



# ENVIRONMENTAL HEALTH & SAFETY

Title **Contractor EHS Handbook – DUR**  
 Series 400 General Safety  
 Specification Number EHS-GS-442.1

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## 1.0 PURPOSE

The Handbook outlines unique Cree requirements or regulatory points of emphasis, reflecting specific hazards or concerns at this site, but **is not intended as a comprehensive list of contractor responsibilities and obligations while working at Cree.**

## 2.0 SCOPE

This Handbook applies to all contractors, sub-contractors, service/technical representatives, vendors, and suppliers performing work or providing services at Cree's North Carolina facilities. Unless otherwise specified, the contractor responsibilities indicated in this document refer to all of the above.

## 3.0 COMPLIANCE

All contractors are expected to comply with applicable federal, state and local laws and regulations. Violating the requirements in this Handbook may result in termination of the contract and removal from the site. Observed deficiencies may be formally tracked and disseminated to other parties outside of Cree.

## 4.0 TRAINING

### 4.1 Equipment and Tool Training

- i. Contractors must be trained on each piece of equipment and tool they operate or use per the regulations applicable to the equipment or tool, or in compliance with good work practices.

### 4.2 Cree-specific Training

- i. Contractors must successfully complete the online Cree Contractor EHS Orientation Training and Test.
- ii. Contractors working on PSM-RMP systems, or near those systems in such that the work could affect the systems, must complete the PSM-RMP Training and Test.

### 4.3 Documentation

- i. Applicable education and experience records must be maintained by the contract company.
- ii. When regulations require the employer verify that the employee understood the training, that verification must be documented.
- iii. A written test or documented observation of the job performed will meet this requirement.

## 5.0 UNIQUE OR EMPHASIZED CONTRACTOR RESPONSIBILITIES AND REQUIREMENTS

### 5.1 Barricades

- i. Ensure barricades are effective for the weather conditions in which they are used, and substantial enough to dissuade the passage of persons or vehicles.
- ii. Notify your sponsor 48 hours before closing off any road.
- iii. Post appropriate (e.g., visible, lighted, etc.) road or other access closure signs if barricades are left overnight.
- iv. Post warning signs at each point of possible entrance to the work area, stating the hazards within the area and contact information for the person responsible for the barricade.



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- v. Never attach barricades to items which must be accessed for safety, such as fire hydrants or extinguishers, valves, electrical panels, etc. Likewise, never allow barriers to limit access to these items unless doing so rightfully (e.g., live electrical panel being barricaded from others).
- vi. Demarcating work areas
  - Use yellow\* barricade "tape" when entry is allowed but caution is required (e.g. hoses on the ground, congestion, dusty, etc.)
  - Use red\* barricade "tape" when entry is denied or specific permission is required (e.g. open holes, overhead hazards, confined space, chemical fills, etc.)
    - a) "Tape" includes retractable webbing material, plastic folding panels, etc.
    - b) \*Color may include other contrasting colors (specifically, black in combination with yellow or white in combination with red.)

## 5.2 Chemical Use

- i. All chemicals must be approved by your sponsor before those chemicals are brought on site.

## 5.3 Competent Person

- i. Designate a competent person when required by the applicable regulations (scaffolding, excavations, etc.).

## 5.4 Confined Spaces and Permit-Required Confined Spaces

- i. This site contains confined spaces.
- ii. Remain alert for hazards your sponsor identifies in any confined space, and abide by any precautions or procedures implemented for the protection of employees in or near any permit-required space.
- iii. Not all confined spaces are identified with a label or sign.
- iv. Your confined space-entry inspection procedure may allow reclassification of the entry as non-permit required. This procedure must be explained in your program.
- v. Prior to beginning work, obtain information regarding specific hazards from your sponsor, and following your pre-entry inspection process, inform your sponsor how the space will be classified.
- vi. Permit-Required Confined Space Entries
  - Contractors engaged in permit space activities must exchange permit space program documentation with Cree.
  - Coordinate permit space entries with your sponsor, including when both Cree personnel and contractor personnel will be working in or near permit spaces.
  - Permit space entries will be made using the contractor's written program and permit. All permit space programs must be approved by Environmental Health & Safety (EHS) prior to making entry. This review and approval should occur as part of the contractor's approval process. Otherwise, the review must occur prior to the permit space entry.
  - When employees of more than one employer are working simultaneously as authorized entrants in a permit space, one primary person must be designated as the responsible entry supervisor for coordinating safe entry operations.
  - The entry supervisor must verify that local rescue services are adequate and available. Cree does not maintain an authorized confined space rescue team so it is the contractor's



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responsibility to ensure compliance with 1910.146(k). Your sponsor can assist in this verification by providing phone numbers for local rescue services.

- vii. Provide equipment that is in good working order and operating per the manufacturer's recommendations (e.g., calibrated, bump tested, inspected, etc.) and provide the associated documentation upon request.
- viii. At the conclusion of the entry operations, provide your sponsor with a copy of the completed/cancelled confined space permit. Record and discuss with your sponsor any hazards confronted or created in the permit spaces during entry operations. These hazards can be described in completed or cancelled confined space permit, or on the Contractor Debrief Form provided by your sponsor.

## 5.5 Cranes, Hoists and Slings

- i. Crane operators shall possess a valid certification and have their certification on their person.
- ii. Cranes must be inspected and the inspection documentation must be available.
- iii. Lift plans must be submitted to your sponsor at least three days prior to the job.

## 5.6 Electrical Safety and Interruption of Electrical Service

- i. Prior to performing electrical work, obtain authorization and a clear indication of which circuit is involved from your sponsor.
- ii. Live electrical work is only conducted through completion of the Energized Electrical Work Permit which must be presented to your sponsor.
- iii. Do not store equipment within 36 inches of an electrical panel.

## 5.7 Emergencies

- i. Call (919) 407-4000 to report emergencies.
- ii. Before starting a job, determine the correct evacuation area with your sponsor, and ensure that if the job site changes, the evacuation area is updated for the new job site.
- iii. Have a process in place to perform a headcount, and notify either your sponsor or Security if any contractor employees cannot be accounted for.
- iv. Contractors must provide their own supplies, trained personnel and procedures for first aid/CPR as deemed necessary by their company or regulation (e.g. Electrical Safety Standard).
- v. In the event of a fire alarm (**horn and white strobe**), evacuate the work space or building immediately.
- vi. In the event of a gas detection alarm (**horn**), evacuate the work space or building immediately. In the event of a gas detection alarm (**amber light**), pay attention for further instructions from Cree.
- vii. Upon evacuation, escorted contractors must stay with their escort. Non-escorted contractors must assemble at their designated assembly area.
- viii. Follow the instructions of Cree officials during emergencies.

## 5.8 Equipment and Tools

- i. Provide all equipment and tools required to perform the job safely, unless otherwise indicated by your sponsor. Cree retains the right to prohibit or restrict the use of tools and equipment determined to be unsafe.
- ii. Do not use fuel powered equipment (generators, welding machines, etc.) inside buildings, or within 25 feet of the building exterior, or near building air intakes.



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- iii. Ground fault circuit interrupters (GFCI) are required on all extension cords.
- iv. Space heaters must be powered by electricity.
- v. Inspections of tools and equipment:
  - OSHA-required tool and equipment inspections (forklifts, fall protection equipment, etc.) must be performed by a knowledgeable person and documented.
  - Tool and equipment users must perform pre-use visual inspections on tools and equipment (hand tools, electrical cords, ladders, etc.). These inspections do not need to be documented.
  - Tools and equipment that do not pass inspection must be taken out of service until corrected.

## 5.9 Fall Protection

- i. All personnel must be protected either by a standard guardrail or a personal fall protection system if exposed to a fall hazard of greater than
  - Six feet on construction sites; or
  - Four feet in all other areas.
- ii. Fall protection is not required for persons climbing or working on portable ladders.
- iii. Fall protection is required by all personnel in lifting devices.
- iv. If a contract involves steel erection, submit a fall protection plan as required by OSHA.

## 5.10 Hazard Communication

- i. All chemicals must be approved by your sponsor before those chemicals are brought on site.
- ii. Safety Data Sheets (SDS) must be readily available for each material used at the jobsite, and provided upon request.

## 5.11 Hazardous Energy Control

- i. See section 5.21 below (Lock Out-Tag Out)

## 5.12 Hazardous Materials and Hazardous Waste

- i. Obtain permission from your Cree sponsor before storing hazardous material on Cree property.
- ii. Hazardous waste may not be transported off site.
- iii. All hazardous waste generated must be packaged and labeled in accordance with regulatory requirements.
- iv. Coordinate with Cree Environmental Health & Safety (EHS) on the proper storage, labeling, and disposal of hazardous wastes.

## 5.13 Hot Work

- i. Obtain Cree's Hot Work Permit from your sponsor. You may supplement the Cree permit with your own.
- ii. Do not deactivate any fire protection system.
- iii. Provide sufficient fire extinguishers that are fully charged, properly inspected, tagged, and with pins intact. The extinguisher type must be appropriate for the potential fire type and work area. Minimum requirements are 4-A, 20-B, or C rated and CO2 for clean rooms.
- iv. Follow all provisions of the Cree Hot Work Permit.
- v. Keep the Hot Work Permit in the area until the final inspection is completed.
- vi. Immediately notify your sponsor upon completion of the hot work.
- vii. Return completed permits to your sponsor.



## 5.14 Housekeeping

- i. Keep entry and exit routes to work areas, and emergency exit routes, clear at all times.
- ii. Keep all work areas orderly, clean and free of hazards.
- iii. For work extending across multiple days, properly store all material, tools, etc. between work shifts.

## 5.15 Incident Reporting and Notifications

- i. Inform your sponsor immediately upon learning of any incident on site that has caused or is likely to cause fatalities, injuries, property damage, spills or releases to the environment, or regulatory non-compliance.
- ii. Notify your immediate supervisor of environmental, health, or safety issues or concerns you observe.
- iii. The contractor is responsible for
  - investigating accidents, incidents, and unsafe conditions involving their employees;
  - immediately reporting the circumstances to your sponsor; and
  - providing Cree with a copy of the completed investigation report upon request.
- iv. Forward all outside inquiries and requests for information to your sponsor. Requests related to environmental, health and safety must be forwarded to Environmental Health & Safety (EHS).
- v. Contact your sponsor immediately if OSHA or EPA personnel show up.

## 5.16 Inspections and Audits

- i. Contractors are required to cooperate during these activities and correct deficiencies observed in their areas of responsibility within the time specified by Cree.

## 5.17 Ladders (Portable)

- i. All ladders brought onto the job site shall be in good condition, free of structural defects, and rated no less than ANSI A14, Type I (at least 250 pound capacity). Type II or III ladders are prohibited.
- ii. The ladder type must be appropriate for the task.

## 5.18 Life Safety

### i. Fire Suppression Systems

- If impairment of a fire suppression system is required, it must be requested 48 hours in advance by your sponsor prior to the work beginning. Ensure that your sponsor has had the suppression system disabled prior to beginning such work.
- For work that will be performed in the close vicinity of a fire sprinkler, request a survey of the work area 48 hours in advance by your sponsor so that they can determine if the system should be impaired.
- Notify your sponsor as soon as work is completed so the system can be reactivated.

### ii. Gas Detection Systems

- Prior to doing work that creates smoke or fumes (e.g. welding, gluing PVC pipe, brazing, etc.), notify your sponsor so that they can determine if gas detection sensors in the area should be impaired.
- Notify your sponsor as soon as work is completed so gas detection sensors can be reactivated.





### iii. **Smoke Detectors**

- For work that will generate smoke or dust, notify your sponsor 48 hours in advance to request a survey of the work area for smoke detection equipment.
- If impairment of the smoke detection system is required it must be requested by your sponsor prior to the work beginning. Ensure that your sponsor has had the detection equipment disabled prior to beginning such work.
- Notify your sponsor as soon as work is completed so the system can be reactivated.

### **5.19 Lasers**

- i. Lasers must comply with the applicable provisions of the OSHA Construction Standard.

### **5.20 Line Breaking**

- i. Obtain your sponsor's permission prior to performing line breaking on ammonia or hydrogen lines (PSM-RMP systems).
- ii. Review the Cree Line Breaking Permit (provided by your sponsor) prior to beginning work and ensure the adequacy of the required equipment and control measures etc.
- iii. Post the Permit in the area during line breaking.
- iv. Cree's line-break procedure applies specifically to PSM-RMP systems. It is Cree's position that line-breaking in all other cases can be adequately controlled and rendered safe by appropriate application of Hazardous Energy Control (Lock Out – Tag Out). Nonetheless, your sponsor MAY request use of the Cree Line Breaking Permit on non-PSM-RMP systems.

### **5.21 Lock Out – Tag Out (LOTO)**

- i. Contractors controlling hazardous energy sources must have a written LOTO program.
- ii. Use your own lock and tag where such applications are required.
- iii. The name of the person applying a LOTO tag and the name of the company must be printed legibly on the tag.

### **5.22 Material and Equipment Shipment and Storage**

- i. The contractor must make their own arrangements for unloading their material.
- ii. Coordinate shipments with sponsor to avoid interfering with site operations.
- iii. Place material in the lay-down area designated by your sponsor.
- iv. On-site storage of hazardous material requires sponsor approval.
- v. Do not ship or receive hazardous material without the approval of Environmental Health & Safety (EHS).
- vi. Contractors involved in the transportation of hazardous material are responsible for ensuring regulatory compliance.

### **5.23 Motor Vehicles (Including Forklifts, Scissors Lifts, Golf Carts, and Man Lifts)**

- i. The speed limit in Cree parking lots and facility grounds is 5 mph.
- ii. Contractors may not use Cree-owned or leased motor vehicles, including fork lifts, golf carts, scissors lifts, or manlifts, unless special circumstances allow and are permitted by EHS.
- iii. Drivers must have proof of applicable operator certification (e.g. forklift/manlift driver's license) on their person.
- iv. Inspection forms must be kept on each vehicle until the next inspection is performed.



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v. When operating vehicles on Cree property you must

- keep your feet on the floor of the vehicle and your body parts inside the vehicle while the vehicle is in motion;
- ensure personnel and cargo do not exceed the weight limit of the vehicle;
- not talk or text on a phone, or use ear buds, head phones or other listening devices;
- obey all traffic signs; and
- properly secure cargo.

vi. Spotters are required when

- moving oversized loads;
- moving in tight spaces;
- a fork lift driver cannot see over the load and must drive forward; or
- large/long equipment is attached to a fork lift (e.g. boom, etc.).

vii. Equipment (e.g. boom, drum holder, etc.) attached to a fork lift must properly secured to the fork lift.

viii. Fall protection must be worn while on scissors lifts.

ix. Contractors' golf carts on site must be

- equipped with horn and back up alarm; and
- parked or stored in a safe location.

#### 5.24 Non-Destructive Testing

- i. Contractors performing NDT must be certified per the requirements of the American Society for Nondestructive Testing, and provide NDT certification documents with the prequalification package.
- ii. A Level III inspector must be responsible for supervising the work of Level I and II personnel.

#### 5.25 Personal Protective Equipment (PPE)

- i. PPE must be provided by the contractor.
- ii. PPE is required in posted areas or as designated by your sponsor.
- iii. When the use of specific PPE requires other safety program elements (e.g. respirator fit tests), the contractor must provide
  - properly trained and certified personnel; and
  - training, inspection and certification records upon request.

#### 5.26 Petroleum Contained in Equipment

- i. Equipment brought on site that contains oil or fuel (e.g. generators, chillers, lawn mowers) must be provided with adequate secondary containment, such as a portable spill berm, a berm of oil absorbent, or a boom system.
- ii. All containment systems must be inspected daily, properly maintained, and robust enough to contain the material during a typical weather event.

#### 5.27 Process Safety Management and Risk Management Plan (PSM-RMP)

- i. There are two PSM-RMP covered processes (Ammonia and Hydrogen) and both are located on the Silicon Drive site.
- ii. Contractors working on PSM-RMP covered processes, or jobs that effect PSM-RMP covered processes, must provide:



- employees who are trained, qualified and competent for the work they are expected to perform, and ensure that each contract employee is:
  - a) trained in the work practices necessary to safely perform his/her job; and
  - b) instructed in the known potential fire, explosion, or toxic release hazards related to his/her job and the process, and the applicable provisions of the emergency action plan.
- documentation that supports each person's competence for the job they are performing, to include:
  - a) documentation that each contract employee has received and understood the training required for the jobs they are performing; and
  - b) a record containing the identity of the contract employee, the date of the training, and the means used to verify **that the employee understood the training.**

### 5.28 Records

- i. Provide records and proof of documentation upon request. These records may include hazard assessments, job work instructions, equipment calibrations and inspections, training records, Safety Data Sheets, and other documents as required by regulation.
- ii. Provide the requested documentation within a reasonable time. Reasonable time will be determined by regulatory requirement. When records are expected to be readily available to an employee under a regulatory requirement, be prepared to provide the documentation within a few minutes, but with other records that may be stored off-site, it is understood that producing the records may take longer.
- iii. When specified by your sponsor, provide hours reporting and documentation.

### 5.29 Road Maintenance

- i. Each contractor must maintain roads which are affected by the contractor's work.
  - Clean dirt, mud, concrete, spoil, refuse, debris, etc. from the roadways, access ways and walkways.
  - When debris is created, clean up the area by the end of the work day or sooner if requested.

### 5.30 Safety Analysis

- i. A safety review of the job, performed before work begins, is required to identify hazards and implement steps to mitigate or remove the hazard. Examples include the following formats:
  - JSA - job safety analysis
  - PTP - pre-task plan
  - CTR - critical task review



ii. **Pre-Task Plan (When Provided by Cree Sponsor)**

- Be prepared to receive an orange “Pre-Task Plan” card from your sponsor if working on Cree Facilities projects.
- Complete the card prior to beginning work, and keep the card at the job site for the duration of the project.

**5.31 Safety Meetings**

- i. Safety Meetings are required for all contractor jobs performed at Cree.
- ii. These meetings can be in any form and must be held at least weekly.
- iii. All sub-contractors must be included in these meetings.
- iv. Attendance, as well as topic, must be documented.

**5.32 Smoking**

- i. Smoking is prohibited on Cree property.
- ii. Smoking is prohibited in your vehicle while on Cree property.

**5.33 Spills and Leaks**

- i. Immediately notify your sponsor of spills, or leaking pipes or equipment. This includes spills and leaks observed in other areas.
- ii. Take all alarms seriously and follow specific instructions issued by emergency responders (e.g., ERT members, Security, outside response personnel, etc.)
- iii. If so equipped and trained in accordance with 29CFR1910.1020, contain and clean up spills in accordance with the Safety Data Sheet and environmental regulations.
- iv. Your company is responsible for the costs of clean up and disposal of hazardous material resulting from a spill caused by the contractor.

**5.34 Utilities and Sanitation Requirements (Construction Sites)**

- i. Provide all of the following support services on all construction sites, except for those that your sponsor agrees will be provided by Cree:
  - Area lighting
  - Compressed air
  - Power for small tools (110 VAC)
  - Sanitary requirements (drinking water, toilets and washing facilities)
  - Telephone service

**5.35 Water Pollution Control**

- i. **Process Water (water used in production processes) and Sanitary Sewer Discharge**

- Ensure no liquid or solid wastes are released to any indoor water or sanitary (bathroom) sewer drain without prior approval from Environmental Health and Safety (EHS). All spills of any material, solid or liquid, must immediately be reported per section 5.33 above.

**ii. Storm Water Pollution**

- If conducting outdoor activities, ensure contractor staff understand that no liquid or solid material is allowed into any outside drain, storm drain, or the ground around construction areas, except with specific prior approval from EHS.
- For any container holding any liquid or solid material that might wash into an internal drain, storm drain, the adjacent pavement, or soil, provide enough secondary containment for 110% of the container contents.
- Store any material having a potential to contaminate storm water under cover. This includes material covered with oils or greases, wooden pallets, etc.
- Do not discharge water contaminated by contact with solid or liquid material to storm drains.
- Obtain prior EHS approval before pressure washing, concrete cutting, or rinsing concrete mixers, and follow EHS guidance on control of the resulting residue. All concrete operations must include a slurry washout station suitably lined with plastic or other containment to prevent slurry runoff from concrete washing.
- Do not allow water drained from process equipment or cooling towers into storm drains without prior approval from EHS.
- Take appropriate silt fencing and erosion control measures during construction activities.
- For site construction work, contractors must obtain the required state permits for land disturbance when disturbing one acre or more of land.

**DOCUMENT REVISION HISTORY**

Date	Rev.	DCN #	Change	By:	Approval
01/03/2016	-	DMS	Document Origination	BEE	DMS
04/26/2017	A	DMS	Removed Pre-Job Safety Checklist; Edited Safety Analysis and Safety Plan section; Added Chemical Use section; Clarified spill and leak information; Added Life Safety section	K Acord S Crooks B Edwards E George	DMS