



WORTHINGTON
INDUSTRIES

Contractor EH&S Work Permit

Project / Contract:

1017321

Start Date:

06/03/10

End Date:

06/03/10

Contractor Contact Information:

Name: Bob Venezia
Phone: 919-570-2862 ext 203
Cell: 919-971-7261
2nd Name: Bill Boisvert
2nd Phone: 919-570-2862 ext219

Worthington Contact Information:

Name: Jamie Dordal
Phone: 920-849-7140
Cell: 651-491-9889
2nd Name: Dan Selle
2nd Phone: 920-629-2576

Subcontractor – Company Name:	H&S Representative:	Phone Number:
Oskar Environmental	Michele Gehring	919-570-2862 ext201

If project involves other than one location, list WII Facilities Included in Project:

Facility	Local Contact	Facility:	Local Contact:

* Forward copy of plan to each facility for review with contractor upon arrival.

Worthington Industries (WI) is committed to providing a safe and healthy work environment for its employees, visitors, contractors and the community. Understanding and compliance with the rules and regulations set forth are of the utmost importance. While on company property, all contractors/subcontractors agree to adhere to all WI Environmental, Health and Safety and Security requirements, as well as applicable federal, state and local regulations. Failure to comply with any requirement is grounds for action, up to and including immediate termination of the contract. Prior to commencing work, all contractor personnel will participate in this job safety briefing, which includes review of the following (as noted):

Review of Policies

	Reviewed		Reviewed
Operating Policy (ISO facilities)	<input checked="" type="checkbox"/>	Facility Access / Sign-in Process	<input type="checkbox"/>
Certificate of Insurance on file	<input checked="" type="checkbox"/>	Parking / Vehicles	<input type="checkbox"/>
Corporate Safety Video	<input type="checkbox"/>	Housekeeping	<input type="checkbox"/>
Smoking / Drug / Alcohol / Firearm Restrictions	<input type="checkbox"/>	Restroom / Break Facilities	<input type="checkbox"/>

PPE – facility minimum requirements. Contractor must determine task-specific needs.

	Required		Required
Standard Work Clothes (shirts with sleeves, long pants - denim or equivalent)	<input checked="" type="checkbox"/>	Hearing Protection – by area	<input type="checkbox"/>
Steel-toed Boots	<input checked="" type="checkbox"/>	Hearing Protection – at all times	<input checked="" type="checkbox"/>
Safety Glasses with side shields	<input checked="" type="checkbox"/>	Gloves	<input type="checkbox"/>
Hard Hat	<input type="checkbox"/>	Other	<input type="checkbox"/>
Visibility Vests	<input type="checkbox"/>	List:	<input type="checkbox"/>



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EH&S Programs – See EH&S Checklist			
Yes	N/A	Requirement	Detailed Requirements
<input type="checkbox"/>	<input checked="" type="checkbox"/>	MSDSs: Contractor has provided MSDSs for all chemicals that will be brought onsite and WI has approved their use. Appropriate MSDSs for site material have been reviewed with contractor personnel. Appropriate methods for handling, storing, using and transporting hazardous materials, included compressed gases, are in place.	[list MSDSs]
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Electrical Work: Electrical work will be performed by the contractor who agrees to conform to all requirements of NFPA 70, including training and PPE.	[describe]
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Lockout: Lockout is required and WI has reviewed with the contractor the lockout protocol to be used. Contractor has provided individual locks for all their employees affected by lockout.	[describe]
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Utility Interruptions: Any interruptions to utilities that will affect the facility and/or contractor activities have been coordinated with both parties.	[describe]
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Confined Space Entry: Confined spaces will be entered during this project and WI has reviewed with the contractor the protocol that will be used. Appropriate training and/or PPE have been provided for all employees involved in confined space entry.	[describe]
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Hot Work: Hot work will be performed during this project and WI has reviewed applicable hot work requirements with the contractor. Worthington's Hot Work permits will be used at all times. Appropriate fire prevention planning has been initiated by WI and Contractor.	[describe]
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Elevated Work: Elevated work will be performed during this project and WI has confirmed with contractor proper procedures and PPE expectations.	Installation of ductwork, hanging from the ceiling
<input type="checkbox"/>	<input type="checkbox"/>	Mobile Equipment: Mobile equipment will be used on this project and WI has reviewed applicable requirements with the contractor, including appropriate traffic requirements, use of spotters, and use of fall protection. Whenever lifts are being used, when moving during non-elevated work, booms <u>must</u> be lowered. Movement of lifts or any non-standard equipment within the facility <u>must</u> be accompanied by a spotter. The spotter <u>must</u> wear a bright orange / yellow reflective vest. *Note: Contractors are expected to furnish all equipment necessary to complete work. Use of WI equipment is by exception only, where such actions may be safer or more expedient for WI, such as the use of bridge cranes in lieu of portable cranes. Exceptions must be authorized by plant management.	[Scissors Lift]
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Lifting / Rigging: Lifting and rigging will be performed by the contractor during this project. WI has reviewed lifting and rigging guidelines with the contractor.	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	High Hazard Areas: The contractor will be working in / around high hazard areas (i.e. fill building, radiation emitting devices) and WI has reviewed additional precautions required for these areas.	[describe]
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Environmental Aspects: This project will (potentially) impact and/or interact with the facility's environmental aspects. WI has established / reviewed appropriate operational controls with Contractor. This includes, but is not limited to, engineering and design controls, SOPs, permit requirements, permit modifications, inspections, monitoring and testing.	[list affected aspects and controls]
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Waste Management: The contractor agrees to label, handle and dispose of wastes following all applicable federal, state and local regulations. Waste generated by the contractor from materials owned by the contractor will be disposed of by the contractor. Wastes generated by the contractor from WI materials will be detailed and a disposal plan developed.	[Identify waste streams, disposal methods, responsible parties]



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Yes	N/A	Requirement	Detailed Requirements
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Emergency Response/Emergency Action Plan: WI has reviewed facility emergency response and evacuation procedures with Contractor. Any modifications needed to support this project have been prepared and communicated to all affected personnel. Review incident reporting protocol / procedures.	[Note any changes required or attach Emergency Action Plan]
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Coordination of Physical Facility: Contractor access, work and storage areas have been clearly defined. Warning devices, signs or barricades required for the project are available / in place.	[describe]
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Facility-specific Procedures: the following additional facility-specific procedures are applicable to this job and have been reviewed with the contractor: <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> #1: <input type="checkbox"/> #2: <input type="checkbox"/> #3: </div> <div> <input type="checkbox"/> #4: <input type="checkbox"/> #5: <input type="checkbox"/> #6: </div> </div>	[describe]
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Subcontractors: If work involves any subcontractors, each subcontractor and their employees are subject to the same requirements as the contractor.	[List any subcontractors assigned to this project]

Note: WII does not provide topic-specific training to contractors or their employees, nor does Worthington approve contractor programs, plans or training. Contractors are accountable to provide for the safety of their employees and to accurately certify completion of the requirements necessary for the work to be performed.

Safety Meetings will be held as follows:

- ☐ Pre-shift meeting for ☐ contractor and ☐ facility personnel conducted by:
☐ Weekly planning meetings for ☐ contractor and ☐ facility personnel conducted by:

Project Oversight – Worthington reserves the right to audit contractor performance throughout the duration of the project. Any identified unsafe conditions or practices will be reported immediately to the Contractor and corrected immediately or work stopped until the situation has been corrected. Based on nature of work, contractor expertise and experience and/or project logistics, WII personnel will provide oversight of contractor activities as follows:

- ☐ Continual – WI employees will observe work at all times
☐ Periodic – WI employees will be onsite and verify contractor performance at regular intervals
☒ As needed – work requires no special supervision by WI personnel

Reviewed and Approved:

Company Name:	Print Name / Title:	Signature:	Date:
WI Project Manager:			
WI EH&S Representative:			
Contractor Representative:	Bob Venezia / Project Eng	<i>Bob Venezia</i>	5/29/10

*** Attach Contractor Briefing Sign-in Sheet listing all personnel attending briefing**

Provide copies to: Contractor Representative, Project Manager / Originator, EH&S Manager, File