees will participate in all emergency preparedness drills unless otherwise exempted on a case-by-case basis.

The following equipment is located in the Administration Building (AB), Facility Support Building (FSB), Aeration Basin Blower Building, and Dewatering Building in designated areas identified by a green Life Aid Station sign. In addition, one Life Aid Station will be installed in an onsite vehicle. This equipment and its regular maintenance are listed as its primary purpose are within the guidelines of this Program.

- Automated External Defibrillators (AED) - AEDs are inspected quarterly by EHS staff and documented on the "90 Day AED Preventive Maintenance (PM) Program" form and maintained in EHS.



- Oxygen - Oxygen Inhaler Bottles are inspected semi-annually by EHS staff, and documentation is maintained in EHS.
- First Aid Kits - First aid kits are inspected and restocked monthly by an outside vendor.

Emergency Response Communication Boards

Message boards are installed across the plant site. These message boards are tied into both the fire system and plant control system so that the specific type of emergency response that is warranted can be communicated. A visual and auditory strobe will indicate that an emergency is warranted, and the message board will communicate the type of response that is warranted.

Emergency Eyewash and Showers

Plumbed eyewash stations are for emergency use only and are located in areas with the potential for exposure to corrosives or other chemicals that are intensely irritating. These plumbed eyewash stations send an alarm signal to the control room when activated. An eyewash alarm is verified through the evaluation of a dispatched plant operator. Additionally, temporary/portable eyewash and/or shower systems are strategically placed around the facility.

VI. FIRE PREVENTION

Fire Extinguishers

ABC-type fire extinguishers are located throughout all areas of the facility and may be identified with overhead red signage if the extinguisher is not visible from all areas it services. Fire extinguishers are for use by any trained personnel to extinguish incipient stage fires. The Adams County Fire Rescue (for the Administration Building) and the Southwest Adams County Fire District (for the Process side of the RWHTF) will manage all fires beyond the incipient stages.

Contractors are required to have distinctly marked fire extinguishers rated as ABC at least 5 pounds or greater. They must be suitably placed as follows:

- One for each 3,000 square feet of building area or major fraction thereof. Travel distance from any point of a protected area to the nearest extinguisher shall not exceed 100 feet.
- One or more on each floor of buildings with at least one located adjacent to each stairway.
- At least one is located outside but not more than 10 feet from the door opening into any room used for storage of more than 60 gallons of flammable or combustible liquids.
- At least one located not less than 25 feet or more than 75 feet from any outside flammable or combustible liquid storage area.
- At least one within 50 feet of wherever more than 5 gallons of flammable or combustible liquids or 5 pounds of flammable gas is being used.
- At least one within immediate access of any hot work performed and in accordance with the hot work permit.



Fuel Storage and Transfer Safety Cans

All fuel cans must guard against possible fire and explosion, able to resist damage and wear in normal usage and be properly marked identifying their contents. All safety cans must meet the following requirements:

- Be leak-tight.
- Automatically vent vapor between 3 and 5 psig (gauge pressure) or 0.2 and 0.35 bar showing internal pressure to prevent rupture (or explosion in the event of fire).
- Prevent flame from reaching the flammable liquid contents through the spout.
- Automatically close after filling or pouring.

Smoking

There is a no smoking policy in effect at all our facilities. Any open flames near sources of ignition shall not be permitted, including in areas where flammable or explosive materials are stored or are present. All such areas shall be conspicuously posted:

NO SMOKING OR OPEN FLAMES

Cleaning and Degreasing

Gasoline and liquids with a flashpoint below 100 degrees Fahrenheit shall not be used for cleaning and degreasing. All rags used for cleaning and degreasing shall be disposed in a self-closing, flammable resistant can or container. When cans are full, rags must be properly disposed.

Windsocks (Flags)

Flag poles are located throughout the facility and can be used as a visual aid for checking wind direction in the event of a HazMat release/response.

VII. ENVIRONMENTAL INCIDENT REPORTING

Metro strives to be proactive in protecting the environment. Immediate notification is required for any unauthorized discharge, accidental spill, or release to the environment, as defined below:

- All releases (including potable water) to the environment, including dry land, dry gulch, park area, field, lawn, street, parking lot, storm sewer, river, creek, lake, pond, construction trench, sump, etc.
- Unpermitted air emissions.

Spill/Release Reporting

Contractors, visitors, and vendors shall minimize the risk of spills or releases to the environment using appropriate protective procedures (i.e., secondary containment, double containment, drip pans, employee training, overflow protection, and other measures) involving the use, storage, or handling of petroleum products or hazardous materials on District property.



In the event of a spill, contact the Operations Superintendent and/or District representative. The Contractor must take immediate steps to isolate or otherwise contain the spill if it is safe to do so. Spill kits are available in areas that routinely store and handle chemicals.

Report any of the above incidents immediately to one of the following (do not leave a message):

- The Metro Sponsor or Operations Superintendent: The following information to the extent possible must be communicated to the Metro Sponsor or Operations Superintendent:
 - Who (what entity, Contractor, etc.) was responsible for the spill, if known; do not speculate.
 - The date/time the spill was discovered or made known to Metro.
 - The location of the spill.
 - The estimated volume spilled - or the rate at which material is being spilled if the spill is ongoing - if known.
 - A copy of the Safety Data Sheet (SDS) for the material spilled or released.
 - If ongoing, an estimate of when it will be terminated.
 - The type of environment into which the spill was or is being discharged.
 - The cause of the spill, if known; again, do not speculate.
 - The remediation or mitigation measures being taken to contain or clean up the spill.

All releases on District property will be evaluated by Metro's Regulatory Affairs Division. Any state or federal spill notification will be made by Metro.

Waste Management

All chemicals and hazardous materials brought onto Metro property or associated with a District project must be managed and disposed of in compliance with applicable laws and regulations. Contractors must be in compliance with applicable local, state, and federal requirements for generators of hazardous waste, if applicable.

No more than 55 gallons of hazardous waste or one quart of acutely hazardous waste may be onsite, as defined in 40 CFR 261, without written approval from Metro's Regulatory Affairs Division. Contact the Metro Sponsor for notification.

Contractors are responsible for obtaining a U.S. Environmental Protection Agency (EPA) Identification Number if generation amounts are greater than the qualifications for a very small quantity generator (VSQG) and managing hazardous waste generated in accordance with applicable local, state, and federal regulations. Contractors may be subject to periodic inspections by Metro's Regulatory Affairs Division to ensure proper management, storage, and documentation practices are being followed.

All potential liability for improper management of waste will be the Contractor's responsibility (45 FR 72024, 72026; October 30, 1980).

Air Pollution Management

If there is any potential for any emissions from work the Contractor is completing for Metro, all state and federal air requirements must be met. Examples of potential regulated activities include the use of generators, painting/coating, degreasing, solvent usage, asbestos-containing material, and land development.



Solvents or other noxious emissions shall be evaluated as part of the project. Any cleaning solvents used in quantities larger than 55 gallons should be approved by Metro's Regulatory Affairs. Recordkeeping of the type of solvents used and quantity must be made available to Metro's Environmental Department by request.

VIII. PERSONAL HYGIENE

What is Wastewater?

Commonly known as sewage, wastewater is the water that goes down the drain from sinks, bathtubs, floor drains, toilets, and various piping located in homes, businesses, and industries throughout the Denver Metro Area. Wastewater is used water that includes pollutants such as human waste, food scraps, oil, soap, and chemicals that are conveyed via a sewage pipe from homes, commercial buildings, or industrial facilities. Wastewater travels for miles through various sized pipes known as the wastewater or sewer collection system.

Nature has a process of treating pollutants in the water, but the amount generated by the Denver Metro area would overwhelm the natural treatment process. The wastewater treatment process is an accelerated form of the natural treatment process that can clean millions of gallons of water a day.

Are There Any Health Hazards From Working Around Wastewater?

The composition of untreated wastewater is highly variable and therefore constantly changing. Surprisingly, it consists of only about 0.1 percent solids and is 99.9 percent liquids. A common characteristic of untreated wastewater is its high concentration of microorganisms. Because of the daily exposure and contact with biological materials, wastewater personnel may have a higher incidence of potential exposure to pathogens than the general public.

How Can I Protect Myself?

For most wastewater workers, the risk of developing an occupational illness is significantly reduced when standard safety and personal hygiene precautions are followed:

- When splashing or wet surfaces may be encountered, wear waterproof gloves and boots.
- Wash hands with soap and water after contacting wastewater or even working around wastewater. Ingestion is the major route of a potential wastewater employee infection. The common habit of touching any part of the face area will contribute to the possibility of direct exposure.
- Promptly treat cuts and abrasions using appropriate first aid measures.
- Wear surgical-type masks and goggles or face shields for prolonged exposure to wastewater aerosols.
- Change soiled uniforms or protective clothing as soon as the task is completed.
- Clean contaminated tools and reusable PPE after use.
- Do not eat or drink in areas of exposure.

Proper personal hygiene and use of PPE are critical because infections from contact and exposure to microorganisms may occur without symptoms and antibodies to bacteria and viruses may develop without illness symptoms being readily apparent.



Special Immunizations

The National Institute for Occupational Safety and Health (NIOSH) has made no official recommendations regarding vaccinations for workers who contact sewage. NIOSH does recommend that sewage workers, like all adults, should be current on their tetanus-diphtheria immunization.

IX. DRINKING WATER

Facilities at the Northern Treatment Plant are plumbed with two types of water.

Potable Water or PW

PW is drinking-quality water suitable for human consumption. It is dispensed from drinking fountains, lunchroom/kitchen sinks, and restroom sink taps. Potable water plumbing can be identified by the letters PW on a white band across a dark blue pipe.

Service Water or SW

This is used primarily for the cooling down of equipment installed throughout the facility. Service water is **not** suitable for human consumption. Service water plumbing can be identified by the letters SW on a red band across a light blue pipe.

Note: A red-tagged drinking-water source means the water is **not** fit for human consumption. Report any accidental ingestion of SW to Metro Sponsor.

X. HAZARDOUS AREAS

Digester Complex

In the Digester/Holding Tank/Cogeneration areas, methane gas is present. Methane gas is a highly combustible gas that is colorless, odorless, and lighter than air. Any open flames in this area could pose a hazard for explosion or fire. Open flames (i.e., welding, torches, etc.) are strictly prohibited without prior authorization from the Metro Sponsor and Process Control.

Chemical Building

Houses bulk quantities of chemicals that can be hazardous to human health.

Aeration Basins

Hundreds of air diffusers are used to supply air to the microbial action within the aeration basins. A fall into a highly aerated basin presents a high risk of drowning because it is difficult – if not impossible – to stay afloat in waters saturated with high concentrations of air. For this reason, an employee should never extend beyond the protection of guardrails unless another form of fall protection such as a fall-arrest, fall-restricting, or fall-positioning system is used.



XI. CHEMICAL USE

Safety Data Sheets (SDS)

Contractors are expected to inform and provide Metro with a chemical inventory and SDSs for the materials that will be introduced into the work area during the course of their construction project. All containers of chemicals must be properly labeled with the contents, signal word, and hazard pictogram.

In the event that a contractor will use any chemical with odors or particles likely to cause irritation to Metro employees, the SDS will be provided to the DPM and EHS for review PRIOR to the activity.

As noted above, there are hazardous chemicals and materials on the plant that can cause serious injury if not properly handled. SDS information is available on SDSonline. Laminated SDSs are located next to all bulk chemical tanks.

Chemical Handling and Storage

All chemical containers brought onsite must be properly labeled per OSHA standards.

Be aware of the potential dangers associated with hazardous chemicals. Refer to the SDS information for proper procedures in handling, storage, and usage of chemicals on the job. The major bulk chemicals onsite include:

- Liquid Oxygen
- Alum
- Sodium hypochlorite
- Ferric chloride
- Acetic acid
- Fuels (gasoline, diesel)
- Lubricating oils

Respiratory Protection and Medical Clearance

The contractor must ensure that its employees have appropriate medical clearance when required either by governmental regulations or by our company's requirements. Certification of medical clearance for contractor personnel is required to be presented as requested by District Sponsor or EHS.

XII. ELECTRICAL SAFETY

Only contractors meeting NFPA 70E requirements for qualification, licensing, and training will install, repair, modify, or remove electrical service, wiring, or equipment.

Refer to the Construction-Based Contractor, Visitor, Vendor Safety Manual for additional requirements.



XIII. LOCKOUT/TAGOUT

Metro's Lockout/Tagout Program includes procedures for group lockout, availability of lockout devices, use of equipment-specific lockout procedures, and attendance at authorized level training.

District employees are responsible for shutdown and isolation of equipment or processes adhering to Metro's Control of Hazardous Energy program. In the event that more than one padlock is required on a piece of equipment, an Authorized District employee will perform the necessary lockout/tagout procedure. Once the procedure has been completed and verified, the employee will place the key associated with the locks in the group lockout box and then place it with his/her own lockout device on the box. Contractors, visitors, or vendors performing service, repair, or construction activities on the affected process will place their personal locks (Contractor supplied) on the group lockout box.

Contractors, visitors, and vendors are responsible for protecting their personnel by ensuring that their (Contractor supplied) locks and tags are in place for any routine maintenance, projects, inspections, repairs, testing, and/or any task in which the control of hazardous energy is necessary. In the event the Contractor, visitor, or vendor does not have a lockset, lockout/tagout cannot be performed. The associated work cannot commence until lockout/tagout is completed.

At no time shall any authorized person use another lock or key not assigned to him/her. Contractors must adhere to Metro Lockout/Tagout program as well as OSHA's 1910.147 - Control of hazardous energy (lockout/tagout) regulation.

XIV. PERSONAL PROTECTIVE EQUIPMENT

Contractors and vendors are responsible for providing appropriate PPE for their employees. District Sponsors should provide required PPE to visitors. Minimum requirements include:

- Wearing eye protection when the work assignment exposes individuals to potential eye hazards. As a general rule, basic safety glasses are required in all areas except office areas, lunchrooms, restrooms, designated walkways between administrative office buildings, and to and from designated private vehicle parking areas.
- Proper hard hats are required in construction areas.
- Hearing protection is required in posted areas. These areas include the blower buildings, digester mall, and process building. Hearing protection is required when using loud equipment and tools.
- Closed-toed shoes must be worn in all process areas. Steel-toed shoes with anti-slip tread are recommended due to potential wet conditions and cart/forklift traffic.
- High-visibility vests must be worn in construction areas and around traffic areas.

XV. TRAFFIC SAFETY AND NON-DISTRICT VEHICLES

Contractors, vendors, and visitors shall comply with the requirements of all federal, state, and local laws, rules, and regulations pertaining to safe vehicle operation and shall only use the vehicle for the purposes for which it was designed.



- No person shall be allowed to ride on the top, running boards, fenders, hood, or in the back of any vehicle unless it is specifically designed for such purpose.
- No person shall be allowed to ride in the bed of a flatbed, dump, or pickup truck.
- When provided, seat belts must be worn on District property by all drivers and passengers when operating motor vehicles, including off-highway vehicles and carts.
- Always yield to pedestrians and bicycles while driving on District property.
- Be cautious when driving in low light and dark conditions, scanning for pedestrians and District cart traffic.

Speed Limits

- Observe all posted speed limits, traffic signs, and barricades.
- The speed limit on Main Street is 25 MPH. All other areas are 15 MPH.
- Speed limits apply to all motorized vehicles. Speeds are checked by radar and will be strictly enforced.
- Any speeding violation will be reported to the contractor superintendent/ project manager as well as Metro Sponsor.
- Repeat offenders will not be allowed to drive on the property. This means that if they drive to the plant site, they will have to find parking offsite and either carpool or walk to the job site.

Parking

To maintain safe emergency egress and limit the risk associated with vehicle traffic on all roads, contractor vehicles shall not park in any lane of traffic on a named road. Vehicles may not block any emergency egress into or out of any occupied building or area. It is acceptable to park temporarily on roads for the sole purpose of loading and unloading tools and equipment from the vehicle to a work area. In rare cases, exceptions can be made through the Metro Sponsor. All vehicles must be parked in designated areas as defined by signage, surface markings, or as determined by the Metro Sponsor.

All personal vehicles must be parked near contractor trailers, laydown areas, or another predetermined location per Metro Sponsor. These vehicles may NOT be parked near any process areas or buildings. Any unmarked (without company logo) vehicle will be deemed a personal vehicle unless the equipment/tools in the vehicle are necessary for the work being conducted.

Only contractor company-owned vehicles (signed with company logo), including contractor OHVs may be parked in/next to process areas/buildings. A contractor may elect to shuttle workers from personal parking areas to worksites so long the shuttle vehicle also adheres to these parking requirements.

XVI. LADDERS

A means of access is required any time an individual needs to access a surface that is 19 inches higher or lower than the surface on which they are standing or working. For non-permanent access points (especially with construction), this is typically achieved through the use of temporary stairs or a ladder. When ladders are used, the following guidelines must be followed onsite:

- Ladders are to be inspected on a regular basis.



- Ladders that are deemed unsafe must be tagged out and removed from service immediately.
- Ladders shall be maintained so that they remain free of all slipping hazards, such as
- grease and oils.
- An extension ladder slope shall always be placed at a 4:1 ratio.
- The top of a ladder must always extend 3 feet higher than the roof or work platform it is resting upon unless it is equipped with a secure grab rail.
- While on a ladder, always face the ladder and maintain at least three points of contact with the ladder while ascending or descending.
- The areas around the top and bottom of the ladder must remain clear of debris and other objects.
- Ladders placed for work activities lasting an extended period of time need to be secured, ideally at both the top and bottom.

XVII. HOUSEKEEPING

All scrap and debris that may pose a hazard to others, including nails, flammable and combustible materials, waste, chemical/oil-soaked rags, etc., must be properly removed and/or disposed at regular intervals.

Contractors, visitors, and vendors must ensure that work activities, machinery, and supplies do not block or limit emergency (free and unobstructed) egress.

All cords must be placed and/or secured in a manner to prevent trip and fall hazards, especially across and/or along paths of egress.

If work activities create a hazard for other employees or visitors, the area must be barricaded to prevent entry. If barricades impede vehicle or foot traffic, the Metro Sponsor and/or EHS must be notified to review the activity and any detour signage to be installed.

All staged equipment must be stored in a manner that does not constitute a hazard or provides excessive harborage to pests.

XVIII. CONSTRUCTION ACTIVITIES

Refer to the Construction-Based Contractor, Visitor, Vendor Safety Manual for additional requirements.