

<p style="text-align: center;"><i>Control of work</i> <b>Part B - Contractor Safety and Environmental Requirements</b></p>	<p>No.: SHM – 03 Effective Date: 05/01/2010 Page: 9 of 33</p> <p>Revision No.: 0 Edition No.: 1</p>
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## **Part B. Contractor Safety and Environmental Requirements**

### **1.0 Purpose**

- 1.1 To identify the minimum safety and environmental requirements for Crowley contractors.

### **2.0 Scope**

- 2.1 This standard applies to all contractors and their employees who work onboard Crowley vessels or at Crowley facilities.

### **3.0 Responsibilities**

- 3.1 The Master of the vessel or shore side personnel ordering the service shall be responsible to ensure contractor and vendor compliance with this program and all applicable Crowley standards, policies and administrative controls prior to commencing work and during the work process.

- 3.2 All Contractors shall:

- ☒ Comply, and ensure compliance by its employees and subcontractors with all applicable federal, state and local safety and environmental regulations, laws, and standards, as well as Crowley requirements.
- ☒ Ensure that all Contractor personnel are qualified, trained and equipped to perform the contracted services.
- ☒ Adhere to all applicable federal, state and local regulations pertaining to a particular operation for which its services are contracted and appropriate Crowley standards, policies and administrative controls.
- ☒ Comply with terms and conditions of Crowley Purchase Order, Repair Service Order, Master Service Agreement or equivalent (see [www.crowley.com](http://www.crowley.com) Documents and Forms).
- ☒ Be responsible for ensuring that all operations are conducted in a safe and pollution free manner, and for promptly correcting and reporting to Crowley and to Contractor's employees and subcontractors all known or suspected hazards or unsafe conditions.
- ☒ Comply with all Crowley personal protective equipment (PPE) requirements while working on Crowley equipment.
- ☒ Comply with all security policies and requirements prior to accessing Crowley facilities or equipment.

### **4.0 Requirements**

- 4.1 Pre-job meeting:

- 4.2 Understanding of the safety and environmental requirements of the job is critical to the overall success of the project. Contractors shall be required to attend a pre-job meeting to discuss Contractor safety and environmental requirements and job site safety/hazard and environmental protection information. A copy of the Crowley Safety Orientation Handbook shall be provided and discussed. Particular attention shall be given to the Accident Prevention requirements including the use of the Personal Safety Check and Job Safety Analysis (JSA)

- 4.3 Reporting to Work:

- 4.4 Contractor Supervisory personnel shall report to the appropriate Company supervisor upon arrival at the work location. Contractor management shall ensure that Contractor personnel are given a safety and environmental orientation for familiarization with potential jobsite hazards, emergency procedures, and environmental protection. The Company supervisor shall evaluate and monitor the

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contractor's safety and environmental program and compliance with applicable Company and regulatory requirements.

4.5 Accident, Injury and Illness and Spill Reporting:

- All work related accidents, injuries and illnesses and spills shall be reported immediately or as soon as safely possible to the appropriate Company representative. It is the responsibility of the Contractor's designated person-in-charge to ensure that all accidents on the property or vessels of Crowley involving personnel injury or illness, fire and/or explosions, property damage, hazardous materials spills and vehicles are reported to Crowley and to all applicable federal, state and local governments having jurisdiction.

4.6 Personal Protective Equipment Requirements:

- **Head Protection** — A non-conductive hard hat that meets the requirements of ANSI Z89.1 shall be worn at all times while performing work on Company vessels.
- **Foot Protection** — Foot wear meeting ANSI Z-41.1991 requirements shall be worn where there are dangers of foot injuries due to falling, or rolling or objects piercing the sole. In other work areas foot wear shall be in good condition, with slip resistant and oil resistant soles. Leather or water resistant uppers are preferred. Under no circumstances will open toed footwear (sandals) be worn in the workplace.
- **Eye/Face Protection** — Eye protection shall be worn while performing work on Company vessels or in designated areas on Company facilities. Minimum protective eyewear shall be safety glasses with side shields. All eye/face protection shall meet ANSI Z87.1.
- **Hearing Protection** — Hearing protection devices that meet the standards of OSHA 1910.95 shall be worn in all posted high noise areas. Hearing protection is required in all known or suspected areas with noise levels of 85 dBA.
- **Protective Clothing** — Protective clothing shall be worn in accordance with all posted signs and placards, when handling hazardous materials or chemicals, when such is specified by the applicable Material Safety Data Sheet (MSDS), or as determined necessary by the job safety analysis or personal safety check process.
- **Hand Protection** — Appropriate protective gloves shall be worn where there is risk of exposure to high temperatures, sharp edges, chemicals, or any other conditions or materials which may cause injury to the hands.
- **Fall Protection** — All work performed over 6' above ground, deck of barge or tug, or where a fall hazard of 6' exists shall use fall protection, except in stevedoring operations where 8' is the standard.
- **Respiratory Protection Equipment** — Personal respiratory protection equipment shall be selected, inspected, maintained and used in accordance with the Respiratory Protection Standard.
- **Personal Floatation Devices:**
  - Personnel working within 6' of an unguarded edge shall wear a Coast Guard-approved Type III or Type V PFD.
  - Personnel accessing a vessel via a ladder shall wear a Coast Guard-approved Type III or Type V PFD.
  - Personnel riding or working in a small open boat shall wear a Coast Guard-approved Type III or Type V PFD.
  - Personnel having to transit between vessels or working on unguarded barge decks shall wear a Coast Guard-approved Type III or Type V PFD.

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4.7 Safe Work Practices — The following items recognize basic safe work practices:

- **Smoking** — Smoking is prohibited at all facilities except in designated smoking areas. Smoking is prohibited at any time inside Crowley vessels or on the exterior of Crowley vessels when open/naked flames are prohibited by adjacent operations.
- **Signs** — All contractors shall be familiar with and comply with all signs posted throughout Company facilities.
- **Lockout/Tagout** — All contractors shall comply with OSHA 29CFR 1910.147 lockout/tagout procedures while working on powered equipment, when performing confined space entry operations or when engaged in other work activities where the control of potentially hazardous energy is necessary to ensure personal safety.
- **Confined Space Entry** — All Contractors performing work involving confined space entry shall be in accordance with applicable federal and state regulatory standards.
- **Hot Work** — All welding, cutting, and brazing shall be done in accordance with 29CFR 1910.252 or 29 CFR 1915.51 and local Fire Department regulations.
- **Hazard Communication:**
  1. Crowley shall provide, upon request, an appropriate Material Safety Data Sheet (MSDS) for hazardous chemicals or materials maintained at each location.
  2. Contractor shall maintain an on-site appropriate MSDS for any hazardous material or chemical which Contractor brings on-site. Such hazardous materials or chemicals shall be properly stored and labeled in accordance with OSHA, USCG and local Fire Department regulations.
  3. Vehicle Operations: — Contractors shall operate vehicles in full compliance with all applicable federal, state and local regulations.
  4. Training — Contractor employees shall be appropriately trained to perform the assigned task.

4.8 Environmental Protection:

- Contractor shall perform work on Crowley vessels and facilities in a manner that protects the environment and fully complies with federal, state, and local pollution prevention laws, as well as Company procedures.

4.9 Contractor Waste:

- Contractor shall notify the appropriate Crowley Representative of any waste generated on company property.
- Contractor shall place waste in a waste storage area.
- Contractor shall be responsible for appropriate waste disposal unless otherwise stated by Contract

## 5.0 Records

5.1 Pre-job meeting records shall be kept for the duration of the work.