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# **Contractor Environment Safety & Health Handbook**

Approved by:

/s/

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**Headquarters at**

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This handbook has been published by Lockheed Martin Aeronautics Company and applies to all LM Aero locations including satellite plants. Each site is authorized to make appropriate changes such as department names, company address, and emergency telephone numbers, etc., as long as the basic contents remain unchanged.

This publication is a digest of basic applicable standards and should not be considered as a substitute for provision of the Occupational Safety and Health Act of 1970 or other local, state, and federal occupational safety and health programs.

Any discrepancy between this publication and regulatory and contractual requirements shall be resolved by using the most stringent requirement.

**Contractor's ESH Handbook  
Revision Log**

<b>Issue</b>	<b>Date</b>	<b>Description or Reason for Change</b>			
22	May 2011	<p>Incorporated Contractor requirement regarding safety performance data and training records (page 7).</p> <p>Deleted fourth bullet and inserted ESH Contractor Briefing Statement and applicable requirements (page 8).</p>			
e	i	a	l	o	Procedure (page )16-1). A Dncorp

		number change page 46
19	December 2009	<p>Incorporated how ISO 14001 information is to be disseminated via English and Spanish hyperlinks to affected Facilities POCs. (page 6)</p> <p>Incorporated OSHA sanctioned Voluntary Protection Program (VPP) requirement for contractor reporting regarding Contractor working 1000 hours quarterly –Fort Worth only. (page 6)</p> <p>Revised language regarding who is responsible for handling Bloodborne pathogens. (page 11)</p>
18	April 2009	<p>Incorporate Department Of Transportation requirements including criteria for acceptable transport of hazardous materials under DOT's Materials of Trade (MOT) exceptions.</p> <p>Pesticides Management (Marietta Only)</p>
17	October 2008	Removes Attachment C, HMRB example form, HMRB form completion referenced in the body of the text.
16	June 2008	

		Clarified site specific references. Clarified requirements on training documentation and prior coordination of hazardous waste disposal.
5	July 2003	Includes requirements for all LM Aero sites. Consolidated Environmental requirements for Contractors into the handbook Renamed handbook
4	Dec 2001	Added additional information on the use of aerial lifts and scissor lifts. Revised head protection (hard hat) requirements. Deleted date on form FWP5057.
3	Sept 2001	Handbook completely rewritten.
2	Oct 1995	Updated references to LMTAS. Added information concerning vehicle operations on the Flight Line, Lockout/Tagout Programs, Personal Protective Equipment, and Trenching. Deleted information regarding Chemical Emergency Evacuation of Building 181 and numerical referetes.

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## **INTRODUCTION**

### **APPLICABILITY**

This handbook applies to all Contractors, Service/Technical Representatives, Vendors & Suppliers performing work/services or deli





**NOTICE**

**Failure of the Contractor to comply with safety, health, fire, or environment requirements may result in suspension of work and/or cancellation of the service, contract, or purchase order. NOTICE**

LM Aero will enforce compliance to contractual Environmental Safety and Health requirements through a process of progressive discipline. Examples include, but are not limited to: warnings, suspension of work, expulsion from the work site, and removal from participation on bidding future LM Aero work and contract termination

The Contractor shall ensure Subcontractors working on LM Aero premises have been trained on all applicable ESH regulations and are familiar with applicable sections of this LM Aero *Contractor's Environment, Safety and Health Handbook* (PM-8013). Documentation of training is explained in the paragraph titled "ESH Training". An updated version of this list will be maintained by the contractor and kept available at the contractor's field office or base of operations at the jobsite.

The Contractor will evaluate Subcontractors' Safety Performance based upon the following criteria:

Evaluate the circumstances where a subcontractor has had an occupational fatality (company wide) within the previous 3 years to ensure effective corrective actions are in place.

Contractor shall evaluate subcontractors' safety performance, by comparing the subcontractor's OSHA-Injury/Illness" rates [i.e. Total OSHA-recordable cases per 200,000 hours and Lost Workday Cases (with days away from work) per 200,000 hours] against the most recent published OSHA data available for the subcontractor's Standard Industrial Classification (SIC) code, or North American Industry Classification System (NAICS).

The general contractor will ensure:

- The average of the subcontractor's injury rates for the past 3 years is less than 125% of their 3-year SIC or NAICS average or
- The subcontractor's Experience Modification Ratio (EMR) is less than 1.25

If a subcontractor exceeds the injury rate requirements, they must provide a written explanation and identify their injury vehicles improvement actions to the general contractor. When requested provide LM Aero ESH or your contract POC subcontractor injury rate information and subcontractor fatality information.

## **LM AERO ESH REQUIREMENTS**

LM Aero will not provide Contractor personnel with safety equipment. Contractor personnel shall not use or operate LM Aero tools, machinery, equipment, vehicles, or cranes, or other material, unless specifically stated in the contract and approved by the POC.

The Contractor shall be responsible for obtaining the necessary Fire Protective Services (FPS) and/or Environment, Safety & Health (ESH) permits to conduct their work in compliance with regulations and LM Aero site requirements. Some environmental

permits can only be obtained by ESH. In that event the contractor will provide ESH with the information necessary to complete and submit the permit application.

The Contractor shall have available a list of employees designated as “Competent Persons” as defined and required by specific OSHA standards. Contractors shall maintain a list of employees designated as “Competent Persons”. Contractors may use the form found in Attachment “I” or use their own equivalent form. The list will be maintained by the contractor and kept available at the onsite contractor’s field office or base of operations at the jobsite.

## **ESH TRAINING**

The Contractor shall provide general and specific ESH training to their employees according to applicable OSHA, EPA and DOT standards for the work performed. Training may include, but is not limited to, competent Person, hazard communication, personal protective equipment, control of hazardous energy (lockout/tagout), confined space, fire extinguishers, fall protection, motorized work platforms, powered industrial trucks, refrigerant equipment installation or servicing, powder-actuated hand tools, scaffolding, high voltage electricity, trenching, hazardous material transportation (DOT), motor carrier safety (DOT), and hazardous waste management.

The Contractor shall provide to the POC prior to beginning work a signed ESH High Risk Activity letter for contracts or projects where work involves the following activities: confined space entry, excavation and trench

Offsite facilities not staffed with Security and Emergency Services personnel will use the 911 emergency reporting system. If blood or other body fluids are present, the area and/or equipment shall be secured to prevent unauthorized personnel from coming into contact with the fluids. Contractor personnel (unless authorized to do so) shall not attempt to clean up blood or other body fluids.

Security and Emergency Service (SES) at Marietta facility only will be contacted to clean up and disinfect small to intermediate sites where body fluids Bloodborne Pathogens (BBP) are present and to remove and prope

Contractors, Service/Technical Representatives, Vendors & Suppliers that are performing services, construction, renovation, facilities maintenance or support tasks. This includes all tiers of Subcontractors bringing in workers and/or equipment to perform construction, renovation, and facilities maintenance or support tasks. For purposes of brevity the above will be referred to in this document simply as Contractors.

Not included are Contract employees working under LM Aero's direct supervision – they fall under LM Aero's employee ESH programs.

Excavation – Any man-made cut, cavity, trench, or depression in an earth surface, formed by earth removal.

Hazardous Material – Any chemical or substance which is a physical hazard, or an environmentally hazardous substance, hazardous waste, marine pollutant, elevated temperature material, material designated as hazardous in the 49CFR 172.101 Hazardous Materials Table, samples believed to be hazardous, and materials that meet the hazard class and division defining criteria in 49CFR Part 173.

LM Aero – See Buyer.

Point of Contact (POC) – An LM Aero representative responsible for providing oversight of Contractors, to ensure compliance with the terms and conditions of the contract, purchase order, or other authorizing documents.

Refrigeration Technician: Any person who performs maintenance, service, repair, or preparation for disposal that could reasonably be expected to release class I or class II substances, or their approved substitutes, from appliances into the atmosphere.

Vehicle – Any means of transportation used to transport personnel and/or property/equipment (e.g., automobiles, trucks, lift trucks, scooters, and golf carts).

Voluntary Protection Program (VPP) – An OSHA program that recognizes worksites with exceptional employee safety and health programs in which certification involves several rigorous on-site visits by an OSHA team. Whereby the team will review LM Aero safety and health management programs, evaluate leadership and employee participation in a LM Aero safety and health program.

## **ACRONYMS**

AC	-	AeroCode
ANSI	-	American National Standards Institute
CDL	-	Commercial Driver's License
CFR	-	Code of Federal Regulations

CMV	-	Commercial Motor Vehicle
CP	-	Company Policy
DOT	-	Department Of Transportation
ENV	-	Environmental Resources
EPA	-	Environmental Protection Agency
ESH	-	Environmental, Safety & Health
FMCSA	-	Federal Motor Carrier Safety Administration
FMCSR	-	Federal Motor Carrier Safety Regulations
FOD	-	Foreign Object Damage
FPS	-	Fire Protection Services
GFCI	-	Ground Fault Circuit Interrupter
HAP	-	Hazardous Air Pollutants
HMR	-	Hazardous Material Regulations
LM Aero	-	Lockheed Martin Aeronautics Company
MSDS	-	Material Safety Data Sheet
MOT	-	Materials of Trade (DOT)

Contractor and site procedures that ensure environmental compliance and the safe performance of the contracted work (e.g., excavation and trenching, fall protection, scaffolding, crane operation, hazard communication, lock out/tag out, etc.) and are in full compliance with all applicable in-country rules and regulations, all LM command media, and the site-specific requirements. The Contractor shall maintain readily accessible records documenting that applicable, timely training has been completed. All ESH-related training and PPE shall be provided by the Contractor using qualified personnel to give training.

## **GENERAL REQUIREMENTS**

The following LM Aero safety, health, fire, environmental, and transportation requirements and information are general requirements for safe performance, and are not a complete list of regulatory requirements. LM Aero's POC, ESH, and FPS Departments can provide additional information, on request.

### **AISLES, ROADS, AND EXITS**

Do not close or impede the use of any aisle, road, or exit (even temporary) without the POC's approval.

### **DEPARTMENT OF TRANSPOM2s,2**

\* For division 2.2, non-liquefied material, with no subsidiary hazard, in permanently installed tanks built to ASME standards, the capacity may not exceed 70 gallons

- o For division 4.3 material in PGII or PGIII, gross capacity  $\leq$  1 oz. (30ml)  
The total weight of ALL Materials Of Trade carried on one motor vehicle cannot exceed 440 lbs, not including class 9 mixtures ( $\leq$  2% concentration) in packagings of  $\leq$  400gallons.

Note that some types of DOT hazards (e.g., class 1, 2.3, 4.2, 7) do not qualify for MOT exceptions. Also note that hazmat that *is* allowed as MOT, must be in approved packaging that is no less effective than original manufacturer's packaging, must be secured against movement during transport, and must satisfy hazard communication requirement for marking with name of material including ID# for bulk packages and 'RQ' if material in one package  $\geq$  RQ quantity. Note also that chemical samples (e.g., environmental or IH samples being sent to lab for analysis) *may* qualify as MOT *if* the lab doing the analysis performs all of the 'DOT functions' including picking up the samples.

## **ELECTRICAL**

Ensure activities involving electrical work and electrical equipment brought onto LM Aero premises conform to OSHA 29 CFR 1910 and/or 1926 electrical standards (or equivalent state OSHA standards), NEC and other applicable electrical codes, and this manual.

Contractor and subcontractor workers shall not work on live equipment (greater than 50 volts) unless:

- De-energizing equipment introduces additional or increased hazards (such as cutting ventilation to a hazardous atmosphere location) or, it is Infeasible due to equipment design or operational limitations (such as when voltage testing is required for diagnostics).

When it is necessary to work on equipment "live", it is necessary to follow safe work practices, which include assessing the risks, using the proper tools and wearing adequate personal protection equipment described in NFPA 70E.

Ensure electrical equipment is properly maintained and in safe operating condition.

Extension cords shall be of the grounded type (3 prong), with the grounding prong intact. Extension cords are not to be more than 150 feet long and are to be plugged directly into an approved receptacle. Avoid connecting extension cords in series, if extension cords must be connected in series only two cords may be connected in series and they must be disconnected at the end of the task or at the end of the shift, whichever occurs first.



Flexible cords shall be used only in continuous lengths without splice or tap. Hard service flexible cords No. 12 or larger may be repaired if spliced so that the splice retains the insulation, outer sheath properties, and usage characteristics of the cord being spliced.

Flexible cords shall be connected to devices and fittings so that strain relief is provided, which will prevent pull from being directly transmitted to joints or terminal screws.

Extension cords, constructed of metal junction boxes and flexible cords shall not be used.

Extension cord sets used with portable electric tools and appliances shall be of three-wire type and shall be designed for hard or extra-hard usage. Flexible cords used with temporary and portable lights shall be designed for hard or extra-hard usage as defined by the National Electric Code.

Flexible cords and cables shall be protected from potential damage. Sharp corners and projections shall be avoided. Flexible cords and cables may pass through doorways or other pinch points, across stairways, roadways or aisles only if protection is provided to avoid damage to cords and cables and to

Only approved explosion-proof electrical equipment (Class II, Division 2) shall be used in areas containing hazardous concentrations of dust.

### **ELEVATED WORK**

Do not perform work over LM Aero personnel, aircraft or equipment unless otherwise

## **EMERGENCY PROCEDURES**

Ensure personnel are familiar with and know the location of the following emergency items:

The nearest telephone and emergency numbers to call to report a Fire, a medical emergency requiring an Ambulance or a Chemical Spill.

The nearest fire extinguisher. LM Aero does not require Contractor personnel to use fire protection equipment but provides the equipment in the event the Contractor chooses to use it. In some circumstances the Contractor may be required to provide additional fire extinguishers.

The nearest emergency exit.

The nearest emergency eyewash and shower or water source, if applicable.

The means of notifying emergency services shall be posted by the contractor at the work site. The contractor shall notify all of the on-site personnel on how to best avail themselves of these services.

If emergency medical services are not available within two (2) to four (4) minutes of the job site, the contractor shall have at least one first aid and CPR certified worker. It is the contractor's responsibility to assess the availability of emergency medical services.

The contractor shall provide an approved first aid kit at the worksite. An example of the minimal contents of a generic first aid kit is described in American National Standard (ANSI) Z308.1-1978 "Minimum Requirements for Industrial Unite- Type First-Aid Kits".

## **ENVIRONMENTAL REQUIREMENTS**

### **Lead Acid Batteries:**

**When installing machinery or equipment that contains lead acid batteries and the batteries are not specifically listed as a line item on the purchase order, the Contractor must notify ESH prior to installation.**

(Palmdale Only) Environmental Resources provide POC copies of authority to construct (ATC) document for posting at jobsite.

Contractors servicing permitted equipment must immediately contact ESH by dialing the in-plant dispatch number (911) and then their LM-Aeronautics POC when they encounter, or cause, an equipment malfunction, or, encounter or cause operating conditions outside of the stated permit conditions.

The Contractor shall obtain written authorization from the POC prior to beginning renovation projects which include any land disturbances (clearing, grading, or excavation activities), the disturbance of any asbestos-containing material in a building or facility, or before the demolition of a building or facility, even when no asbestos is present.

The following activities are prohibited at all times while on LM Aero premises:

No open burning.

No activities which cause a nuisance off of the facility. Examples of a nuisance are excessive dust and odors that carry over to non-LM Aero sites.

Entering LM Aero's premises with or using materials containing banned chemicals list found in Attachment "D".

In Marietta, entering AF Plant 6 with or using materials containing banned chemicals in Attachment "D" and the Marietta Banned List found in the Contractors ESH briefing, provided by your POC.

Contractors shall not conduct the following activities without prior approval from the site POC and ENV:

Outdoor painting, paint stripping or abrasive cleaning.

Seal coating operations on parking lot pavement, roads or tarmac.

Use of coatings and/or solvents.

Any activities that involve significant usage of water or generation of wastewater.

Any activities that result in discharging water or pollutants to a sink, or storm, floor or sewer drain.

Any activities that disturb one acre of land or more.

Connecting to any existing exhaust ducts or control equipment or installation of any equipment having air emissions.

Transport on or off site of DOT hazardous materials requiring placarding without site POC and/or ENV knowledge.

Dispose of waste material in LM Aero waste containers (e.g., dumpsters or roll offs)

Dispose of hazardous waste without Environmental Resources approval.

Dispose of waste materials, excavated soils and concrete.

In Fort Worth, Signs on fences, walls, equipment, exhaust stacks/vents, etc. are often required by federal, state or local regulatory requirements. Unless specifically directed in the contract, no signs should be painted over, covered or removed from a work surface or piece of equipment. Any signage that is handled

Contractors in Marietta will complete the Pollution Prevention Checklist found in attachment “J” for all construction and demolition projects. Provide the completed checklist to your POC before work begins.

Contractors at Fort Worth shall be familiar with the brochure, Contractor’s Hazardous Material Management Information (Attachment “E”), for specific directions on the handling and disposal of hazardous materials. Other sites may use this as a general guide.

Contractors planning operations that may generate waste must notify the POC of all hazardous wastes likely to be generated as a result of contractor activity and coordinate waste management activities with the POC. Contractor shall not dispose of any materials on LM Aero’s premises without specific instructions and authorization from their POC and ENV. Obtain instructions from the POC and ENV regarding disposal of the following materials:

- Chemicals, paints, and toxic materials.
- Soil, construction debris, wash, or rinse waters.
- Protective clothing, laboratory equipment, medical devices (syringes/needles)
- Empty chemical containers, aerosol cans
- Batteries, absorbent materials, tires
- Used oil filters, air filters, paint filters
- Asphalt and concrete should be recycled
- If there is any doubt about disposal, contact your POC

Contractors shall handle, transport and dispose of all non-hazardous wastes in accordance with Federal, state, municipal, local and other rules, regulations, ordinances and requirements. Contractors must segregate hazardous waste from non-hazardous waste.

Operations involving the removal of unbroken lamps containing mercury or other hazardous constituents shall comply with the following universal waste requirements. Universal wastes must be stored to prevent leaking and breakage. Contact POC with any questions about appropriate handling.

Used fluorescent, High Intensity Discharge (HID), sodium vapor, and metal halide lamps must be contained in the original bulb container or other sturdy packaging to prevent breakage. Contact your POC for information on appropriate packaging. In Marietta, shipping containers for unbroken waste lamps are provided by ESH.

Containers of unbroken lamps must be labeled as “Universal Waste – Lamps” and contain the date of accumulation start, as well as any information required by site specific labels. Contact your POC for site specific labels.

Containers must be dated when the first lamp is placed in the container, and the containers must be sealed when they are full.

Full, closed containers of waste lamps with all required labeling should be delivered to the appropriate storage location as specified by the POC.

- o Fort Worth – Bldg. 216

- Contractor deliveries of waste must be received by an LM Aero employee at Bldg. 216 during the hours of 7:00 AM – 3:45 PM Monday through Friday. Drop-offs of material are not authorized. Form FWP5255 must be attached to the materials. Contact Construction POC for the form.
- Palmdale
  - Plant 10 – Bldg. 629
  - Site 2 – Bldg. 250
  - Site 7 – Bldg. 722
- Marietta – Contact your POC for access to Used Lamp accumulation points.

Operations involving the removal of broken lamps and/or lighting ballast(s) from the work site shall be coordinated with the POC prior to start of work. Broken lamps and/or lighting ballasts may be hazardous or state-regulated waste, and must be handled accordingly. Contact Hazardous Waste Operations (Marietta), HazMat (Palmdale), or Warehouse Operations and Distribution (Fort Worth) for regulated waste containers.

Unless otherwise directed by your POC contractors are responsible for providing storage and shipment containers for unbroken waste lamps. Containers must be appropriate to the size, type, and number of lamps being stored, and must be managed in a manner that prevents breakage (Lids fully closed and sufficient packing material to prevent breakage).

Call from any in-plant telephone to report an actual or suspected spill or leak of oils, paints, acids, or other chemicals that have the potential for entry into soil, sinks, floor drains, or storm drains. Immediately notify your POC of any actual or suspected spills or leaks.

The following site reporting requirements apply:

Fort Worth – upon completion of the Purchase Order, the Contractor will forward a copy of Paint Certificate with the Pu

Palmdale – Pesticide/herbicide application Contractors must retain site usage records (previous year plus current) to provide ENV upon request. This information is typically requested on an annual basis.

Palmdale – Water treatment Contractors must retain site usage records (previous year plus current) to provide to ENV upon request. This information is typically requested on an annual basis.

Palmdale – If Contractor’s operations require air pollution permit(s), the Contractor shall maintain copies of Permit(s) to Operate, (or Application for Permits to Operate), or documentation to show an exemption from the permit requirements on-site and make them readily available to all equipment and materials used by the Contractor.

ENV (Fort Worth and Palmdale) and Material Operations/Chemical Warehouse (Marietta) will retain manifests, land disposal restrictions documents, bills of lading, and other shipping documentation.

Contractors shall coordinate with their POC for site specific refrigerant tracking and reporting requirements.

#### Container Management:

Containers used for accumulation of material shall be closed when not in use. Keep large containers and scrap hoppers closed at all times unless depositing materials or scrap. “Keep closed” refers to closing all container doors and includes covering the container and scrap hopper if contents contain any contaminants that will affect storm water runoff or can be released in the air.

Alternate disposal methods will be approved by ENV.

Large containers shall be labeled with the contents and point-of-contact name with phone number for the container.

Containers shall not be stored near storm drains.

Containers used to accumulate hazardous waste must be labeled with LM Aero hazardous waste decals.

Hazardous material and waste containers must be appropriate per DOT requirements, compatible with materials contained, not leaking, and not over-filled.

All hazardous material containers transported on or off site other than MOT must bear all required DOT markings and DOT labels.

Liquid storage containers with capacity of 55 gallons or greater must have secondary containment.

Contractor is to provide to Lockheed Martin site ENV Resources Dept POC







flammable or toxic liquids are used, especially in enclosed areas. This precaution also applies to spray and/or brush painting.

### **HAZARD COMMUNICATION PROGRAM**

LM Aero maintains a list of hazardous chemicals used by LM Aero employees at LM Aero facilities. Material Safety Data Sheets (MSDS) for those hazardous chemicals are

water treatment operations, or flushing/retrofill of oil-filled electrical

Maintain good housekeeping at all times. Clean work areas and store items neatly at the end of each work shift. Remove combustible material (e.g., trash, wood, rags, cardboard, paper) at the end of each day.

## **MACHINERY, TOOLS, AND EQUIPMENT**

Contractor shall not use or operate LM Aero's tools, machinery, vehicles, cranes, or other equipment, unless approved to do so by the POC.

Points of operation on power-transmission equipment (e.g., gears, chains, sprockets, belts, pulleys) and portable powered tools (e.g., portable grinders, portable saws, pneumatic nailers/staplers) shall be guarded.

Machines, tools, and equipment shall be inspected frequently and removed from service if defective.

## **PERSONAL PROTECTIVE EQUIPMENT (PPE)**

Contractor shall be responsible for providing PPE and ensuring their personnel wear required PPE (e.g., eye protection, face protection, head protection, hand protection, hearing protection, foot protection, respiratory protection, fall protection) appropriate for the hazard. LM Aero shall not furnish Contractor personnel with any PPE.

Contractor personnel shall wear head protection (hard hats) when exposed to the possibility of head injury from impact, falling or flying objects, or electrical shock and burns. The Class of hard hat required to be worn shall be based upon the type of exposure to which personnel are exposed (e.g., impact and penetration, electrical shock and burns).

### **SPECIFIC EYE PROTECTION REQUIREMENTS**

Contractor personnel shall wear eye protection, equipped with side shields when exposed to operations generating a hazard to the eyes and when in LM Aero areas where eye protection is required (glasses, side shields and goggles).

Contractor personnel shall wear eye and face protection in accordance with ESH's PM-8013 (Contractor Safety Handbook); all eye protection must comply with ANSI Z87.1-1989. Safety glasses shall include side impact protection (side shields); ordinary glasses (reading or non-occupational eye wear) do not provide required eye protection and if ordinary glasses are worn, ANSI Z87.1 cover glasses must be worn over them. Face shields alone do not meet the ANSI impact resistance requirements and shall not be used as primary eye protection; ANSI Z87.1 approved eye protection must be worn over face shields to meet eye protection requirements.

Eye protection must be provided when the following hazards are present:

- Dust and other flying particles, such as metal shavings or sawdust
- Corrosive gases, vapors, and liquids
- Molten metal that may splash

Materials that may splash, such as chemicals  
Intense light from welding and laser eye/face protection must be tinted accordingly

The job tasks requiring eye protection could be, but are not limited to electrical work, drilling, sweeping, sawing, cutting, shaping, crushing, breaking, nailing, digging, boring etc. Moreover, eye protection will be required if any person is in the area where these hazards may exist. Eye protection will not be required in an office if the aforementioned hazards do not exist.

### **SPECIFIC HEAD PROTECTION REQUIREMENTS**

Head protection must comply with ANSI Z89.1986. Hard hats are required where there is a potential for injury to the head from falling objects. Hard hats will be worn when these hazards are present:

Falling objects such as tools  
Bumping head against objects, such as pipes or beams  
Contact with exposed electrical wiring or components  
Flying objects

Job tasks requiring head protection could be, but are not limited to crane operations, overhead construction work, some electrical work, working underneath low structures that could result in a struck against injury. Head protection will be required if a person is in the work area where these tasks are being performed. For example, if a worker is sweeping the floor where any of the above hazards exist, a hard hat must be worn.

Contractor personnel shall wear hand protection (gloves) when exposed to hand hazards. Gloves shall not be worn close to revolving/rotating machinery or equipment.

Contractor personnel shall wear hearing protection when performing tasks or working in areas where the noise level is above 85 dB (8-hour Time Weighted Average [TWA]).

Contractor personnel shall wear foot protection when exposed to foot hazards from sharp objects and impact.

Contractors shall maintain a Respiratory Protection Program in accordance with OSHA 29 CFR Part 1910.134, including respirator selection, medical examinations, training, and fit test, when the contracted activity requires respiratory protection.

Contractor personnel shall use fall protection equipment, such as full body harnesses and lanyards, in compliance with the requirements of OSHA 29 CFR Part 1926, Subpart E, "Personal Protective and Life Equipment" and OSHA 29 CFR 1926, Subpart M, "Fall Protection".

### **PORTABLE LADDERS**

Ensure ladders are in good condition and free from structural defects.

Immediately remove defective ladders from use, mark them as defective, and keep them from service until repaired.

If using a ladder in an aisle, roadway, or doorway, barricade the area around the ladder and/or post it to protect the ladder from being struck.

## **SMOKING**

Smoking is prohibited on LM Aero property.

## **VEHICLE OPERATIONS**

The following general practices apply:

Wear seat belts in accordance with State motor vehicle laws, or when provided on equipment.

Personnel shall not use electronic devices while operating vehicles on Aeronautics property, unless the vehicle is parked in a safe and legal location or, for voice communications only, unless a hands-free device is used.

Pedestrians, aircraft, and authorized emergency vehicles have the right of way at all times

Use extreme caution when passing through doors that lead to the outside of the building and when passing personnel doors that exit into traffic aisles.

Ensure vehicles do not enter buildings unless approved by the POC or other authorized LM Aero representative.

Use extreme caution at all times to avoid vehicle-pedestrian accidents, especially during lunch, break periods and at shift changes.

Only emergency vehicles shall pass into or through hazardous areas enclosed by barricades or areas designated by signs as hazardous.

All in-plant traffic accidents involving property damage or personal injury shall be reported immediately to the POC.

When possible, equipment powered by internal combustion engines shall be vented outside, except for movement to or from the work area.

Internal combustion vehicles parked shall be turned off to reduce air pollution.

Vehicles and trailers shall not be overloaded as to weight or size of load. Material that cannot be safely transported in a vehicle, on a trailer or on a skid, shall not be carried by these means. If material has the potential for movement, it shall be adequately secured prior to movement.

Personnel shall not ride on a vehicle unless seating is provided. Personnel may ride in the bed of a pickup truck provided personnel remain seated in the bed of the vehicle and do not sit on bed rails or equipment that is carried within the confines of the bed rails. Personnel may not ride on moving equipment or trailers unless they are designed to carry passengers.

Standing on a moving vehicle is prohibited, unless the vehicle is designed for such operation (e.g., scissor lifts, aerial lifts). Manufacturer's specifications and recommendations shall be followed.

Vehicles shall not be refueled inside any building. This includes the exchange of propane cylinders on propane-fueled vehicles.

The Contractor shall ensure that each powered industrial truck (fork lift) operator is competent to operate a powered industrial truck safely, as demonstrated by the successful completion of the training and evaluation specified in OSHA 29 CFR Part 1910.178(l).

Operators of commercial motor vehicles must have an appropriate driver's license or CDL and other records as may be required by Federal Motor Carrier Safety Regulations.

### Signals, Stop, and Yield Signs

Vehicle operators shall use mechanical or standard arm signals when turning and shall observe all State and local traffic regulations while on LM Aero's premises.

Vehicle operators shall observe all posted traffic signs.

Except on aisles equipped with "Stop" signs at the intersection, vehicles traveling on north-south aisle have the right-of-way over other vehicles. However, north-south vehicle operators shall continue to watch for pedestrians and slow down at intersections.

### Speed Limits (Except Flight Line)

The rate of speed shall be reduced for existing road conditions. In congested areas, speeds shall be reduced. Unless otherwise posted the following speed limits are in effect:

#### Marietta:

- In buildings and in parking lots, 5 mph
- Outside areas, 20 mph

#### Palmdale:

- Outside areas, 20 MPH
- Parking lots, 10 MPH

#### Fort Worth:

- In buildings, 8 MPH
- Outside areas, 20 MPH
- Parking lots, 15 MPH
- On Lockheed Boulevard, 35 MPH
- Exiting the main plant, 15 MPH. Note: Vehicles leaving the plant do not have the right-of-way, and shall yield to traffic outside the plant.

### Flight Line

The following apply when operating vehicles on the flight line:  
Contractor personnel are not permitted on th



Before beginning work, inform the POC of work posing a potential danger to LM Aero personnel and obtain POC's written authorization to proceed)

#### Safety Performance Data

LM Aero Voluntary Protection Program (VPP) sites require contractors to report their site-specific safety performance data to the LM Aero ESH Organization annually. The annual report summarizes safety performance data by calendar quarter for the previous year. See Attachment K for a sample of Form XXXX. The form must be completed and submitted to the Voluntary Protection Program (VPP) site ESH organization as soon as possible after the end of a calendar year, but not later than February 1 of the following year. An annual request letter will be sent to each contractor company at the end of a calendar year as a reminder to submit the safety performance data on or before the February 1 deadline. **Failure to submit the data by the deadline may affect a contractor's ability to continue to do business with LM Aero.** See Attachment K for a sample request letter and submittal form for the Fort Worth site.

## SPECIAL REQUIREMENTS

### ASBESTOS

Immediately report any contact with asbestos-containing or suspected asbestos-containing materials to the POC. Cease work immediately until the POC gives approval to resume work

Notify POC in advance of any maintenance, repair, renovation, construction, removal, demolition or salvage activities in which any materials contain asbestos. Unless directed otherwise by the POC, Contractor shall provide notification to the POC who will notify ESH. LM Aero ESH will review plans for removal/demolition work and, if necessary, specify the requirements for establishing regulated areas and monitoring. ESH will ensure that notifications required by regulatory agencies are properly coordinated and submitted to the agencies within the time frames specified in the regulations.

Contact LM Aero POC in advance of small-scale, short duration operations, such as pipe repair, valve replacement, installing electrical conduits, installing or removing drywall, and other general building maintenance or renovations operations to establish acceptable monitoring and work practices.

All work shall be completed in a way that will not expose LM Aero's personnel to asbestos.

Contractor will post signs stating asbestos work is in progress and secure the immediate area with flagging (or equivalent material) to keep personnel from entering the area. The signs shall bear the following information:

**DANGER**

**Asbestos**

**Cancer and Lung Disease Hazard  
Authorized Personnel Only  
Respirators and Protective Clothing Are  
Required in this Area**

Contractor shall take adequate precautions to prevent asbestos from becoming airborne. Extra caution should be exercised when working near air intakes and exhausts. Where possible all doors near the area shall be closed to prevent drafts.

Contractor shall comply with all applicable laws and regulations, including without limitation, the OSHA and Environmental Protection Agency (EPA) regulations relating to the handling or removal of asbestos. OSHA 29 CFR Part 1926.1101, Table 1, specifies, among other things, exposure limits, monitoring requirements, hazard communications, medical surveillance, record keeping, work practices and personal protective equipment.

Bags of asbestos waste/contaminated debris shall have a readily visible label and be legibly marked as follows:

**DANGER**

**Contains Asbestos Fibers  
Avoid Creating Dust  
Cancer and Lung Disease Hazard**

**Contractor's Name**

**Date**

**Location of Removal**

Bags of asbestos waste/contaminated debris shall be delivered to a waste accumulation area designated by the POC. Asbestos waste shall be disposed of at a landfill approved by ENV. ENV (Fort Worth and Palmdale) and Material Management (Hazardous Waste Operations) and/or ESH (Marietta) will retain manifests, land disposal restriction documents, bills of lading, and other shipping documentation.

Contractor, or their designated representative, shall inspect the job site at the end of each day to ensure all asbestos debris, in the area, has been properly cleaned up.

Abatement Contractors and Subcontractors shall provide a copy of the results of all area, personnel, and/or bulk sampling to the POC.

LM Aero ESH shall approve, in writing, any exceptions to the above.

## **BLASTING**

Blasting operations shall be performed only by experienced personnel.

LM Aero ESH, FPS and Security must be notified of blasting operations at least 48 hours in advance.

No explosives shall be stored on Lockheed Martin/ Air Force property overnight.

The time for blasting and the control of traffic during such blasting must be cleared in advance with ESH and Security.

All blasting areas must have an appropriate “clear” zone established.

## **CHEMICAL PROCESSING AREAS**

To avoid potential hazards or employee exposures, information on fluids contained in piping and tanks shall be obtained from the POC before starting work. No work with loose material and tools shall be performed over tanks. Loose items shall be fastened, with thongs, to a belt or wrist.

All overhead work, above any process tanks, shall be approved by the POC and affected departments prior to performing any work activities.

## **COMPRESSED GAS CYLINDERS**

Cylinders showing evidence of damage or missing or defective components shall not be used. Damaged or defective cylinders shall be removed from service. Threads and fittings of cylinders, regulators, and valves shall not be modified.

All compressed gas cylinders must meet DOT requirements and must have current pressure tests.

Do not lift cylinders with ropes or chain slings.

If a cylinder is designed for a valve protection cap, ensure the cap is in place when the cylinder is not in use, not connected for use, or is being transported.

Do not smoke when using oxygen and/or flammable gases.

Cylinder valves shall be shut off when left unattended (e.g. breaks, lunch, end of work shift).

Store oxygen and fuel gas cylinders a minimum distance of 20 feet apart or separate them by a noncombustible barrier at least five (5) feet high having a fire resistance rating of at least ½ hour. Oxygen and fuel gas cylinders may be stored together, on cylinder carts, only when gases are in use.

Store propane cylinders, not in use on forklifts or other equipment, outside of buildings, in a storage area designated by LM Aero's FPS or ESH Department.

Remove all compressed gas cylinders from LM Aero's premises, upon job completion. Exception: At Fort Worth, contractors assigned an area in the Building 181 Contractor Staging Area may retain their compressed gas cylinders, in their assigned areas, as needed to support continuing operations.

## **CONCRETE AND MASONRY CONSTRUCTION**

All protruding reinforcing steel, onto and into which employees could fall, shall be guarded to eliminate the hazard of impalement.

## **CONFINED SPACE ENTRY**

Contractors shall be informed, by the construction documents, statement of work, and/or their POC, if the workplace contains c

Joint entry operations involving LM Aero's employees and Contractors shall be under the supervision and control of LM Aero's Entry Supervisor. With joint entry operations between two (2) or more Contractors, the Entry Supervisor shall be designated by the POC. Entry by the POC or any other LM Aero employee into a confined space occupied by Contractor personnel requires a LM Aero Confined Space Entry Permit.

Upon the conclusion of entry operations, Contractors shall be debriefed by the POC regarding the permitted confined space program followed and any hazards confronted or created in the space during entry. A copy of the permit, with any information accumulated by the Contractor concerning the confined space, including his classification of the confined space, hazards/problems encountered, and any comments, shall be forwarded to LM Aero's S&H Department for inclusion into the historical record(s) of the confined space(s).

## **CRANES AND HOISTING OPERATIONS**

Do not use or operate LM Aero's cranes, hoisting equipment, or lifting attachments, without POC approval.

Inspect cranes, hoisting equipment, and lifting attachments before each use. Remove damaged or defective equipment from service. Do not lift loads over personnel.

Ensure crane rail stops, equipped with visible flagging, are installed on all crane rails when work is to be performed in the crane path (e.g. aerial lift operations). Coordinate rail stop installation through the POC.

When requested by the LM POC or ESH representative provides a written lift plan. A written lift plan will include as a minimum:

- Make and model of the crane
- Name of the crane operator, documenta

Identify number of ground handlers and location of ground handlers  
Communication method between ground handlers and crane operator  
Location of material staging area  
Method of managing vehicle and pedestrian traffic

For helicopter lifts, when requested by the LM POC or ESH representative, provide the following information:

Name of the Helicopter crane company

Type and model of helicopter

Name of pilot

Intended landing and operating location

Name of competent person responsible for the execution of the lift plan

Lift Plan shall include:

- Maximum helicopter lift capacity
- Diagram of anticipated rigging
- Rigging component lift capacity (e.g. 4 each ½ inch wire rope slings, rated for xx lbs, 4 each shackles rated for xxx lbs etc.)
- Number of ground handlers and location of ground handlers
- Communication method between ground handlers and pilot
- Conditions that will terminate the lift (e.g. weather conditions, daylight hours)
- Material staging area
- Anticipated flight path to lift materials
- Method of managing vehicle and pedestrian traffic

## **DEMOLITION**

Projects requiring the demolition or removal of building structural members requires a written 11 working day notification to the POC whether or not asbestos is present in the work area.

## **ENERGY CONTROL PROCEDURES (LOCKOUT/TAGOUT) /SHUTDOWNS**

The Contractor is responsible for developing and implementing their own effective lockout/tagout program that complies with OSHA 29 CFR Part 1910.147, “The Control of Hazardous Energy (Lockout/Tagout)”.

Equipment with sources of hazardous energy (e.g. electrical, mechanical, gravitational, hydraulic, pneumatic, chemical, thermal) shall be locked and tagged out prior to servicing or maintenance work being performed.

The Contractor and POC shall exchange information on each other’s Lockout/ Tagout Programs and identify the lockout and tagout devices to be utilized. LM Aero’s energy control lockout and tagout devices are shown below.







supply fire extinguishers for the hotwork to be performed. Portable fire extinguishers shall be serviceable with appropriate current service tags attached and clearly labeled as belonging to the contractor.

If a flammable atmosphere is suspected, or if the hot work is to be performed in a closed area containing flammables, LM Aero's FPS Department shall evaluate the atmosphere (Lower Explosive Limit (LEL) tests) and specify protective measures to be taken. With approval of the site FPS department, the contractor may make these evaluations. A calibrated atmospheric measuring instrument will be used to perform these tests.

Special precautions shall be taken when welding or cutting metal, which has been used for fuel tanks, regardless of how long the fuel has been drained. The welding or cutting operation shall be ventilated and/or purged with nitrogen. Metals that are contaminated with chemical residue must be decontaminated before welding. Respiratory protection may be necessary for welders, depending on contaminant.

Hot work shall not be performed on any pressurized line (e.g. steam, air, gas, oxygen, acetylene) until pressure is removed and hazardous energy control (lockout/tagout) procedures are implemented. The POC shall be consulted if unsure or questions arise.

Arc welding performed within 30 feet of open aisles or employee work areas, regardless of the height of the welding operation, shall be shielded.

Tar pots shall:

1. not block any exits, means of egress, gates, roadways, or entrances and shall be located a minimum of 10 feet away from exits or other means of egress.
2. not be placed where vapors may enter a building.
3. not be placed within 50 feet of explosives operation or explosives storage facility, without the prior approval of LM Aero's FPS and S&H Departments.
4. not be placed within 25 feet of any flammable or combustible liquid containers or storage areas.
5. not be located inside or on the roof of any buildings.
6. be attended by at least one employee knowledgeable in the operation and hazards of the equipment. The employee shall be within 25 feet of and within sight of the pot, at all times.
7. have 2 fire extinguishers, with a rating of at least 20 B. Fire extinguishers shall be located within 25 feet of the tar pot.

Used roofing mops and rags shall be stored away from buildings and combustible materials. Discarded roofing mops and rags shall not be in contact with combustible materials.

## **IONIZING RADIATION**

Contractors, utilizing ionizing radiation sources (radioactive materials or radiation producing machines), shall comply with all State or Nuclear Regulatory Commission (NRC) regulations.

Contractors using sources of radiation shall have any required license or registration. Out of state contractors shall notify the applicable local radiation regulating agency where the radiation source will be used and gain approval prior to performing any operations.

A copy of the Contractor's license or registration, radiographer's qualifications, and a site safety plan shall be submitted to LM Aero's S&H Department prior to performing any radiographic operations.

Radiation sources shall not be stored overnight or left unattended on LM Aero's premises without prior authorization by LM Aero ESH. If permitted, equipment shall be stored in accordance with all local regulations and must be disabled (key removal, electronic keypad lock or other equally effective means).

## **LASERS**

Lasers used at LM Aero's site shall comply with the requirements of State regulations as well as any other applicable Federal requirements in 21 CFR Part 1040 and industry standard ANSI Z136.1.

The POC must be notified in advance of operations requiring the use of Class IIIB and/or Class IV laser or laser products prior to entry into LM Aero's facility. The POC shall communicate this information to LM Aero's S&H Department.

Any Contractor suspected of being exposed to laser operations shall seek medical attention and report the exposure to their POC, who will pass the information onto LM Aero's S&H Department.

## **LEAD**

Contractors will not perform work that involves lead unless specifically contracted to do so under the contract and is qualified to perform such work in accordance with 29 CFR 1926.62- *Lead* and its related appendices.

All painted surfaces shall be assumed to contain lead or other hazardous metals.

## **PAINTING**

Painting shall be coordinated through the POC to prevent disruption to LM Aero's operations.

If painting in a confined space, evaluate the area for hazards and follow confined space entry requirements, coordinating with the POC. Contractor personnel shall comply with the applicable requirements of OSHA 29 CFR Part 1910.146 (or equivalent state OSHA requirement).

If painting on roofs, close air intakes for air handling systems to prevent intake of vapors into the ventilation system.

Do not use walls or partitions made of cardboard, plastic, or other combustible material, unless authorized by LM Aero's FPS/ESH Department.

Ensure that all paint containers are properly stored and paint related wastes are properly disposed.

### **POWDER-ACTUATED TOOLS**

## **STEEL ERECTION**

Activities involving steel erection issues shall conform to 29 CFR 1926 Subpart R- *Steel Erection*. Contractors and their subcontractors shall:

Use an approved method of fall protection.

Accomplish a written Job Safety Analysis for all steel erection work and provide the Fall Protection Job Safety Analysis to LM POC or LM ESH when requested.

Not use safety monitoring systems as defined in 1926 (h) unless written approval is obtained from site ESH.

Attachment A

**HELPFUL TELEPHONE NUMBERS**

**Fort Worth**

Emergency Only Numbers

**Marietta**

Emergency Only Numbers

Fire - Fire Protection Services.....770-494-4911  
Emergency Cell ..... 770-494-3244

Non-Emergency Numbers

Environmental, Safety and Health – General Information 770-494-4121  
Environmental Resources Department 770-494-6428  
Hot Work Permits – Fire Protection Services 770-494-3970  
Hazardous Waste Management – (Collection / Spills / Disposal) 770-494-4936 / 37  
877-620-9398 (pager)  
Safety – Days: 7:00 – 4:30 p.m. 770-494-4121  
Safety – Swing shift: after 4:30 p.m. 770-494-2446  
Environment, Safety & Health (nights, weekends, and holidays) 678-733-0035  
Facilities Engineering/Support Facilities Maintenance Desk 770-494-2951  
Facilities Engineering & Support 770-494-2762  
Medical - Information 770-494-4131  
Security – General Information 770-494-3473  
HELP/Emergency (off site) 9-911  
HELP/Switchboard (in-plant) 4-HELP (4-4357)

POC \_\_\_\_\_

Office Telephone Number \_\_\_\_\_

Pager Number \_\_\_\_\_

Cellular Telephone Number \_\_\_\_\_

**Palmdale**

Emergency Only Numbers

To report a fire, chemical spill or other emergency:

- At Plant 10, dial 911
- At Sites 2, 7, or 8, dial 911

POC \_\_\_\_\_

Office Telephone Number \_\_\_\_\_

Pager Number \_\_\_\_\_

Cellular Telephone Number \_\_\_\_\_

## Attachment B

### Contractor Orientation Checklist Safety and Health Program

#### CONTRACTOR ORIENTATION CHECKLIST

##### SAFETY and HEALTH PROGRAM

Contractor: \_\_\_\_\_

Contractor Representative: \_\_\_\_\_

Date of Orientation: \_\_\_\_\_ LM Aero Point of Contact: \_\_\_\_\_

Representatives of the above named contractor received orientation on the LM Aero Safety and Health program on date above. Specific orientation topics are listed:

- \_\_\_ Applicable OSHA/CalOSHA regulations
- \_\_\_ Contract specific Safety and Health requirements
- \_\_\_ LM Aero Contractor Safety and Health Programs
- \_\_\_ LM Aero Contractors Safety Handbook
- \_\_\_ LM Aero AeroCodes applicable to the contracted tasks
- \_\_\_ LM Aero Hazard Communication Manual
- \_\_\_ Contractor's participation in International Standard Organization (ISO) 14001
- \_\_\_ Operations specific Safety and Health requirements (as applicable)
  - \_\_\_ Hazard Communication
  - \_\_\_ Control of Hazardous Energy (Lockout/Tagout)
  - \_\_\_ Confined Space Entry
  - \_\_\_ Welding and Cutting (Hot Work Operations)
  - \_\_\_ Fall Protection
  - \_\_\_ Scaffold erection
  - \_\_\_ Steel erection
  - \_\_\_ Excavation
  - \_\_\_ Crane Operations
  - \_\_\_ Ionizing and non-ionizing radiation (lasers, RF)
  - \_\_\_ Other \_\_\_\_\_
  - \_\_\_ Other \_\_\_\_\_
  - \_\_\_ Other \_\_\_\_\_
  - \_\_\_ Other \_\_\_\_\_

Contractor is responsible for insuring flow-down of this information to all levels of employees working on the project. Contact Safety & Health if additional information is needed.

POC Signature: \_\_\_\_\_

Contractor Signature: \_\_\_\_\_

**Attachment C**  
**Intentionally Left Blank**



## Attachment D

### Hazardous Materials Elimination List

The Hazardous Materials Elimination List can be found at the following external web site and is applicable to all LM Aero Locations:

<http://www.lockheedmartin.com/aeronautics/materialmanagement/terms/ESH.html>

## Attachment E



Attached is an example of the Fort Worth Contractor's Hazardous Material Management s This brochure can be tailored by any LM Aero site for their use.

## Attachment F

The Facilities Contractor Hazardous Material Usage Log Form(s) form can be found at the following external web site and is applicable to LM Aero-Marietta:

<http://www.lockheedmartin.com/aeronautics/materialmanagement/terms/ESH.html>

### Example Form

The image shows a screenshot of a web-based form titled "FACILITIES CONTRACTOR HAZARDOUS MATERIAL USAGE LOG". At the top right, the Lockheed Martin logo is visible. Below the title, there are input fields for "LM Aero Point of Contact:" and "Phone:". Below these, there is a "Project Name:" field. The main body of the form is a large table with multiple columns and rows, but the content is almost entirely obscured by severe digital corruption, appearing as a chaotic pattern of colors and noise. Only some faint, illegible text is visible in the lower portion of the table.

**Attachment I**  
**Competent Persons (Marietta)**

The Competent Persons form can be found at the following external web site and is applicable to LM Aero-Marietta:

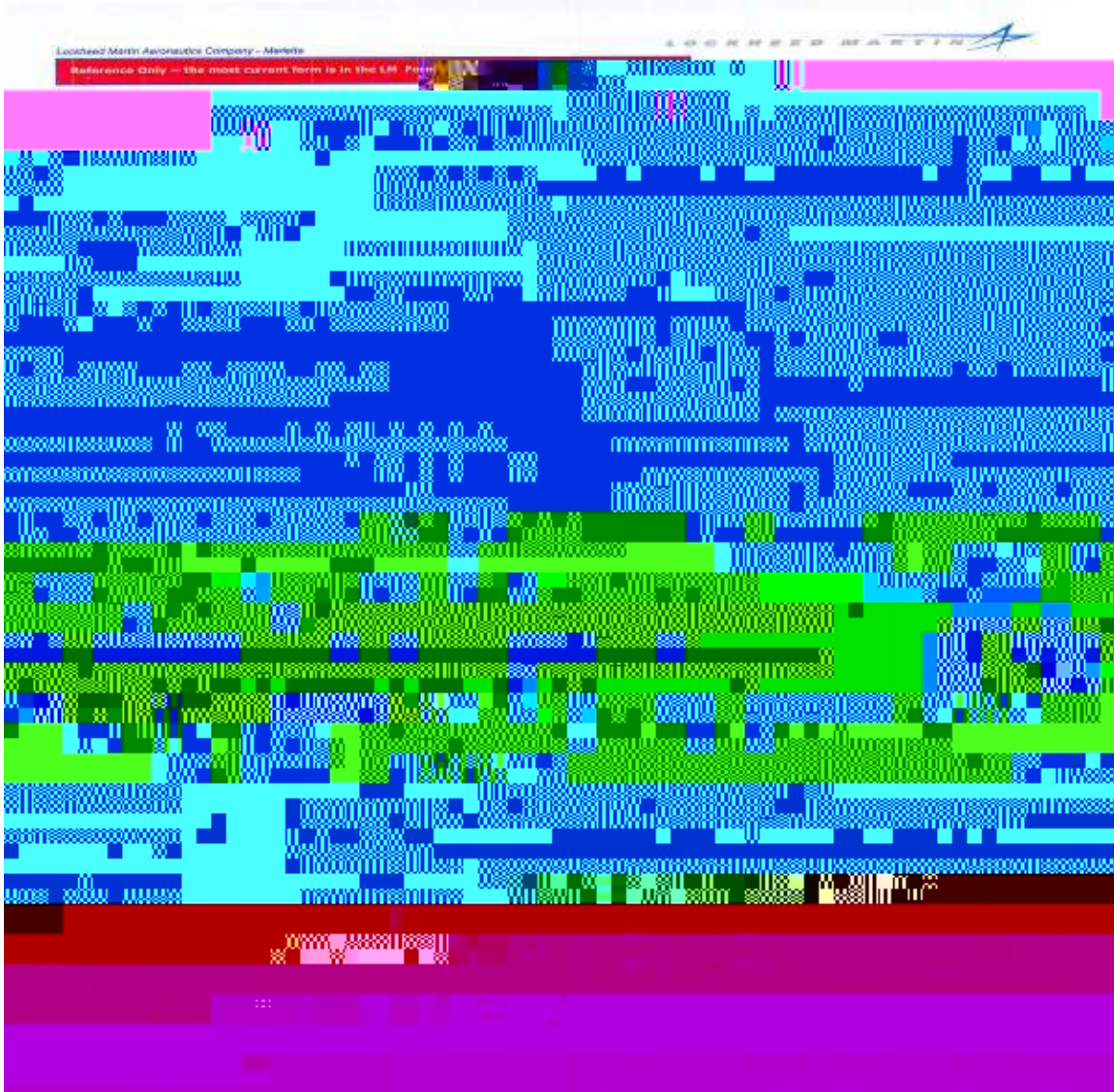


## Attachment J Pollution Prevention Checklist (Marietta)

The Pollution Prevention Checklist form can be found at the following external web site and is applicable to LM Aero-Marietta:

<http://www.lockheedmartin.com/aeronautics/materialmanagement/terms/ESH.html>

### Example form



**Attachment K**

## SAMPLE FORM XXXX

Lockheed Martin Aeronautics Company – Fort Worth is preparing to submit an application for recognition under OSHA’s Voluntary Protection Program (VPP). The Voluntary Protection Program is designed to recognize and promote effective safety and health management. Changes have been made to the VPP which require VPP work sites to provide certain information concerning their injury and illness data each year. One requirement is the collection of injury and illness data from our "resident" or "applicable contractors". OSHA is only interested in those injuries and illnesses that occurred on our worksite. OSHA defines an "**applicable “Contractor”**" as, "*those employers who have contracted with the site to perform certain jobs and whose employees worked a total of 1000 or more hours in at least 1 calendar quarter at the worksite.*" You are receiving this letter because we believe you may qualify under this definition. We are requesting from you the following data:

- 1) Total OSHA recordable injuries and illnesses for calendar year (YEAR);
- 2) The total number of recordable injury and illness cases involving missed work days and restricted work activity;
- 3) Hours worked in each quarter to arrive at a year end total, and;
- 4) Estimated average employment at the Fort Worth site for the past full calendar year.
- 5) North American Industry Classification System (NAICS) code for your business.

*Recordable occupational injuries or illnesses are defined in 29 CFR 1904.7 (Definitions) as any occupational injuries or illnesses which result in:*

1. *Fatalities; or*
2. *Lost workday cases that result in lost workdays; or*
3. *Nonfatal cases without lost workdays which result in transfer to another job or termination of employment or require medical treatment (other than first aid) or involve: loss of consciousness or restriction of work or motion. This category also includes any diagnosed occupational illnesses which are reported to the employer but are not classified as fatalities or lost workday cases.*

Information for items 1 & 2 can be obtained from a review of your company’s OSHA No. 300 “Log of Work-Related Injuries and Illnesses” (if you are required to keep one, applies to employers with 10 or more employees at all times during the calendar year) and/or accident reports.

Further information can be found in Federal Register # 65:45649-45663, dated 7/24/00 at this link.

<http://www.osha.gov>

**It is imperative that you submit the data to the ESH Department no later than February 1, (YEAR + 1).**

Please complete the attached questionnaire and if you should have any questions, feel free to contact Ed Daniels at (817) 777-6951.

**Year (YEAR) OSHA Recordable Injury and Illness Data for the Fort Worth site**

Company Name: \_\_\_\_\_

Date: \_\_\_\_\_

NAICS Code: \_\_\_\_\_

Check box if it does not apply due to insufficient hours (<1000 hours) in all calendar quarters; otherwise complete items below for applicable quarters.

**1<sup>st</sup> Quarter**

**Total hours worked** \_\_\_\_\_  
# of Recordable injuries and illnesses at LM Aero – Fort Worth \_\_\_\_\_  
# of Recordable injuries and illnesses cases involving days away from work and restricted work activity \_\_\_\_\_

**2<sup>nd</sup> Quarter**

**Total hours worked** \_\_\_\_\_  
# of Recordable injuries and illnesses at LM Aero – Fort Worth \_\_\_\_\_  
# of Recordable injuries and illnesses cases involving days away from work and restricted work activity \_\_\_\_\_

**3<sup>rd</sup> Quarter**

**Total hours worked** \_\_\_\_\_  
# of Recordable injuries and illnesses at LM Aero – Fort Worth \_\_\_\_\_  
# of Recordable injuries and illnesses cases involving days away from work and restricted work activity \_\_\_\_\_

**4<sup>th</sup> Quarter**

**Total hours worked** \_\_\_\_\_  
# of Recordable injuries and illnesses at LM Aero – Fort Worth \_\_\_\_\_  
# of Recordable injuries and illnesses cases involving days away from work and restricted work activity \_\_\_\_\_

Total # of hours worked in (YEAR) \_\_\_\_\_

Contractor Contact Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Please return completed form by fax to VPP Coordinator at (817) 763-7476 or by e-mail to edward.d.daniels@lmco.com by **February 1, (YEAR + 1)**.