

**Alcoa—Warrick Power Plant
Site Conditions**

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1. PURPOSE

- 1.1. Site Conditions is a required document describing the Environment, Health and Safety (EHS) responsibilities of Contractors, Subcontractors, and Vendors when performing work for Alcoa. This is a Safety, Health and Environmental Compliance document which serves as an addendum to Alcoa's mandated ENGINEERING STANDARD 33.051 titled "CONTRACTOR, SUBCONTRACTOR AND CONTRACTED SERVICES ENVIRONMENT, and HEALTH AND SAFETY PROCESS. This document must be included or referenced in all contracts and purchase orders for Contractors and Vendors.
- 1.2. All approved Subcontractors must meet all the pre-job requirements including Prequalification, Orientation, Training, and Identifications.

2. COMMITMENT

- 2.1. All Contractors and Vendors are expected to understand and comply with the following EHS Value and its related Policy.
 - 2.1.1. **EHS VALUE:** We work safely in a manner that protects and promotes the health and well-being of the individual and the environment.
 - 2.1.2. **EHS POLICY:** It is Alcoa's policy to operate worldwide in a safe, responsible manner which respects the environment and the health of our employees, our customers and the communities where we operate. We will not compromise environmental, health or safety values for profit or production.
- 2.2. The Contractor's Management is accountable for the safety and health of the Contractor's employees.
- 2.3. The Contractor is also accountable for the impact that the actions of his employees and subcontractors may have on the safety and health of others.

3. COMPLIANCE WITH REGULATIONS

- 3.1. The Contractor and its Subcontractors shall comply with all applicable governmental, state and local EHS laws, regulations, rules, and codes and other documents referenced in the contract specifications.
- 3.2. The Contractor and its Subcontractors shall comply with Alcoa Standards and other additional provisions as specified by Alcoa representatives.
- 3.3. All construction activity shall be performed in such a manner to minimize interference with normal Alcoa operations. Contractor's employees shall remain in their assigned work areas.
- 3.4. Any violation or deviation from the above conditions by the Contractor may result in the dismissal of the Contractor or Contractor's employee from the property and cancellation of contracts with Alcoa Warrick Power Plant.

4. SAFETY PREQUALIFICATION

- 4.1. All Contractors and Subcontractors must meet the safety prequalification requirements before performing work on site.
- 4.2. Safety Prequalification Process
 - 4.2.1. Alcoa or a prime contractor will request safety prequalification
 - 4.2.2. Purchasing Services will direct the contractor to register and pay a registration fee to Purchasing Services
 - 4.2.3. Following registration, Purchasing Services will provide the Safety Prequalification Questionnaire.

- 4.2.4. The contractor will complete the questionnaire and return to Purchasing Services.
- 4.2.5. Purchasing Services will evaluate the questionnaire and provide the evaluation to Alcoa
- 4.2.6. Alcoa will determine the conditions for a contractor to be allowed to perform work on site.

5. PRE-JOB MEETING

- 5.1. Prior to starting work, the Contractor's representatives shall meet with Alcoa's representatives, including Project Leader and/or Alcoa Responsible Person(s), for a pre-job meeting to ensure a correct understanding of the required EHS, security, fire protection, accident reporting, permits, scheduling, and operating requirements.
- 5.2. The Contractor will supply the Alcoa representative(s) with copies of the Contractor's Safety Manual, Substance Abuse Policy, training documentation, and any other related materials as requested.
- 5.3. The contractor has the responsibility to prepare a Contractor Job Specific Safety Plan to present information presented in Appendix 5.1 prior to the meeting. An electronic form or additional manual forms may be obtained from the Project Leader. This job plan shall be reviewed by the Alcoa Responsible Person(s) and all EHS aspects of the project shall be discussed. The meeting will also address materials and equipment required to perform the job. The Contractor Safety Plan shall be reviewed with all members of the work crew and signed off by all crew members prior to starting work.

6. ORIENTATION

- 6.1. All contractors, subcontractors and vendors must successfully complete orientation before beginning work on site. All visitors must receive orientation before entering the site. Site specific orientation must be presented by a Designated Responsible Person. Contact your Project Leader for specific orientation requirements and scheduling.
- 6.2. The orientation shall be documented and a Photo ID, or other appropriate means of employee identification, will be presented to employees who have successfully completed the Contractor orientation.
- 6.3. Visitor orientation consists of observing video presenting information on the general operations of the Warrick Alcoa Power Plant, the areas where you may go unescorted and escorted, the emergency number to call and the type of Personal Protective equipment you need to enter the Power Plant gate. (approximately 15 minutes)
- 6.4. Low risk orientation includes the visitor video, goes into more detail of the working conditions and expectations of contractor, and covers the different work permits required. Orientation also includes a 32.60 Video for Affected personnel: This video covers any individual not 32.60 Qualified or Authorized that could violate the 32.60 High Voltage Restricted zone. Proof of a negative 5-panel drug test taken within the past 12 month is required prior to receiving orientation. (approximately 2 hours)
- 6.5. High risk orientation includes information in the visitor and low risk plus additional information on tag/lock/verify; hot work, confined space, fall protection and other specific instruction. Proof of a negative 5-panel drug test taken within the past 12 months is required prior to receiving orientation. If the worker resides within 100 miles of the Power Plant, proof of meeting ARSC training is required prior to receiving orientation. (approximately 4 hours)
- 6.6. Additional orientation, based on scope of work may be deemed necessary by the Alcoa Responsible Person.

7. ENVIRONMENTAL EXPECTATIONS

- 7.1. The Contractor is expected to operate in a manner, which protects the environment and the health of his employees and the citizens of the surrounding community.
- 7.2. The Contractor is required to comply with the Emergency Planning and Community Right-to-Know Law and all applicable State Right-to-Know Laws. Alcoa shall make the Contractor aware of any location specific environmental concerns.
- 7.3. Releases to the environment, including spills, gas releases, explosions, etc., are considered a serious matter. A release constitutes potential for ground water contamination, surface water contamination or releases of hazardous materials into the atmosphere, even if the material released is not generally considered hazardous.
- 7.4. Releases that could be encountered at the location include, but are not limited to oil/petroleum spills (diesel, gasoline, etc.), hazardous waste spills, hazardous substance spills/releases (solvents, acid, paint, aqueous ammonia, etc.) or fires or explosions related to any of the above.
- 7.5. Disposal of Contractor generated batteries, engine oil, transmission fluids, hydraulic fluids, filters, radiator fluids, tires, and fluorescent light bulbs, etc. shall be in accordance with Alcoa's Environmental Waste Disposal Plan. An Alcoa Representative shall direct the disposal of any non-hazardous waste from the job sites.
- 7.6. The Alcoa Environmental Representative shall direct the disposal of any hazardous waste from the job sites. Advanced notice must be given to Alcoa's Environmental Representative so that appropriate sampling, labeling and notifications can be made.
- 7.7. Before initiating work, the Contractor shall:
 - 7.7.1. Furnish a list of his on-site personnel that have received training on how to properly respond to an environmental spill/release. In addition to this list, the Contractor shall provide information regarding the extent of training each of these individuals has received.
 - 7.7.2. Provide the Contract Coordinator with MSDS/s for all chemicals brought on site and list of anticipated waste that may be generated. **All MSDS's must be approved by the site Environmental Responsible Person and the Health and Safety Manager.**
- 7.8. The Contractor shall take all precautions to prevent spills. The precautions shall include, but not limited to:
 - 7.8.1. Secure drums or other containers to pallets before transporting. **All chemical containers, drums, bottles etc. not being manned at all times must have an ID label with the chemical name and hazards associated with the chemical.**
 - 7.8.2. Do not store chemicals next to storm drains, on rock pads, or on grass without adequate containment.
 - 7.8.3. Do not store chemicals in vehicle traffic areas.
 - 7.8.4. Provide containment or drain blocking in areas where chemical transfers will occur.
 - 7.8.5. Take other necessary precautions to prevent spills.
- 7.9. In the event of a spill:
 - 7.9.1. If properly trained personnel are on site, containment action shall be taken immediately.
 - 7.9.2. The Contractor shall **IMMEDIATELY** report the spill to the Production Control Room at ext. 3334 or 812-842-3334 from a cell phone.
 - 7.9.2.1. Remain on plant site until directed to leave.
 - 7.9.2.2. The initial report shall include at least the following information:
 - 7.9.2.3. Name of the person reporting the spill.

7.9.2.4. Name of the employer of the person reporting the spill.

7.9.2.5. The material and quantity of material spilled.

7.9.2.6. Actions being taken in response to the spill.

7.9.2.7. Assistance required to respond to the spill.

7.9.2.8. Location of the spill and advise the Control Room whether the spill has reached a drain, rock, or soil area.

7.9.3. Prompt notification is essential since, in some cases, the requirements for reporting to outside agencies may be 15 minutes. The Control Room will initiate proper containment and clean-up.

7.9.4. The Contractor shall not dispose of materials contaminated by the spill.

7.10. The Contractor must include indemnifications provisions related to environmental problems

7.11. The Contractor shall keep itself fully informed of, and shall comply with, all applicable local, state, and federal environmental laws, statutes, ordinances, codes, executive orders, rules and regulations, orders, or decrees which in any manner affect those engaged or employed in the work, the real estate on which the work is being performed, the materials and equipment used in the work, or the performance of the work.

7.12. If any discrepancy or inconsistency should be discovered between the contract and any such environmental law, ordinance, regulation, or decree, the Contractor shall promptly report such in writing to the purchaser.

7.13. The Contractor shall be responsible for the compliance by its Subcontractors of these environmental provisions.

7.14. In addition to the foregoing, if the Contractor or any of its Subcontractors causes or creates an environmental problem or hazard of any type at the site, the Contractor shall be solely responsible for the payment of clean-up and all other correction and remedy costs associated with the environmental problem or hazard. The clean-up or other correctional remedies shall be performed by the Purchaser or someone chosen by the Purchaser who is properly licensed to perform such activities within the State of Indiana.

7.15. The Contractor shall immediately notify the Purchaser of the discovery of any environmental problem or hazard.

7.16. The Contractor shall protect, indemnify, defend, and hold the Purchaser harmless from any containment costs, clean-up costs, correction or remedy costs, fines, claims, litigation, damages, penalties, and other costs incurred by assessed against the Purchaser arising out of the Contractor's or any Subcontractor's failure to comply with these environmental provisions.

8. HEALTH AND SAFETY EXPECTATIONS

8.1. While on Alcoa Property, the Contractor's employees shall not engage in any dangerous, illegal or outrageous conduct, including but not limited to the following:

8.1.1. Violating safety rules or common safety practices, or causing a safety threat to a co-worker.

8.1.2. Creating or contributing to any unsafe or unsanitary condition.

8.1.3. Unnecessarily distracting the attention of any employee who is working, or participating in a non-work related activity that interferes with job.

8.1.4. Using abusive language.

8.1.5. Threatening, intimidating, harassing, coercing or interfering with fellow employees.

8.1.6. Discriminating by talk or action against groups or individuals on the basis of race, color, sex, age, religion, disability, veteran's status, pregnancy, or national origin.

8.1.7. Immoral conduct or indecency, sexual harassment, or possessing or displaying offensive

verbal, visual or physical material or objects of any kind.

8.1.8. Fighting or instigating a fight.

8.1.9. Theft, abuse or deliberate destruction of property, tools or equipment of employees or the Company.

8.1.10. Gambling of any type.

8.1.11. Possessing or consuming any intoxicating beverage or illegal substance on the premises.

8.1.12. Reporting for work in an unfit condition, including being under the influence of intoxicants or controlled substances, or misuse of any prescription drug.

8.1.13. Refusing to submit to drug and/or alcohol testing when properly directed by supervisor. Test results showing the presence of alcohol or illegal drugs in any amount.

8.1.14. Possessing firearms or other weapons on Company premises.

8.1.15. Making false or malicious statements concerning an employee, the Company, or its products.

8.1.16. Falsifying records, including time cards, or making untrue statements that may result in the falsification of records, or abuse of Company credit cards, phone cards, or expense accounts.

8.1.17. Misusing or removing from premises, without permission, employee lists, blueprints, records, or confidential information of any nature, in any form.

8.1.18. Soliciting, collecting contributions, or distributing written or printed matter without permission of management.

8.1.19. Posting or removing notices, signs or writing in any form on bulletin boards or Company property without specific permission of management.

8.1.20. Possessing or using televisions, radios, VCR's, or cameras for personal use on Company premises without permission.

8.1.21. Horseplay or throwing materials on Company premises, or not giving attention to job during working hours.

8.1.22. Failure to obey supervisor or other forms of insubordination.

8.1.23. Frequent tardiness or absences from work.

8.1.24. Leaving job or work area during working hours without permission.

8.1.25. Performing personal work on Company time or excessive use of telephones for personal use.

8.1.26. Any action or behavior illegal under local, state or federal law.

8.1.27. Smoking in offices, lunchrooms, or other areas not designated for smoking.

8.1.28. Contact lenses cannot be worn in the plant unless written approval is obtained from the Medical and Safety Departments.

8.1.29. Finger rings and dangling jewelry shall not be worn in production, maintenance yard or storage areas.

8.2. Substance Abuse

8.2.1. Possessing or consuming any intoxicating beverage or illegal substance is forbidden. It is the responsibility of the contractor to monitor its employees prior to their entry to Alcoa property and also in the course of their work. Those found to be under the influence of alcohol or drugs shall be removed from the premises and shall be denied future admittance.

8.2.2. Contractor and Subcontractor employees shall be required to submit to drug and/or alcohol testing in compliance with Alcoa policy and governmental regulations. Test results showing the presence of alcohol or illegal drugs in any amount shall be grounds for dismissal.

8.2.3. A 5-panel drug test taken with the previous 12 months is required to obtain an Alcoa WPP photo ID. Any variance from this shall be with Alcoa-Warrick Power Plant Manager's written approval.

8.3. Housekeeping

- 8.3.1. Good housekeeping is indicative of a proactive safety attitude and can eliminate the root cause of many accidents. Good housekeeping practices increase productivity and increase the quality of goods produced and services rendered. Housekeeping is the responsibility of each Contractor or Subcontractor who shall:
 - 8.3.2. Have a daily clean-up plan.
 - 8.3.3. Stack materials to maintain safe clearances and prevent toppling.
 - 8.3.4. Remove loose overhead materials.
 - 8.3.5. Immediately remove or bend over any nails protruding from lumber.
 - 8.3.6. Not allow refuse to accumulate.
 - 8.3.7. Locate containers throughout the Contractor's work area for collection of his employee's trash and empty on a regular basis.
 - 8.3.8. Maintain unobstructed passageways for pedestrian and vehicle traffic.
 - 8.3.9. Obtain approval for material storage locations from the Owner.
 - 8.3.10. Maintain roofs free of combustibles, trash and debris.
 - 8.3.11. Secure all loose materials on roofs so they cannot become airborne.
 - 8.3.12. Maintain hoses and cords such that they shall not become tripping hazards.
 - 8.3.13. DO NOT store material or equipment under or near high voltage lines or equipment per 32.60 High Voltage Standard.
 - 8.3.14. DO NOT store material or equipment in front of electrical equipment per 32.69 Low Voltage Standard and the National Electrical Code (NEC).
 - 8.3.15. The specific locations for the disposal of various waste (clean excavated material, common construction trash, solvents, flammable liquids, etc.) shall be in accordance with Alcoa instructions.

8.4. Work Permits--A work permit is a written document requiring authorized sign-off by Alcoa and the Contractor to perform designated activities. A work permit system shall be utilized for the following activities:

- 8.4.1. Hot Work.
- 8.4.2. Excavating, digging, greater than **2 inches**.
- 8.4.3. Accessing any roof or chimney.
- 8.4.4. Entering Confined Spaces
- 8.4.5. Tag/Lock/Verify (T/L/V)
- 8.4.6. Mobile Equipment
 - 8.4.6.1. General Plant
 - 8.4.6.2. High Voltage Area
- 8.4.7. The Alcoa Project Leader or Responsible Person shall provide the Contractor with details regarding these and other work permits that may be required to perform work in other high hazard areas. These may include fire, explosion or chemical hazards.

8.5. Hazardous Material Handling

- 8.5.1. The Contractor must comply with the Hazard Communication Standard, all applicable Right-to-Know laws and shall use document 33.052.4 titled *Application of OSHA Hazard Communication Standard for Outside Contractors* to assist with compliance. Alcoa shall make the Contractor aware of specific industrial Hygiene concerns.
- 8.5.2. In accordance with document 33.052.4
 - 8.5.2.1. The Contractor shall

- 8.5.2.1.1. Provide Alcoa with a list of all hazardous materials that the Contractor will bring on site
- 8.5.2.1.2. Provide Alcoa with MSDS describing in details the hazards of each hazardous material.
- 8.5.2.1.3. Label all containers of materials brought onto the workplace.
- 8.5.2.1.4. Provide its employees with information and training on the hazardous chemicals in their workplace.

8.5.2.2. Alcoa shall

- 8.5.2.2.1. Provide Contractors with a list of the hazardous materials to which the contractor or subcontractor may be exposed in the workplace.
- 8.5.2.2.2. Make available to the contractor or subcontractor and their employees Alcoa's MSDS for each substance in Alcoa's material inventory.
- 8.5.2.2.3. Notify the contractor of appropriate emergency procedures for the workplace.

8.6. Alcoa's Equipment

- 8.6.1. Contractors may not operate any equipment belonging to Alcoa unless authorized by the Alcoa Responsible Person(s).
- 8.6.2. Contractors who use equipment belonging to Alcoa shall sign an "Equipment Hold Harmless Agreement" prior to use. Contact the Project Leader for a copy of this document.

8.7. Contractor's Mobile Equipment

- 8.7.1. Contractor shall ensure that employees assigned to operate mobile equipment have had the required training and licensing and have demonstrated the necessary skills to operate the equipment.
- 8.7.2. Contractors shall also ensure and attest that the equipment has been successfully tested and checked for compliance with applicable Alcoa and Governmental requirements.
 - 8.7.2.1. Each operator prior to operating the equipment shall complete a written "Pre-Operational Inspection". The inspection remains on the vehicle for a shift and is reviewed and filed by the Contractor. Immediate action shall be taken on items noted that pose serious safety concerns.
 - 8.7.2.2. All motor vehicles and mobile equipment shall be maintained in a safe operating condition, free of oil, hydraulics, and other fluids leaks, and with the necessary guarding of moving parts in compliance with Alcoa's requirements. Motor vehicles and mobile equipment shall be equipped with a fire extinguisher, back-up alarm, hazard light and spill containment materials in accordance with Alcoa's requirements.
 - 8.7.2.3. Contractor's equipment shall have occupant restraints and roll over protection (if so equipped) and used as required by Alcoa policy. When mobile equipment is not in use, it must be positioned where it shall not obstruct railroad tracks, roadways, walkways, electrical lines or temporary passageways. Any mobile equipment located such that a spill of any fluid could enter a storm drain, drain barricades must be installed. All equipment not in use must be secured to prevent movement or operation. Mobile cranes shall not be parked with the boom suspended over walkways, employee passageways, roadways, railroad tracks, electrical or mechanical equipment or buildings. Mobile cranes shall not be parked in location that may obstruct building crane or bridge crane travel.
 - 8.7.2.4. When mobile equipment is in use, clearances shall be maintained to prevent anyone from being caught between the equipment and structures. The Contractor shall barricade the work area or provide a flagman for the protection of persons passing by. Proper distance

from electrical lines shall be observed per the requirements of document 32.60 titled *Electrical High Voltage Safety*.

8.7.2.5. DO NOT move Boom-style/Articulating Mobile Equipment inside the Alcoa Red-Zone without a route review and an approved permit. Due to the close proximity of the 15 kV vertical bus to the roadway at the Intake Substations, the permit must also be approved by a 32.60 Qualified Person. (Red Zone is the area inside the Power Plant fenced perimeter).

8.8. Fall Hazards--Contractor's Fall Prevention/Fall Protection Program shall meet or exceed Warrick Power Plant's Fall Prevention/Fall Protection Program. Fall protection required over 4 feet.

8.9. Electrical Hazards

8.9.1. All Contractor employees must be aware of the electrical hazards that exist at this location and follow the safe work procedures described below that are required to address them. These hazards are broken down into the categories of High Voltage (1000 volts and above) and Low Voltage (under 1000 volts).

8.9.1.1. High Voltage

8.9.1.1.1. Unless specially trained and authorized, DO NOT work on or around any high voltage power lines or electrical equipment. Special training shall be required as defined in document standard 32.60 and certified by the Alcoa Responsible Person(s).

8.9.1.1.2. DO assume all power lines and electrical equipment are energized.

8.9.1.1.3. DO NOT work within 10 feet of non-insulated power lines or equipment.

8.9.1.1.4. DO NOT have materials, tools, or other objects within 10 feet of un-insulated power lines or equipment.

8.9.1.1.5. DO NOT operate mobile equipment within 10 feet of un-insulated power lines or equipment.

8.9.1.1.6. DO NOT place buildings, store materials, park vehicles, etc. under power lines or within a 10 feet right of way of power lines.

8.9.1.1.7. DO NOT block access to substations or other electrical equipment.

8.9.1.1.8. DO NOT work outside during thunderstorms or when lightning is present.

8.9.1.1.9. DO NOT leave a vehicle or other mobile equipment if it becomes energized due to contact with a high voltage power line.

8.9.1.1.10. DO notify the appropriate authority in the event of an electrical malfunction.

8.9.1.2. Low Voltage

8.9.1.2.1. DO NOT work on or around any electrical equipment unless you have been specially trained and certified.

8.9.1.2.2. DO NOT store materials, park vehicles, or leave equipment within 3 feet of breaker panels, transformers, or other electrical equipment.

8.9.1.2.3. DO NOT touch cables, breaker panels, transformers, or other electrical equipment.

8.9.1.2.4. DO NOT use faulty electrical tools, cords, or other equipment.

8.9.1.2.5. DO use grounded or "Double Insulated" tools, cords, and other electrical equipment.

8.9.1.2.6. DO use Ground Fault Circuit Interrupters outlets (GFCI) and/or cords for all construction activities. Portable GFCI must be plugged in at the source outlet and extension cord plugged into the GFCI.

8.9.1.2.7. DO NOT use metal or other conductive ladders.

- 8.9.1.2.8. DO NOT remove “Ground” wires from poles, towers, fences, transformers, motors, panels, or other electrical equipment.
- 8.9.1.2.9. DO NOT connect and/or disconnect equipment (welder, pump, power pack, etc.) from a 480V outlet without verification of de-energization. In the event of an energized 480V outlet, the following procedure must be followed:
- 8.9.1.2.10. Documented review of the Safe Job Procedure.
- 8.9.1.2.11. Use of Low Voltage Gloves for connecting/disconnecting.

8.10. Work Requiring Special Skills

- 8.10.1. All Contractor employees who work in jobs that require special skills shall be qualified.
- 8.10.2. If they do not have the appropriate qualifications, the Contractor shall provide EHS Specific Training. This training shall be specific to the hazards involved and provide the necessary knowledge and skill to safely perform the work.
- 8.10.3. The Alcoa Responsible Person(s) shall evaluate this training to assure that it meets Alcoa’s requirements.
- 8.10.4. All training shall be documented and listed on the safe job plan.

9. LOCATION SPECIFIC ISSUES

9.1. Security

9.1.1. Property Control

- 9.1.1.1. Contractor or Contractor's employees shall not remove Alcoa property from the plant location without approval of the Alcoa Responsible Person(s). This includes equipment, materials and waste. In the interest of security and plant protection, Contractor's employees are discouraged from bringing packages other than essentials, such as lunches, toolboxes and work clothes into the plant. All such items, as well as personal vehicles, are subject to inspection by Alcoa’s security personnel both upon entering and leaving the plant site. Failure to submit to inspection shall be sufficient grounds for restricting the individual from further entry to the property.
- 9.1.1.2. Entrance to all contracted work by Contractor’s employees, visitors and deliveries shall be through the gates designated by the Alcoa Responsible Person(s).
- 9.1.1.3. Contractor’s personal property removed from the construction site must be accompanied by a Gate Pass approved by Alcoa Responsible Person(s) and presented at the gate.

9.1.2. Entrance Identification

- 9.1.2.1. All contractor employees and visitors must have a valid Alcoa Warrick Power Plant ID, sign in before entering and sign out upon leaving the plant site. The ID must be presented at each entry and exit from the plant and be on the contractor employee at all times while on site. **Alcoa WPP** shall provide a Photo ID or equivalent after employees have successfully completed the required EHS Orientation. The Alcoa WPP photo ID is presented to the contractor employee after the initial orientation and training. The next time the employee enters the plant, the employee shall show the Alcoa WPP photo ID or equivalent to the Security Guard, to be granted entry the plant. Alcoa WPP photo ID’s issued after November 1 of the current year is valid until March 31 of the second year. The orientation process must be completed each card renewal period described above.
- 9.1.2.2. Pass Procedures for Contractor’s Visitors, Vendors and Service Representatives. All Contractors’ Visitors, Vendors, and Service Representatives shall receive a Pass provided by Alcoa after they successfully complete the required EHS orientation and training.

9.1.3. Driving and Parking

9.1.3.1. Contractor's employees shall park their personal vehicles in those areas designated by the Alcoa Responsible Person(s). Alcoa is not liable for these vehicles.

9.1.3.2. All Contractor employees shall walk into the plant or be taken in by Contractor Vehicle. Never ride outside of vehicle cabs. Use seat belts if available. Cell phone use must be kept to a minimum when operating any vehicle and only hands free operation is acceptable. Keep arms, feet, and other body parts inside. Contractor personnel shall remain in the area where their work is to be done. If access to and from the work area requires personnel to walk through a production area, pedestrian walkways shall be used wherever provided.

9.1.3.3. Contractor's personnel driving construction vehicles shall obey all plant speed limits and warning signs.

9.2. Emergency Plan

9.2.1. Before beginning work on a contract, the Contractor shall be provided with Alcoa Warrick Power Plant specific Emergency Plan which shall address the appropriate responses and expectations of the contractor at the location at the time of an emergency. The Contractor shall comply fully with this plan, communicate it to his/her employees and include any necessary training to ensure compliance.

9.2.2. Report all emergencies such as tornado or fire immediately to the Control Room at ext. 3333 or 812-842-3333

9.2.3. Report all spills to the Control room at ext. 3334 or 812-842-3334

9.3. First Aid and Emergency Treatment and Response Plan

9.3.1.1. Each contractor is to provide their own First Aid treatment... Contractor shall call the Power Plant Control Room at ext. 3333 or 812-842-3333 to request Emergency Medical Services.

9.3.1.2. Anyone who may be exposed to blood and other bodily fluids must be trained and know the proper measures of control on prevention of exposure

9.4. Personal Protective Equipment (PPE)

9.4.1. The Job Specific Safety Plan shall dictate your Personal Protective Equipment. At minimum, unless specified differently in the Job Specific Safety Plan, Contractor's personnel shall wear the following personal protective equipment at all times in any production area, maintenance area, inside or outside of buildings:

9.4.1.1. Long sleeve 100% natural fiber or flame retardant shirt.

9.4.1.2. Ankle length, 100% natural fiber or flame retardant trousers.

9.4.1.3. Approved ANSI Z89.1, or equivalent, non-electricity conductive hard hat.

9.4.1.4. Steel toed safety boots with Metatarsal guards.

9.4.1.5. Approved ANSI Z87.1, or equivalent, plastic safety glasses with permanent rigid side shields. Wire frames are allowed for non-electrical personnel.

9.4.2. Working in certain exposures or operating areas of the plant may require additional PPE including, but not limited to fire retardant clothing, respirators, face shields or fall control equipment.

9.4.3. Approved hearing protection in all areas with noise level over 85 dBA or where posted signs indicate.

9.4.4. The Contractor shall comply with document 18.1.1 titled "Respiratory Protection."

9.4.5. The Contractor shall comply with document 18.2 titled “*Fall Control.*”

9.4.6. Personal Protective Equipment shall be kept clean and working order.

9.5. Fire Protection

9.5.1. Temporary Buildings

9.5.1.1. The type of construction, i.e., combustible or non-combustible, and location of temporary buildings shall be approved by the Alcoa Responsible Person(s). Temporary buildings located within another building or structure shall be of either a non-combustible construction or of a construction having a fire resistance of at least 1 hour.

9.5.1.2. Temporary buildings, located outside and not used for the storage or handling of flammable or combustible liquids, flammable gases, explosives, blasting agents or similar hazardous occupancies, shall be located at least 10 feet from another building or structure.

9.5.2. **Open Fires** are prohibited.

9.5.3. Storage and Dispensing of Flammable Liquids

9.5.3.1. Do not store flammable liquids inside buildings unless approved by the Alcoa Responsible Person(s).

9.5.3.2. Outside temporary/portable storage tanks of 1000-gallon maximum size shall be placed a minimum of 75 feet from buildings, construction equipment, parking lots, etc., to minimize their exposure to a fire involving the tank. Provide spill containment equivalent to the capacity of the storage tank +10%. These tanks shall be equipped with self-closing dispensing nozzles. Containers of flammable liquid with flash points below 140 degrees F (vapor pressure not exceeding 40 psi absolute at 100 degrees F) shall be provided with atmospheric and emergency relief vents equipped with flame arrestors. Tanks or drums from which such flammable liquids (by definition above) are dispensed shall be electrically grounded and shall be equipped with bonding wires to complete the grounding with the vessel into which the liquid is dispensed.

9.5.3.3. Identify tanks with the contents stenciled (4" letters) neatly on all viewable sides of the tank.

9.5.3.4. No smoking or open flames are allowed in flammable liquid storage areas. Post conspicuous and legible signs prohibiting smoking.

9.5.3.5. Provide portable dry-chemical fire extinguishers for fuel storage tanks, the size of which is consistent with NFPA Standards.

9.5.4. Refueling of Vehicles

9.5.4.1. Refuel vehicles only in pre-designated outdoor areas. As a minimum, observe the following procedures for refueling:

9.5.4.2. Shut off the vehicle engine.

9.5.4.3. Do not fuel vehicles above or near storm drains.

9.5.4.4. Do not smoke.

9.5.4.5. Do not over-fill fuel tanks.

9.5.4.6. When the fuel is liquid propane gas, ground the nozzle of the fuel hose to the vehicle filler pipe with a ground wire.

9.5.5. Transporting Flammable Liquids

9.5.5.1. Use containers approved by Underwriters' Laboratories for transporting flammable liquids

9.5.5.2. Clearly label containers identify the contents.

9.5.6. Portable Fire Extinguishers (To be furnished by the Contractor)

- 9.5.6.1. Provide and regularly inspect portable fire extinguishers suitable for the potential hazard for equipment, office, building and work activities as per instructions issued by the supervisor of plant fire protection.
- 9.5.6.2. Install portable fire extinguishers on all lubrication trucks and all other mobile equipment such as trucks, mobile cranes, service vehicles, etc.
- 9.5.7. Burning and Welding
 - 9.5.7.1. Perform burning and welding only in areas approved by the Alcoa Project Leader and with an approved Hot Work permit.
 - 9.5.7.2. Warrick Power Plant is responsible for issuing Hot Work Permits.
- 9.5.8. Gas Cylinder Precautions
 - 9.5.8.1. Observe the following precautions when using or storing oxygen, acetylene and other flammable gas cylinders (Refer to 29 CFR 1926.350 through 29 CFR 1926.354):
 - 9.5.8.2. Oxygen storage areas shall be separated by at least 25 feet from combustible liquids, flammable materials or heat sources such as fire, molten metal or electric lines. If impossible to comply with this 25-foot distance, then isolate the oxygen storage area by a non-combustible fire barrier with a 1/2-hour fire-resistant rating.
 - 9.5.8.3. Do not transport gas cylinders by overhead building cranes or truck cranes except in approved holder or carrier designed for this purpose.
 - 9.5.8.4. Properly vent oxygen storage areas.
 - 9.5.8.5. Gas cylinders shall be stored, used and transported vertically and adequately secured; keep valve caps in place when cylinders are not in use.
 - 9.5.8.6. Maintain regulators and gauges for oxygen and fuel in proper working order while in use. Keep oil and grease away from oxygen cylinders, fittings and hoses.
- 9.6. Utilities--When water, steam, compressed air, electric power or other utilities supplied by Alcoa are used by the Contractor, the points of connection, method of connection and connected load shall be approved by Alcoa's Representative.

10. HEAVY/HIGH RISK CONTRACTOR/CONSTRUCTON

- 10.1. **Definition**--Contractor hired to perform work that involves significant exposure to safety hazards and significant time exposure to those hazards. Involves Boiler/Turbine maintenance work, traditional construction work, equipment, facility and mechanical and/or electrical revisions. Examples: *Civil, Mechanical, Electrical, Environmental/Remediation Contractor; EPC firms, A&E firms. (Includes sub-contractors)*
- 10.2. As a potential Heavy/High Risk Contractor for Alcoa
 - 10.2.1. Complete Contractor Safety Prequalification.
 - 10.2.2. Provide insurance as directed by Alcoa Procurement.
 - 10.2.3. Provide Corporate Safety Program as requested.
 - 10.2.4. Provide Corporate Substance Abuse Program as requested.
 - 10.2.5. Be accountable for following Alcoa's EHS Values, Policy and Principles per Alcoa Standard 33.051.
- 10.3. In addition you must provide
 - 10.3.1. Communication to all employees that cell phone use SHALL NOT be allowed while in or operating mobile equipment.
 - 10.3.2. Contactor Responsible Person (see section 4.2 of Alcoa Standard 33.051)
 - 10.3.3. Contractor Safety Plan

- 10.3.4. Comply with all applicable laws, regulations and codes.
- 10.3.5. Develop a Job Specific Safety Plan and update it as job conditions change. (Appendix B)
- 10.3.6. Ensure employees have the appropriate skills for the job. Provide certification of training.
- 10.3.7. Provide your employees with the appropriate EHS training.
- 10.3.8. Provide the appropriate Personal Protective Equipment (PPE), tools and equipment.
- 10.3.9. Inspect workplace and correct deficiencies.
- 10.3.10. Maintain a safe and healthy work environment.
- 10.3.11. Tri-State Safety Council General Safety Orientation or approved equivalent
- 10.3.12. Maintain training records and files for auditing purposes.

- 10.3.12.1. T/L/V
- 10.3.12.2. Aerial Devices
- 10.3.12.3. PPE training
- 10.3.12.4. Ladders and Scaffolds
- 10.3.12.5. Fall Protection
- 10.3.12.6. Emergency Procedures
- 10.3.12.7. General safety
- 10.3.12.8. High Voltage (32.60)
- 10.3.12.9. Noise
- 10.3.12.10. Respirators
- 10.3.12.11. Confined Space
- 10.3.12.12. Hazard Communications
- 10.3.12.13. Mobile Equipment
- 10.3.12.14. Hot Work

- 10.4. As a Heavy/High Risk Contractor for Alcoa you shall
 - 10.4.1. View 1, 2 and 32.60 Affected Videos (Alcoa Warrick Power Plant Orientation videos).
 - 10.4.2. Attend Pre-Job meetings.
 - 10.4.3. Conduct Contractor Job Specific Safety Plan meeting.
 - 10.4.4. No work may be performed prior to attending an orientation. If employee reports to a project that is in progress then project orientation shall take place before the employee can start work.
 - 10.4.5. Conduct project safety audits.
 - 10.4.6. Follow up on Alcoa audits.
 - 10.4.7. Attend/Conduct work Closure meeting with the Alcoa Responsible Person.
 - 10.4.8. All action items listed on the Project Environment, Health and Safety Review Process Checklist (18.17.2) assigned to the Contractor must be completed before releasing the Contractor.
 - 10.4.9. All contracted employees are required to have an understanding of all the Warrick Power Plant signs printed in English.
 - 10.4.10. All contracted employees which are not fully fluent in English, are required to have an interpreter for communication with other plant workers.
 - 10.4.11.

11. LOW-RISK SERVICE CONTRACTOR

- 11.1. Definition: Person(s) contracted to perform work on our plant site with usually their own equipment and minimal hazardous exposure. It is usually maintenance or service type work and does not involve the use of burning, welding, electrical work, high work, cranes, hazardous chemicals, heavy equipment, or demolition but could require the use of professional craftsmen and

tools. Examples: lawn care, vending.

11.2. As a potential Low-Risk Service/Light Maintenance Contractor for Alcoa

11.2.1. Complete Contractor Safety Prequalification.

11.2.2. Provide insurance as directed by Alcoa Procurement.

11.2.3. Provide Corporate Safety Program as requested.

11.2.4. Provide Corporate Substance Abuse Program.

11.2.5. Be accountable for following Alcoa's EHS Values, Policy and Principles per Alcoa Standard 33.051.

11.3. In addition you must provide

11.3.1. Contactor Responsible Person

11.3.2. Contractor Safety Plan

11.3.3. Comply with all applicable laws, regulations and codes

11.3.4. Develop a Job Specific Safety Plan and update it as job conditions change

11.3.5. Ensure employees have the appropriate skills for the job. Certification of training

11.3.6. Provide your employees with the appropriate EHS training

11.3.7. Provide the appropriate Personal Protective Equipment (PPE), tools and equipment

11.3.8. Inspect workplace and correct deficiencies

11.3.9. Maintain a safe and healthy work environment

11.3.10. Training records and files for auditing purposes

11.3.11. PPE training

11.3.12. Hazard Communications

11.4. As a Low-Risk Service/Light Maintenance Contractor you will

11.4.1. View Videos 1, 2

11.4.2. View 32.60 Affected

11.4.3. PPE Contractor shall comply with section 8.5 of Site Conditions

11.4.4. Attend Pre-Job meetings and Job Specific Safety Plan meeting If employee reports to project that is in progress then Project Orientation shall take place before the employee can start work

11.4.5. Conduct Project safety audits

11.4.6. Follow up on Alcoa audits

11.4.7. Attend/Hold Work Closure meeting with the Alcoa Responsible Person.

11.4.8. All action items listed on the Project Environment, Health and Safety Review Process Checklist (18.17.2) assigned to the Contractor must be completed before releasing the Contractor.

12. CONTRACTOR OPERATIONAL SERVICES

12.1. Definition: Person(s) or companies contracted to operate and /or maintain Alcoa owned facilities and processes. Example: Alcoa hires a contractor to operate some equipment in the power plant.

12.2. As a potential Contractor for Alcoa

12.2.1. Complete Contractor Safety Prequalification.

12.2.2. Provide insurance as directed by Alcoa Procurement.

12.2.3. Provide Corporate Safety Manual as requested.

12.2.4. Provide Corporate Substance Abuse Policy as requested

12.3. As a Contractor for Alcoa Warrick you shall be accountable for following Alcoa's EHS Values, Policy and Principles per Alcoa Standard 33.051.

12.4. In addition to you must provide

- 12.4.1. Contactor Responsible Person
- 12.4.2. Contractor Safety Plan
- 12.4.3. Comply with all applicable laws, regulations and codes.
- 12.4.4. Develop a Job Specific Safety Plan and update it as job conditions change.
- 12.4.5. Ensure employees have the appropriate skills for the job. Certification of training.
- 12.4.6. Provide your employees with the appropriate EHS training.
- 12.4.7. Provide the appropriate Personal Protective Equipment (PPE), tools and equipment.
- 12.4.8. Inspect workplace and correct deficiencies.
- 12.4.9. Maintain a safe and healthy work environment.
- 12.4.10. Training records and files for auditing purposes.
 - 12.4.10.1. T/L/V
 - 12.4.10.2. Tri-State Safety Council General Safety Orientation or approved equivalent
 - 12.4.10.3. Aerial Devices
 - 12.4.10.4. PPE training
 - 12.4.10.5. Ladders and Scaffolds
 - 12.4.10.6. Fall Protection
 - 12.4.10.7. Emergency Procedures
 - 12.4.10.8. General safety
 - 12.4.10.9. High Voltage (32.60)
 - 12.4.10.10. Noise
 - 12.4.10.11. Respirators
 - 12.4.10.12. Confined Space
 - 12.4.10.13. Hazard Communications
 - 12.4.10.14. Mobile Equipment
 - 12.4.10.15. Hot Work
 - 12.4.10.16. OSHA 10 hour course or approved equivalent
- 12.5. As an OPERATONAL SERVICES contractor you shall
 - 12.5.1. View Videos 1, 2 and 32.60 Affected. (Alcoa Warrick Power Plant Orientation videos).
 - 12.5.2. Conduct/attend Pre-Job meetings
 - 12.5.3. Conduct/attend Contractor Job Specific Safety Plan meeting. If an employee report to project that is in progress then Project Orientation shall take place before the employee can start work.
 - 12.5.4. Conduct Project safety audits.
 - 12.5.5. Follow up on Alcoa audits.
 - 12.5.6. Work Closure meeting with the Alcoa Responsible Person.
 - 12.5.7. All action items listed on the Project Environment, Health and Safety Review Process Checklist (18.72.2) assigned to the Contractor must be completed before releasing the Contractor.

13. TECH. PROFESSIONAL CONSULTANT

- 13.1. Definitions
 - 13.1.1. Technical/Professional Personnel: Office Only (Generally meets the requirements of directly supervised contracted services.) Person(s) contracted for office work. Minimum exposure to Power Plant elements. Examples: *Manpower secretary, outside designers, Computer programmer/specialist, copy/fax machine repair.*
 - 13.1.2. Technical/Consultant Personnel: Plant (Some meet the requirements of directly supervised

contracted services.) Person(s) contracted for work in or on the production or maintenance processes and/or a technical person contracted to perform work. Minimum exposure to Power Plant elements is expected. Minor hand tools may be used. Examples: *Equipment Technician, telephone repair person, service engineers, quality project/process work.*

13.2. As a potential Tech. Professional Consultant for Alcoa

13.2.1. Complete Safety Prequalification as directed by the Alcoa Contractor Safety SPA

13.2.2. Provide insurance as directed by Alcoa Procurement.

13.2.3. Provide Corporate Safety Manual when requested.

13.2.4. Provide Corporate Substance Abuse Policy when requested.

13.3. As a Contractor for Alcoa Warrick you shall be accountable for following Alcoa's EHS Values, Policy and Principles per Alcoa Standard 33.051.

13.4. In addition you shall provide

13.4.1. Contactor Responsible Person

13.4.2. Comply with all applicable laws, regulations and codes.

13.4.3. Ensure employees have the appropriate skills for the job. Certification of training.

13.4.4. Provide your employees with the appropriate EHS training.

13.4.5. Provide the appropriate Personal Protective Equipment (PPE), tools and equipment.

13.4.6. Inspect workplace and correct deficiencies.

13.4.7. Maintain a safe and healthy work environment.

13.4.8. Training records and files for auditing purposes.

13.4.9. Monthly hour & injury report.

13.5. As a potential Tech. Professional Consultant for Alcoa

13.5.1. Attend Video 1 and/or Video 2 level training.

13.5.2. Complete additional orientation or training following hazard assessment

14. DELIVERY

14.1. Definitions

14.1.1. **Light delivery:** A delivery where the driver does not need tools (i.e., boomers, straps) to unload or load. Example of light delivery would be an UPS, FED-X, etc.

14.1.2. **Heavy delivery:** A delivery where driver has to get out of vehicle to perform work. Example of heavy delivery would be anything that has to have tools/equipment to unload or load, such as removal of boomers, straps, side rails, tie downs, etc. This would include bulk tanker trucks.

14.1.3. **After-hours delivery:** The normal shift for the storeroom is between 7 A.M. and 2 P.M.; unless specific provisions are made with security **NO AFTER-HOURS DELIVERIES** shall be accepted.

14.2. Plant Security will determine if delivery is heavy or light and will direct the driver accordingly

14.3. All deliveries to the Power Plant will enter through Gate 5, unless other arrangements have been made in advance.

14.4. Cell phone use is NOT allowed while operating any delivery vehicle.

14.5. As a Delivery contractor

14.5.1. Light Delivery

14.5.1.1. Delivery person logs in at gate and picks up map with boundaries, than proceed to storeroom for drop off.

14.5.1.2. The driver shall return to the gate and log out.

14.5.2. Heavy/Plant Load

- 14.5.2.1. Delivery to Alcoa WPP
- 14.5.2.2. View video 1 or have Current/Valid AGC Power Plant Identification
- 14.5.2.3. The driver shall pickup PPE, map with boundary (see section 8.5) and proceeds to storeroom.
- 14.5.2.4. The Storeroom shall determine if load is to be dropped at storeroom or plant. If load is to be delivered in the plant the storeroom shall notify the Alcoa R.P. to escort vehicle to and from drop off.
- 14.5.2.5. The Driver will return all PPE and log out at Gate
- 14.5.3. Deliver to Contractor
 - 14.5.3.1. View video 1 or have Current/Valid AGC Power Plant Identification
 - 14.5.3.2. The Driver shall pickup PPE, map with boundary (see section 8.5) and proceeds to storeroom.
 - 14.5.3.3. Security will call the Contractor to escort driver to and from drop off point.
 - 14.5.3.4. The Driver will return all PPE and log out at Gate.

15. COAL DELIVERY

- 15.1. Driver shall have valid pass before delivering coal to or removing gypsum or ash from Warrick Alcoa Power Plant.
- 15.2. To get a valid pass the driver shall attend the “Warrick Alcoa Heavy Hauling” training video and pick up Gate 5 ID Badge from the Warrick Power Plant Guardhouse. This training must be renewed annually.
- 15.3. Drivers are not allowed to use cell phones while truck is moving and on Alcoa property.
- 15.4. Contracted deliveries management shall record driver’s name and make valid pass per instructions and materials provided by Alcoa.
- 15.5. Orientation will include
 - 15.5.1. Driver needs to be aware of low overhead clearances and high voltage towers.
 - 15.5.2. Driver shall enter Gate 5, the east gate, of Warrick Power Plant.
 - 15.5.3. No passengers.
 - 15.5.4. Driver shall display valid pass upon request from Alcoa Responsible Person.
 - 15.5.5. Driver shall wear seat belt.
 - 15.5.6. If the coal unloading conveyor is down, driver shall proceed to the coal pile to unload when directed.
 - 15.5.7. Driver shall remain in cab of truck, except when in the following designated Safe Zones
 - 15.5.7.1. Bull Pen
 - 15.5.7.2. Safe Zone painted at truck hopper
 - 15.5.7.3. The Driver is not allowed on the hopper at 211B.
 - 15.5.7.4. If the Driver must get out of the truck to perform work s/he shall wear an approved hard hat, safety glasses with side shields and steel toe shoes.
- 15.6. Verify bed is down before leaving coal unloading area.
- 15.7. Exit via Gate 5, the east gate.

16. VISITOR

- 16.1. Definition: Anyone entering Alcoa Warrick property or area under Alcoa control that does not have an Alcoa WPP photo ID pass or active PO.
- 16.2. View video 1 or have Current/Valid AGC Power Plant Identification.

16.3. Plant Security will contact the Alcoa Contact for permission for the Visitor to enter the Plant.

16.4. PPE

16.4.1. **Office visit** --lime green hardhat and safety glasses. Plant escort.

16.4.2. **Plant visit**--lime green hardhat, safety glasses and metatarsal shoes. Plant escort

16.5. Log in with name, time and whom they are visiting.

16.6. If the original visit was an Office visit, and it becomes necessary to go into the Plant, the visitor and Responsible Person will return to the gate for metatarsal shoes.

16.7. Visitor shall return PPE at the Gatehouse and log out at end of visit.

17. INJURY/ILLNESS/INJURY FREE EVENT - NOTIFICATION, INVESTIGATION AND REPORTING

17.1. Contractor shall **notify** the Alcoa Responsible Person(s) **IMMEDIATELY** of **ALL** injuries, industrial illnesses, injury free events and property damage incidences. Recordable and suspected recordable injuries shall be reported **IMMEDIATELY**.

17.2. The Contractor shall **investigate** all recordable injuries, high potential injury-free and property damage events. The severity of the injury or severity potential of the injury free event shall determine the degree of Alcoa's participation in the investigation. Alcoa's Injury/Illness/Injury Free Event shall be used for accident/incident reporting.

17.3. Contractor shall submit a written **report** to Alcoa Responsible Person(s) of recordable and suspect recordable injuries, and major injury free events within 24 hours.

18. ADMINISTRATION REQUIREMENTS

18.1. Prior to starting work, all Contractor employees shall attend a Pre-Job Meeting to ensure that the employees understand the scope of the work, and EHS expectations for the work to be performed.

18.2. Contractor supervision shall review the applicable parts of the "Contractor Safety Plan" with the employees each morning prior to starting work.

18.3. Construction Contractors shall conduct a "Post Safety Task Debriefing" at the end of each project. The documentation shall be signed by the contractor supervision and employees and given to the Owner's Representative.

18.4. All Contractors shall conduct a minimum of Weekly Toolbox Safety Meetings with their employees that work on the site. This meeting shall reinforce the EHS requirements, review compliance and near-miss incidents, caused by non-compliance and establish procedures for present or anticipated activities. Subject matter shall be documented and a sign in sheet provided for attendees to sign. This Documentation shall be turned in to the Alcoa Responsible Person(s) weekly.

18.5. All Contractors shall complete a "Monthly On-Site Contractor Manpower/Injury/Incident Summary". The summary shall be given to the Alcoa Responsible Person(s) no later than the fifth working day of the end of the month. This report includes man-hours worked for all areas of the plant and accident information.

18.6. All Contractor employees prior to starting work shall attend an "Employee EHS Orientation" and complete a test for comprehension. The Alcoa Responsible Person(s) or designee shall conduct the "Employee EHS Orientation". All orientations shall be documented.

18.7. Job Specific Training

18.7.1. Alcoa Special Training

18.7.1.1. The Project Leader will assign all Alcoa Special Training costs to his/her project.

18.7.1.2. The Project Leader will coordinate the schedule for Alcoa Special Training with the

qualified presenters.

- 18.7.1.3. The Contractor Responsible Person will provide the names of his/her employees to be trained.
- 18.7.1.4. The Contractor Responsible Person must provide a translator for contracted workers that are not fluent in English.
- 18.7.1.5. At the Trainers discretion, only contracted employees that can show an understanding of the material presented in orientation shall be authorized for an ID badge.
- 18.7.1.6. The trainer shall initial each of the marked subjects as the trainee successfully completes the subject. The trainer shall write in the next due date training is required.
- 18.7.1.7. The Trainer shall make a copy of the Training Request form and file the original. The Trainer shall give the copy to the Contractor Employee. The Contractor Employee shall submit the copy to Plant Security at the Alcoa Power Plant's Main Gate. Plant Security shall use the completed training request form to fill out the training requirements on the back of the Contractor Employees Alcoa WPP photo Identification Card.
- 18.7.1.8. The Contractor shall maintain employee records in a central location that is readily accessible to Alcoa.

19. REFERENCES

19.1. HS 7.2 Self Assessment Tool

19.2. Alcoa EHS Controlled References - The following are EHS Controlled Documents that have frequent application in contracted work and shall be considered where applicable to Contractor or Contracted Service work being performed. Your Project Leader can provide additional information.

- 15.1 Material Handling Slings
- 16.4.1 Excess Air Flow Safety Valves
- 17.10.1 Low-Velocity Powder-Actuated Tools
- 18.1 Entering and Working in Confined Spaces
- 18.1.1 Respiratory Protection
- 18.2 Fall Control
- 18.3 Tag out / Lockout / Verification Procedures
- 18.4.2 Prevention of Explosions of Aluminum Fines and Dust
- 18.6.1 Safe Handling of Compressed Gases
- 18.14 Welding and Cutting Containers
- 18.17 Project Environment, Health and Safety Review
- 18.17.1 Project Environment, Health and Safety Review Hazards Checklist
- 18.17.2 Project Environment, Health and Safety Review Process Checklist
- 18.17.3 Project Environment, Health and Safety Review Hazard Questionnaire
- 18.18 Asbestos Operations.
- 18.18.1 Asbestos Management
- 18.18.2 Asbestos Identification
- 18.18.3 Contractors Specification for Asbestos Work (1/22/96 revision of form No. 1059A)
- 18.19 Excavation Trenching and Shoring
- 18.20.2 Specifications for Lead Hazard Control
- 18.20.3 Lead Hazard Control Checklist
- 30.3.1 Noise Control Specifications
- 30.3.2 Sound Level Requirements for Purchased Leased or Rented Vehicles
- 32.60 Electrical High Voltage Safety
- 32.60.1 Electrical High Voltage Maintenance and Design Safety Practices
- 32.60.1.1 Electrical High Voltage Safety Assessment Tool
- 33.013 Design Construction and Installation of Fixed Platforms Walkways Stairways Ladders and Floor Openings
- 33.051.1 Government Regulatory Agency Project Inspection Guidelines
- 33.052 Contractor and Contracted Services Environment, Health and Safety Process
- 33.052.1 Safety and Health Evaluation of Outside Contractors and Subcontractors
- 33.052.4 Application of OSHA Hazard Communication Standard for Outside Contractors.
- 33.052.5 Application of OSHA Process Safety Management of Highly Hazardous Chemicals Specification for Outside Contractors
- 33.053 Safety in Painting
- 33.54 Safety in Explosive Blasting
- 33.055 Foreword to Contracted Services Prequalification Questionnaire
- 33.055.1 Contracted Services Safety Prequalification Questionnaire

5.1 Safe Job Plan –Manual Form

ALCOA-WARRICK POWER PLANT
JOB SAFETY PLAN

(Return Original Copy to Project Leader)

JOB TITLE _____

CONTRACTOR _____

PROJECT SCOPE

➤ **Description of repairs / modifications / construction**

:

➤ **Location** _____

➤ **Materials supplied by contractor**

➤ **Materials supplied by Alcoa**

➤ **Work schedule requirements**

➤ **Job completion / acceptance requirements**

Contractor R.P.:

WPP R.P.:

Date: _____

Job PO: _____

EMERGENCY ACTION PLAN MUSTER AREA: _____

EMERGENCY PHONE NUMBERS (For cell phone add 842 exchange, area code is 812)

To report an emergency (injury, out-of-control chemical release, etc.): 3333

To report a spill: 3334

List special equipment required:

List Permits required: (confined spaces, digging/excavating, high voltage clearance, welding/burning, mobile equipment, boomed equipment)

<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____

List Training required: (confined space, tag-lock-try, fall prevention, haz-mat, excavation, mobile equipment, hearing, respiratory protection, low voltage electrical hazards, high voltage electrical hazards, environmental)

<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____

List Competent Persons

Area of Competency

(excavation,high voltage, asbestos removal)

_____	_____
_____	_____
_____	_____
_____	_____

SAFETY AUDIT SCHEDULE _____

PRE-JOB MEETING PARTICIPANTS

<u>Print Name</u>	<u>Signature</u>	<u>Date</u>	
_____	_____	_____	:
_____	_____	_____	:
_____	_____	_____	:
_____	_____	_____	:

Version	Change Log	Date	Name
2.4.1	Misc. format changes, Sec. 15 updated per Rachel Wright, Added cell phone use comments section 10, 14, and 15. Added reference to Project Leader in section 19, references. Changed Version to match sec. 2.6 of Cont. Safety Protocol. Updated all bookmarks and hyperlinks.	1/12/12	Bruce Sloan