



CONTRACTOR SAFETY MANUAL

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Contractor Safety Manual

Introduction

This manual was developed to provide Contractors with the minimum requirements for safety and health protection and a general code of conduct while performing work at Ridgeview Industries.

Scope

The Contractor Safety requirements apply to all Contractors (and their chosen Subcontractors) providing services on the premises of Ridgeview Industries - - compliance is mandatory. Ridgeview Industries is committed to associate safety and preserving our environment and expects all contractors and sub-contractors to take steps to:

- a) Maintain a safe working environment
- b) Enforce safe work practices with their employees and sub-contractors
- c) Comply with environmental regulations
- d) Follow pollution prevention practices

While these are Ridgeview's minimum requirements, all Contractor work practices must comply with applicable Federal, State and local codes and/or laws. Further, it is expected that the Contractor will have a safety program that outlines the requirements for performance of their employees and their subcontractors specific to their activities. The Contractor is responsible to ensure that this safety program meets the requirement of law, including but not limited to compliance with applicable OSHA/MIOSHA standards.

General Information

- a) A Contractor is responsible to keep Ridgeview Industries informed about its activities, and the activities of its Subcontractors, if any, on Ridgeview property.
- b) Ridgeview Industries is not responsible for safety, health and environmental policies or practices of any Contractor or Subcontractor. This Manual is intended to provide Contractors and Subcontractors with information on how they can satisfy their own responsibilities in this regard.
- c) Training costs for Contractor Employees incurred to meet regulatory requirements are the responsibility of the Contractor.
- d) The Contractor will ensure that its employees know the requirements outlined in this manual prior to beginning any work activity
- e) The Contractor will communicate specific hazards found at Ridgeview Industries that may affect the safe work of Contractor Employees (e.g. work with chemicals).
- f) The Contractor will be responsible for the direct supervision of Contractor Employees.
- g) Contractor will review work area with Production or Maintenance Supervisor prior to any activity that may create sparks (welding, cutting, grinding) or other potential fire hazard.

Contractor Responsibility

Proof of Insurance

- a) Proof of Current Liability and Workers' Compensation insurance is required before any work can begin at Ridgeview Industries. This information must include:
 - i. Liability Limits: *\$1,000,000.00*
 - ii. Workers' Compensation Limits: *\$500,000.00*
- b) It is the responsibility of the Contractor to provide copies of insurance certifications prior to starting work (and renewals) as they become available.

Information to Support Contractor Responsibility for Safety and Environmental

Site Access & Parking

- a) Contractors should park in area designated by their Ridgeview Industries contact.
- b) When required, make arrangements with contact at Ridgeview Industries to unload / load equipment or material prior to parking at a loading dock area.

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General Code of Conduct

- a) Harassment
 - i) Ridgeview Industries does not tolerate, condone, or allow discrimination or harassment based on race, color, religion, national origin, age, sex, weight, height, marital status, non-disqualifying disability, or any characteristic protected by law.
- b) Weapons and Workplace Violence
 - i) All firearms, knives with a blade exceeding four (4) inches in length, and other weapons are strictly forbidden on all Ridgeview Industries premises (other than weapons used for hunting or sport shooting, and are properly stored in an employee's vehicle in accordance with State laws).
 - ii) Threats of violence, (verbal or physical) including the use of profanity or obscene gestures, are not tolerated.
- c) Drug & alcohol free workplace
 - i) The possession or use of narcotics, drugs, or alcoholic beverages of any kind is prohibited on all Ridgeview Industries property. (Unopened alcohol containers stored in vehicles in accordance with State laws are permissible.)
 - ii) Ridgeview Industries expects that the contractor lead person (or contractor management) will immediately remove any contractor employee suspected of being under the influence of drugs or alcohol. That contractor employee will not be allowed on premises unless a drug or alcohol test is completed at the time of removal and is shown to be negative for under the influence of drugs or alcohol.
 - iii) Ridgeview Industries retains the right to initiate the immediate removal of any contractor employee if suspected of being under the influence of drugs or alcohol.
- d) Tobacco Use
 - i) Smoking or use of tobacco products, including electronic cigarettes is strictly prohibited inside Ridgeview Industries. Smoking and use of tobacco products is strictly limited to designated smoking areas.
- e) Cell phone use in the plant
 - i) The personal use of electronic devices for music or entertainment is prohibited on the production floor. The personal use of cell phones on the production floor is discouraged. If you must use a cell phone in our plant areas for business or urgent matters, you must first move to a safe area that will not interfere with manufacturing activity or cause you to become a safety hazard to yourself or others.
- f) PPE requirements when in plant manufacturing area
 - i) Contractors are required to assess the hazards to which Contractor employees are or may be exposed to while performing services for Ridgeview Industries and to select and wear the best level of PPE available. This may include, for example, hearing protection, head protection, fall protection, foot protection, face protection, eye protection, respiratory protection, clothing or body protection, etc
 - ii) Contractors are required to supply and Contractor Employees are required to use, all required PPE for the hazards present while providing services on RVI premises.
 - iii) Safety glasses with side shields are required to be worn in plant areas.
 - iv) When working in areas designated as requiring hearing protection for greater than 30-consecutive minutes, contractor employees must wear hearing protection.
 - v) Footwear must be leather (steel toe highly recommended). No open toe or backless shoes are permitted.
- g) Housekeeping expectations
 - i) Contractors are expected to ensure good housekeeping at all times.
 - ii) Do not litter! Contractors are responsible to keep the work areas in a neat and orderly condition. All materials must be cleaned up as the job progresses.
 - iii) Access to exits and to any emergency equipment (e.g. eye wash fountains, fire extinguishers, electrical panels must be kept clear at all times.
 - iv) When required to block an aisle, exit, or emergency equipment, contractor must notify their contact with Ridgeview Industries.
 - v) At the end of each work day:

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- (1) Contractor equipment must be removed unless arrangements are made for appropriate storage. Contractor recognizes equipment is stored at their own risk and Ridgeview Industries is not responsible for the safekeeping of contractor equipment stored on the premises of Ridgeview Industries.
- (2) Trash, scraps, and other waste must be properly disposed
- (3) Electrical cabinets and other controls must be secured when not attended.
- (4) Openings or other potentially hazardous conditions must be clearly identified and secured.
- (5) Your Ridgeview contact must approve the security arrangements for any potentially hazardous condition that must be left unattended.

Hand Tools

- a) All hand tools, including portable electrical tools, and other equipment brought onto Ridgeview Industries premises must be in a safe operating condition. Ridgeview Industries reserves the right to prohibit the use of defective tools, ladders, etc. and require the removal of defective equipment without any obligation for cost of replacement or time lost.

Use of RVI Equipment

- a) Hilo, Forklift, Powered Industrial Truck
 - i) Ridgeview owned Powered Industrial Trucks are not to be operated by Contractors unless they receive prior authorization Technical Manager or Vice President of Operations for Ridgeview Industries.
 - ii) Only Contractor Employees for whom the Contractor has provided training sufficient to meet OSHA/MIOSHA standards for powered industrial trucks (including applicable licensing) will be allowed to operate this equipment.
 - iii) Contractor-owned Powered Industrial Trucks must be operated under the requirements of OSHA/MIOSHA General Safety Standards, Part 21 *Powered Industrial Trucks*
- b) Overhead Crane and Hoists
 - i) Ridgeview-owned Overhead Cranes and Hoists are not to be operated by Contractors unless they receive advance authorization Technical Manager or Vice President of Operations for Ridgeview Industries.
 - ii) Only Contractor Employees for whom the Contractor has provided training sufficient to meet OSHA/MIOSHA standards for cranes and hoists (including applicable licensing) will be allowed to operate this equipment
 - iii) Contractor-owned Cranes and Hoists must be operated under the requirements of OSHA/MIOSHA General Industry Standards, Part 18 Overhead and Gantry Cranes; Part 19 Crawler, Locomotive and Truck Cranes; and Part 20 Underhung Cranes and Monorail Systems. This includes training/licensing requirements, equipment inspection, and safe equipment operation requirements.
- c) Ladders
 - i) All ladders used must be Type 1 Industrial stepladders, in good condition and have non-slip bases.
 - ii) Straight or extension ladders must be secured (tied-off) as close to the support point as possible. When this is not possible, a second person shall be assigned to support the base.
 - iii) Ladders of fiberglass or other non-conductive material construction are required near potential electrical hazards.
 - iv) Ladders may not be used in the horizontal position as platforms, runways or scaffolds.
 - v) Use the proper ladder height for the job being performed. Side rails on straight ladders shall extend not less than three (3) feet above the point of support.
 - vi) All ladders must be properly stored when not in use; proper storage includes being off the ground, secured and out of normal walkways.

Overhead Work

- a) All overhead work must be obviously roped off or otherwise marked to prevent anyone from walking or driving under the work area.
- b) Overhead work creating falling debris requires additional protection for associates and equipment that may be affected by the falling debris

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- c) All scaffolds must have full flooring within the frame, with cleats, toe boards, and railings and meet all other OSHA/MIOSHA standards.

Fall protection

- a) Working at an elevation of four (4) feet or more requires Fall Protection Training.
- b) Working 6 feet or more above a working or walking surface that is not properly railed requires the use of fall protection equipment and appropriate warnings.
- c) Working inside a scissor lift does not require fall protection. Working inside the lift means that both feet are on the floor of the lift. Climbing onto the rails or out of the platform requires the use of fall protection.
- d) The use of a "cherry picker" or articulating lift requires the use of fall protection at all times.

Roof Work

- a) The portion of a roof where Contractors are working must be kept free of ice, snow, or other slippery conditions.
- b) All roof work performed on Ridgeview Industries premises must be conducted in accordance with OSHA/MIOSHA Construction Safety Standard, Part 45, Fall Protection.

Grounds & Maintenance

- a) Grounds keeping equipment and their operation at Ridgeview Industries must be compliant with applicable regulatory standards (i.e. OSHA/MIOSHA General Industry Safety Standard Part 54 – Powered Grounds Keeping Equipment).

Hazard Communication

- a) Ridgeview uses a variety of chemicals in the manufacture of our products. Contractors may request a copy of any/all MSDS's for chemicals to which they are (or may be) exposed by contacting their Ridgeview representative. Use of Ridgeview chemicals by a contractor for any purpose must be authorized in advance.
- b) Chemicals brought onto Ridgeview premises must be approved by your Ridgeview contact. Injury or illness, damage, or other contamination from unapproved chemicals may result in your having financial liability.
- c) A current MSDS must be readily available and maintained by the Contractor for all chemicals brought onto Ridgeview premises – except those chemicals Ridgeview uses in normal course of operations.
- d) Regular consumer products, that is, products that are stored in the original container, used in the same manner as a regular consumer, and do not expose the user to any greater hazard from exposure than that of a normal consumer, do not require MSDS to be provided.
- e) Chemical disposal shall occur away from the premises of Ridgeview Industries and is the responsibility of the Contractor. Ridgeview Industries will not dispose of waste chemicals used by the Contractor.

Compressed Gas

- a) Compressed gas cylinders must be secured in an upright position and kept away from sources of heat or flame at all times.
- b) All compressed gas cylinders must be legibly marked with either their chemical or trade name.
- c) All compressed gas cylinders not in use must have their top caps securely tightened.
- d) Where different gases are stored, they must be grouped by types. Groupings shall separate the flammable gases from the oxidizing gases.
- e) Compressed gas cylinders may not be dropped, dragged, rolled on their side or struck violently.
- f) A compressed gas cylinder may only be lifted by cradles or enclosed platforms when using a crane or hoisting device. Electromagnets, hooks, ropes or slings shall not be used.
- g) A frozen or ice-clogged valve shall be thawed either by warm air or use of warm water and dried before using. Boiling water or a flame shall not be used. Force shall not be applied to a valve or cap to loosen a cylinder frozen in place.
- h) A cylinder shall not be placed where it will become a part of the electrical circuit by accidental grounding or where it may be burned by electric welding arc. A cylinder shall not be placed so that hot slag or flame will reach it or it shall be protected by a fire resistant shield.
- i) Flammable gas cylinders (including LPG tanks) may not be stored within 25 feet of an emergency exit.

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- j) Flashback preventers are required on any torch.

Spill Reporting, Containment, and Clean up

- a) Contractor Employees must report any spill of chemicals or hazardous materials to their Ridgeview contact, immediately.
- b) Provisions for spill prevention, response, and disposal of wastes generated from any potential clean-up activities from Contractor chemicals / hazardous materials must be discussed with the Ridgeview contact before starting work with these substances.
- c) Chemical spills of any size or quantity must be reported to your Ridgeview contact. Generally, Contractor Employees are not permitted to respond to chemical spills at Ridgeview Industries. Questions about chemical spills must be directed to Ridgeview contact.

Waste Disposal

- a) Proper identification of waste generated during work on-site is critical. All wastes must be segregated and managed according to applicable regulatory requirements.
- b) The Contractor is responsible for the removal, transportation, and disposal of any waste generated. Applicable wastes must be manifested per State/Federal Laws. Copies of these manifests must be supplied to Ridgeview Industries upon request.
- c) It is the responsibility of the Contractor to ensure proper waste management practices while performing services for Ridgeview Industries. Prior to any work, the Contractor will assess what wastes will be generated and communicate to the Ridgeview contact any hazardous, nonhazardous, universal or construction wastes that will be generated and the methods that will be used to collect, manage, and dispose of these wastes.
- d) Discharge of any material onto the ground is strictly prohibited by State/Federal Laws and Ridgeview's environmental policy. If any spill/discharge occurs, report it immediately to your Ridgeview contact (i.e.: leak from truck of oil, gas, or product being transported).
- e) Any questions regarding proper classification and/or disposal of wastes generated must be brought to the attention of your Ridgeview contact.

Severe Weather / Fire Evacuation

- a) In the unlikely event of a tornado or other severe weather, an announcement will be made to take cover.
- b) Contractor Employees must take cover in a designated/marked Severe Weather shelter area (typically restrooms/locker rooms) at each facility.
- c) Contractor Employees may not resume work or leave the shelter area until an all clear is given by a member of supervisory team.

Interruption of Utilities, Alarms, Telephone & PA Systems or Fire Suppression Systems

- a) Contractors must receive verbal permission from their Ridgeview contact immediately prior to interrupting any of the following systems:
 - i. Utilities (i.e. natural gas, electricity, water, sewer).
 - ii. Alarm systems (i.e. fire/evacuation).
 - iii. Telephone, computer data lines, and PA systems.
 - iv. Fire Suppression systems (i.e. sprinklers, risers, etc.).
- b) The Ridgeview contact is responsible for coordinating interruption of these services, such as communication between municipalities, alarm companies, insurance companies, and Ridgeview associates.

Electrical Safety

- a) Contractors performing electrical work are required, at a minimum, to adhere to regulatory guidelines at all times: Federal Occupational Safety and Health Administration (OSHA), Michigan Occupational Safety and Health Administration, (MIOSHA), National Fire Protection Association (NFPA), and National Electrical Code (NEC)

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Lock out Tag out procedures

- a) All work by Contractors at Ridgeview must be conducted in accordance with the Occupational Safety and Health Administration (OSHA) rule *29 CFR 1910.147, Control of Hazardous Energy (Lockout / Tag out)*
- b) Before starting service on power equipment, person(s) performing work shall make sure power is disconnected and residual pressure relieved prior to and during such work. A padlock(s) shall be placed at the point of power disconnect by each person(s) performing the work. Keys shall be removed at the time of the lockout. Before work is started, equipment shall be tested to insure power is off and motion has stopped.
- c) No one other than person(s) placing padlock(s) on power lockout shall remove padlock(s) and restore power
Exception: Supervisor may remove padlock(s) and restore power after a thorough check to make sure that no person will be exposed to danger.
- d) Any equipment component that needs blocking to prevent its movement by gravity or other means must be blocked.
- e) The Lock Out procedure applies to Robotic work cells when it is required to enter the guarded area for repairs not requiring the use of the hand held control.

Confined Spaces

- a) Confined space location information is maintained by Ridgeview's maintenance department.
- b) Confined space entry requires a Confined Space Entry Permit. The Contractor is responsible for compliance with OSHA/MIOSHA standards for any entry by a Contractor Employee.
- c) Confined space entry training (per OSHA/MIOSHA standards) is also a prerequisite for any entrants or attendants as part of this program. Note: Breaking the plane of the entry port or opening of a confined space with any part of the body is considered a confined space entry.
- d) Entry equipment must be provided by the Contractor and calibration information must be available upon request.
- e) Emergency rescue procedures, equipment, personnel and associated costs are the responsibility of the Contractor.

Hot Work

- a) "Hot Work" means welding, flame cutting or other fire or spark-producing operations.
- b) No "Hot Work" is to be performed without first notifying the Supervisor, unless the work is performed in the maintenance department.

Accident Reporting and Investigation

- a) The Contractor must immediately report any injury, illness, or near miss that occurs or is claimed to have occurred on Ridgeview premises to the Ridgeview contact.
- b) Emergency evacuation (by ambulance or Contractor vehicle) of any Contractor Employee working at Ridgeview Industries requires immediate stoppage of all activities under the responsibility of the Contractor.
- c) The Ridgeview Accident Report Form (or equivalent) must be completed with or submitted to the Ridgeview contact for all injuries and illnesses.
- d) Completing the Ridgeview Accident Report Form is for informational purposes only. Each Contractor and Subcontractor remains responsible for recording and reporting injuries and illnesses as required by the OSHA/MIOSHA standard.
- e) The completed investigation must be forwarded to Ridgeview's Human Resources Manager within 24 hours of occurrence.
- f) Additional investigation or documentation may be required.

Blood-borne Pathogens

- a) In accordance with Blood-borne Pathogen regulations, all human blood and certain human body fluids are treated as if known to be infectious. All equipment or surfaces that come in contact with any blood and/or certain other human body fluids must be cleaned and decontaminated as soon as possible.
- b) If at any time, blood or certain human body fluids contaminate any surface, regardless of the source or reason, your Ridgeview contact must be notified so that it can be cleaned and disinfected promptly and properly.
- c) Universal precautions must be taken when cleaning any contaminated surface. Your Ridgeview contact will provide direction for the disposal of contaminated materials.

CONTRACTOR ACKNOWLEDGEMENT

By completing and signing below, and by accepting any contract or purchase order from Ridgeview Industries, Inc., the Contractor commits that it has the skill, experience, expertise and commitment to perform work in a safe and healthy manner, and that it will allow only those employees or Subcontractors who are properly trained, supervised and aware of Ridgeview's contractor safety requirements to work on the premises of Ridgeview Industries, Inc. The Contractor shall provide a copy of Ridgeview's Contractor Safety Manual to any Subcontractor prior to the beginning of any of their work on Ridgeview's premises.

_____ acknowledges that it:
Supplier Name

1. Has received and reviewed a copy of the Contractor Safety Manual of Ridgeview Industries, Inc. and understands its requirements, and
2. Will provide proof of workers' compensation and general liability insurance, as required by Ridgeview Industries, Inc.

Acknowledged by: _____
(Print Name)

Signature: _____

Date: _____

Submit this completed form via mail or email to:

Mr. Jack Best, Purchasing Manager
Ridgeview Industries, Inc.
3093 Northridge Dr. NW
Grand Rapids, Michigan 49544-9132

jbest@ridgeviewindustries.com