



<i>Title:</i>	<b>Vendor Work Rules Gallo Glass Company</b>				
<i>Document No.:</i>	Gallo Glass Addendum to EJG-EHS-ST-00005		<i>Revision No.:</i>	5	
<i>Process Owner:</i>	EHS Manager		<i>Revised by:</i>	Ted Bobak, MS, PE, CSP	
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**Purpose**

Provide Vendor personnel with the Gallo Glass Company (“Gallo Glass”) Safety, Health, GMP/GFMP and Environmental standards with which all Vendor personnel must comply.

**Scope**

This procedure applies to all vendors, contractors, and sub-contractors performing construction, maintenance, or service work on Gallo Glass owned facilities (referred to collectively herein as “Vendor”)

**Responsibility**


It is the responsibility of the Gallo Glass Project Manager or Gallo Glass employee assigned responsibility for the contracted work “Project Manager” to ensure these procedures are reviewed with the Vendor prior to commencement of the contracted work activities and take corrective action when there are noncompliance issues. Vendor is responsible for compliance with these standards and procedures.

**Definitions**

ANSI – American National Standard Institute  
 Cal/OSHA – California Department of Industrial Relations, Department of Occupational Safety and Health  
 CCR – California Code of Regulations  
 DOT – Department of Transportation  
 EPA – Environmental Protection Agency  
 FDA – Federal Food, Drug and Cosmetic Act  
 GFMP – Good Food Manufacturing Practices  
 GMP - Good Manufacturing Practices  
 IIPP – Injury and Illness Prevention Program  
 ISO – International Organization for Standardization  
 OSHA – U.S. Department of Labor, Occupational Safety and Health Administration  
 SDS – Safety Data Sheet (GHS Standard 2012)  
 SJVAPCD – San Joaquin Valley Air Pollution Control District  
 UFC – Uniform Fire Code


**References**

California Code of Regulations, Title 8  
 California Code of Regulations, Title 13  
 California Health and Safety Code, Division 104, Environmental Health, Part 7  
 California Retail Food Code, Article 4, Handwashing; Page 34, 113953 (c)  
 Code of Federal Regulations, Title 29, Parts 1910 and 1926  
 Code of Federal Regulations, Title 21, Part 110  
 Code of Federal Regulations, Title 21, Part 117, Subpart B Current Good Manufacturing Practice  
 Good Manufacturing Practice (GMP) – Personnel (EJG-000-ST-00008)  
 ISO 14001  
 Gallo Glass GMP Corporate Procedure (EJG-000-PL-00006)  
 FDA Current Good Food Manufacturing Practices Related to Personnel, 21 CFR 110.10

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1. General Instructions

- 1.1. Vendor, sub-contractors and suppliers will comply with OSHA, Cal/OSHA, EPA and other regulatory environmental, safety and health standards and all environmental, safety, and health rules of Gallo Glass, which may be stricter, that are applicable to the Vendor's work or presence on Gallo Glass property. Gallo Glass reserves the right to interpret OSHA, Cal/OSHA, EPA, and other safety, quality and environmental standards that are applicable to Vendor's work on Gallo Glass property and require immediate corrective action. Failure to comply with the guidelines may result in removal of the Vendor or their employees from the premises, at Gallo Glass' sole discretion.
- 1.2. Vendor must be familiar with facility evacuation routes and the local emergency action plan. Vendor will receive the Emergency Action Plan applicable to the worksite prior to initiating work.
  - 1.2.1. In the event of a life-threatening injury, call 911. If using an in-house phone be sure to dial 9 to get an outside line (i.e.9-911). Provide the address of the facility and location within the facility.
  - 1.2.2. Follow-up with notification to the Corporate Security Operational Center at (209)341-4444. To help ensure fast response to the emergency site, send someone to flag down the emergency services and lead them to the incident scene. Keep necessary elevators, walkways, etc., clear. Cease any operations that may interfere with the medical response.
- 1.3. Vendor will establish a visible point of contact within or close to their area of work for communication needs. Vendor will always have at least one person on site that is fluent in verbal and written English and able to translate in the language(s) spoken by their other workers at the site.
- 1.4. A copy of these rules or a copy of the Contractor Safety, Environmental, and Food Safety (GMP/GFMP) Overview booklet is to be given to and reviewed with the Vendor's employees, subcontractors, and subcontractor's employees by the lead (general) Vendor. This may be accomplished by:
  - 1.4.1. Having employees read and sign-off on the *Vendor/Contractor Receipt of Work Rules Documentation* (EJG-EHS-FM-00003), or:
  - 1.4.2. Having employees sign the receipt document at the back of the Contractor Safety, Health, Environmental, and Food Safety (GMP/GFMP) Overview booklet.
- 1.5. All Vendor employees will complete the Gallo Glass Winery Contractor Orientation and any site orientations required for local emergency action plans, hazardous chemical locations, and hazard exposures unique to that facility.
- 1.6. The Vendor, crew supervisor, or crew leader will instruct employees on the nature of work that is to be accomplished on each Gallo Glass contract, pointing out potential hazards to which they may be exposed during the contract work. Vendor's Code of Safe Work Practices will include site specific hazard identification and control measures.
  - 1.6.1. Prior to the start of each work shift Vendor will complete a Job Hazard Analysis. They may use their own form and format, or they may use the Gallo Glass Contractor Pre-Shift Job Hazard Analysis form.
- 1.7. The use by Vendor personnel of any Gallo Glass equipment, including but not limited to hand tools, power tools, elevating work platforms, powered industrial trucks, safety equipment, lighting, mechanical and electrical equipment, ladders, and scaffolds, is prohibited.
- 1.8. Unless otherwise approved by local project management, the use of radios, CD players, televisions, and similar devices are not allowed except in designated break areas and only to the extent they do not disturb other workers in the area.

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1.9. **OSHA Recordable Injury Incidents occurring on the property of Gallo Glass must be immediately reported to the designated Project Manager and/or site management. After verbal notification of the accident, a written report must be given to the designated Project Manager within 24 hours of the incident. Vendor is responsible for reporting any Serious Injury or Illness (as defined by CCR T8 Section 330 (h)) to the local Cal/OSHA office.**

2. Site Security and Employee Conduct

2.1. In addition to the following provisions, Vendor must abide by any local site security rules in effect at the time of their work.

2.2. Vendor, crew supervisor or crew leader must report at the start of the first work day on all contracts to the appropriate Gallo Glass management representative of the department in which the work is located to secure working schedules and any special procedures/communications.

2.2.1. The Project Manager will generate a Vendor Entry Log at the beginning of the Project.

2.2.2. The Vendor and subcontractor employees will sign in and out each day when entering and leaving Gallo Glass premises. The Project Manager will audit this log for compliance.

2.2.3. Contractor will contact site Security prior to allowing entrance of a sub-contractor or supplier into a Gallo Glass facility. **A minimum of twenty-four hours (24hrs.) notice is required.**

2.3. Employees of the Vendor (including subcontractors) who have been provided a Vendor or Visitor Badge must display it on their person.

2.3.1. When a Vendor employee or subcontractor quits or is terminated, all passes issued to that person must be picked up immediately by the Vendor. All badges must be returned to Gallo Glass at the end of the job.

2.3.2. Vendor employees are not to 'tailgate' behind Gallo Glass employees at badge entry locations.

2.4. Only Vendors, Vendor's employees, subcontractors, and their respective suppliers that are up-to-date with the Contractor Compliance Program are authorized on site.

2.4.1. Gallo Glass **will not** receive or unload any supplies or materials for the Vendor or their subcontractors unless prior arrangements have been made with the Project Manager.

2.5. The Vendor shall always enforce discipline and maintain good order among its employees. The following actions are, without limitation, among those which are cause for removal from the plant and/or site, and some of which may result in a criminal complaint:


2.5.1. Violation of Gallo Glass' violence in the workplace, information technology, or harassment policies

2.5.2. Reporting to work under the influence of alcohol, or under the influence of drugs not prescribed by a licensed physician for personal use while at work or being in possession of such drugs and alcohol while on Gallo Glass property, including parking lots.


2.5.3. Possession or storing of weapons (except for retractable knives with a blade of 3-1/2" or less in length) or explosives on plant/site property, including parking lot.

2.5.4. Horseplay.

2.5.5. Gambling on Gallo Glass property.

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- 2.5.6. Stealing or malicious conduct, including, but not limited to destroying Gallo Glass property, vending machines or personal property of other persons.
- 2.5.7. Smoking is prohibited on Gallo Glass grounds except in designated smoking areas.
- 2.5.8. Committing a nuisance on or about Gallo Glass property.
- 2.5.9. Posting of unauthorized literature on Gallo Glass premises', including the parking lot, is prohibited.
- 2.5.10. Solicitation of any kind on Gallo Glass premises is prohibited.
- 2.5.11. No photography, including video on Gallo Glass premises (unless prior permission is obtained from a Gallo Glass management representative).
- 2.5.12. Crossing under, over or between railroad cars (moving or stationary) traveling through Gallo Glass property.
- 2.5.13. Violation of Hazardous Energy Control (Lockout/Blockout/Tagout) procedures.
- 2.5.14. Violation of Confined Space Entry Procedures.
- 2.5.15. Violation of Hot Work Permit Procedures.
- 2.5.16. Working at elevated locations without adequate fall protection or not complying with a fall protection plan.
- 2.6. It is expected that all Vendor employees remain vigilant for any suspicious activity in their work area and immediately report it to their supervision or the Project Manager.
- 2.7. Vendor and Vendor's employees may park their vehicles in the assigned parking lot at their own risk.
  - 2.7.1.A 'Temporary Parking Permit' if required can be obtained from the local Security office or check in location and placed on the front dash.
  - 2.7.2. Do not back into a parking lot space where the lot is laid out with a diagonal parking space pattern.
  - 2.7.3. Vendor employees' personal vehicles may not be parked inside the facility.
  - 2.7.4. Vendor company vehicles may enter company property for only as long as necessary to off load tools and materials. Any staging of Vendor vehicles for job requirements (welders, compressors, paint/foam equipment, etc.) must be pre-approved by the Project Manager and must not interfere with site operations.
- 2.8. All Vendor vehicles and mobile equipment are subject to search when entering or leaving Gallo Glass property.
- 2.9. Vendor employees will be required to remain in their prescribed work area. Unauthorized visits to other parts of Gallo Glass property are strictly prohibited. At the Project Lead's discretion, contractor may be asked to utilize alternate break schedule to avoid employee break times.

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3. Safety and Health Protection

3.1. Confined Space Entry

3.1.1. The Vendor's Confined Space Entry Program must comply with Cal/OSHA Standards Title 8, Construction Safety Orders, Chapter 4, Subchapter 4, Sections 1950 through 1962 for construction activities and Subchapter 7, Sections 5156 through 5158 for maintenance activities. When Vendors work alongside Gallo Glass employees in confined spaces, the two groups must communicate the work they are performing to ensure both parties are following the necessary safety precautions.

3.1.2. The Vendor whose employees will be entering confined spaces will be the Controlling employer for the purposes of confined space hazard assessment, atmosphere testing, entry supervision, rescue, and close out. Vendor will be responsible to provide a confined space Competent person. Gallo Glass will provide any previously conducted hazard assessments to the controlling employer (Vendor).

3.1.3. Vendor's Confined Space Program will be readily available at the site.

3.1.4. A completed confined space entry permit must be posted at the confined space entry point and removed at the end of the task being performed.

3.1.5. Vendor will be responsible for developing a viable rescue plan and provide the necessary resources for confined space rescue for the work being performed. A Gallo Glass internal confined space rescue team, where available, will not be used as a rescue plan for contractor entries into Permit Required Confined Spaces.

3.2. Control of Hazardous Energy Including Lockout/Blockout/Tagout

3.2.1. Vendor must adhere to the requirements set forth in Cal/OSHA Standard, Title 8, General Industry Safety Orders, Article 7, Section 3314, Cleaning, Repairing, Servicing and Adjusting Prime Movers, Machinery and Equipment.

3.2.2. Vendor must not initiate energy isolation or reactivation on electrical, mechanical or stored energy systems without consulting with the Project Manager.


3.2.3. Vendor employees who may initiate lockout activities shall follow Gallo Glass and site-specific lockout/tagout procedures.

3.2.4. Each contractor employee exposed to a hazard due to inadvertent energization of equipment, electrical source, or other, will be protected by their own lock either on the primary energy source(s) or through their company's group lock out ('gang box') system.

3.2.5. Each contractor employee exposed to a hazard due to inadvertent energization of equipment, electrical source, or other, will be protected by their own lock either on the primary energy source(s) or through their company's group lock out ('gang box') system.

3.2.5.1. The Gallo Glass Lockout/Tagout Log Sheet and Master Blind List form will be used for this purpose.

3.2.6. Where work involves Control of Hazardous Energy (Lockout/Blockout/Tagout) on a PSM/RMP/CalARP covered process (Ammonia, Ethyl Alcohol, or Sulfur Dioxide systems), Gallo Glass personnel familiar with the process will install locks and tags first and Contractor will lockout/tagout over the Gallo Glass devices. Gallo Glass and Contractor will jointly verify effectiveness of the energy controls prior to any work commencing.

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3.2.7. Process piping of any kind will not be cut, drilled, or disconnected without affirmative identification by the Project Manager or Gallo Glass Operations personnel familiar with the process(s). Pressure is to be relieved to a safe level and any residual flammable, combustible, or toxic fumes have been purged or pipeline is inerted. Gallo Glass' Line Breaking Procedures will take precedent unless contractor's procedures have been reviewed and approved for use by the Project Manager and Site Manager.

3.3. Electrical Work

3.3.1. Vendors work on or around potentially energized electrical systems and components will comply with Gallo Glass' Electrical Safety Program and current NFPA 70E standards

3.3.2. Vendor will provide GFCI for all portable electrical equipment receptacles. All permanent or temporary wiring will comply with most current National Electrical Code and Cal/OSHA low voltage electrical safety orders.

3.4. Excavations

3.4.1. All excavation activities must be in compliance with CCR, Title 8 Article 6 to include the applicable provisions of California Government Code Section 4216.

3.4.2. All vehicles (cement trucks, cranes, delivery trucks, powered industrial trucks, tractors, etc.) and staged construction materials shall always maintain a minimum horizontal distance equal to the depth of the excavation plus two (2) feet away from the edge of the excavation.

3.5. Exposure to Chemical and Physical Agents

3.5.1. Vendor will not disturb any insulation material or painted surfaces without first checking with the Project Manager to determine if these materials may contain asbestos and/or lead.

3.5.2. Vendor must provide their own respiratory protection and other personal protective equipment to their employees as necessary to protect against harmful chemical or physical exposures

3.5.3. Vendor will control employee exposures to dust-generating operations conducted on concrete or masonry materials. These operations include the use of powered tools or equipment to cut, grind, core, or drill, concrete or masonry materials which may contain crystalline silica. Compliance with all aspects of California Code of Regulations, Title 8, Section 1530.1 and 1532.3 is required.


3.5.4. When Vendor employees are to do work in any area in which the presence of a flammable or toxic atmosphere is suspected, a quantitative test must be made before entering that area. Vendor must provide for proper testing of areas in which the atmosphere may be harmful. The adequacy of the instruments, the competency of the tester, and corrective efforts are all the responsibility of the Vendor.

3.5.5. Vendor must provide their own monitoring equipment and competent person(s) capable of continuously monitoring and alarming for specific chemical substances potentially present at the work site. Vendor is prohibited from using Gallo Glass equipment for such purposes.

3.5.6. The Project Manager shall make a reasonable effort to inform Vendor of potential atmospheric hazards associated with the contracted work. This shall include toxic, explosive, or gaseous hazards as well as hazards from excessive or deficient oxygen. The use and disposal of any personal protective equipment (including supplied air or self-contained breathing apparatus) by Vendor employees is the Vendor's responsibility.

3.5.7. Vendor will be responsible for confirming the identification of and hazards associated with cutting or welding on pipes or vessels. No cutting or welding will be performed on pipes or vessels that



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contained flammable material until the pipe or vessel is emptied and flushed with water or purged with an inert gas and quantitatively determined to contain residual vapors less than 10% LEL by reliable instrumentation.

3.6. Fire Prevention and Protection

3.6.1. Each temporary building, trailer or shelter erected by the Vendor must be equipped with fire extinguisher protection.

3.6.2. Appropriate firefighting equipment must be present at the job site. If firefighting equipment is necessary, it must be identified as the Vendor's and be fully compliant, charged, and in good working condition. Vendor employees who may use the extinguishing equipment must be trained.

3.6.3. Vendors shall not use fire hydrants or standpipes unless management of Gallo Glass grants specific permission.

3.6.4. Only Type I or Type II Safety Cans are allowed to be used for storage of 5 gallons or less of flammable liquids (gasoline, diesel, kerosene, acetone, etc.).

3.6.5. Hot Work activity will not be started until a Hot Work Permit has been issued and approved. Also see "Hot Work" Section.

3.7. General Housekeeping

3.7.1. Vendor's tools, tool boxes, carts, material, and equipment must not block or be left or stored in aisles or stairways or block electrical panels. Vendor must arrange job trailer and material storage location with the Project Manager prior to start of the job. Vendor will ensure security of tools and equipment. Gallo Glass is not responsible for Vendor tools, materials, and equipment.

3.7.2. The Vendor shall keep the job site, material storage areas, office, vehicles, and personnel areas free from accumulation of waste material or rubbish caused by their employees or the construction work, and the area swept daily. Construction material at the job site or in a storage area shall be maintained by Vendor in a neat and orderly condition.


3.7.2.1. Vendor must ensure storage areas, refuse containers, safe piling, garbage, and walkways are maintained in a safe and orderly manner.

3.7.2.2. An adequate number of refuse containers must be made available and utilized. It is the responsibility of the Vendor to provide refuse containers and to handle all refuse disposal

3.7.2.3. Vendor will use provided containers in work area for recycling.

3.7.3. All demolition, construction materials, spent and unused chemicals, must be removed from Gallo Glass property by the Vendor upon completion of work or as necessary to maintain a safe and orderly worksite.



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### 3.8. Hazardous Materials Management


- 3.8.1. Vendor must maintain Hazardous Material Inventory and Safety Data Sheets (Material Safety Data Sheets) for all chemicals brought onto Gallo Glass property. A copy of the material SDS (MSDS) must be given to the Project Manager for chemical approval prior to bringing the materials on site. Copies of the SDS (MSDS) will be kept at or adjacent to the project work site and will be made readily available to Gallo Glass employees.
- 3.8.2. The use of volatile compounds, such as epoxy floor coatings, in enclosed areas which may be occupied or adjacent to occupied areas require careful coordination between Vendor and Gallo Glass project management. A ventilation plan may require review by a Gallo Glass Industrial Hygienist.
- 3.8.3. Vendor must notify and receive permission from a Gallo Glass management representative prior to bringing any explosive or detonating device on Gallo Glass property.
- 3.8.4. Flammable liquids such as gasoline, lacquer thinner and other liquids having a flash point of 100 degrees Fahrenheit, or under, shall be kept in their original container or an approved container equipped with a flame arrestor and labeled as to its contents. The storage of larger quantities (greater than 5 gallons) must have secondary containment, proper storage and must have prior approval of Gallo Glass. Hazard warning signs are to be posted as needed.
- 3.8.5. Vendor will ensure that hazardous materials containers are managed to prevent contaminated runoff to storm drains during periods of rain. Also see "Environmental Protection" section.
- 3.8.6. Vendor will keep all material containers labeled, in good condition and ensure containers are kept closed except when adding or removing material.

### 3.9. Heat Illness Prevention Plan/Program


- 3.9.1. When vendor has workers performing tasks outside of covered and enclosed buildings, the vendor will comply with all aspects of Cal/OSHA Title 8 §3395 (Heat Illness Prevention) to include, but not limited to:
  - 3.9.1.1. Written Heat Illness Prevention Program on site.
  - 3.9.1.2. Training of workers and supervisors/foremen on plan provisions.
  - 3.9.1.3. Fresh drinking water access.
  - 3.9.1.4. Shade and rest areas per the regulatory requirements.

### 3.10. Hot Work

- 3.10.1. Vendor shall not perform burning, grinding, welding, or other heat-producing activities in any area proximate to where Gallo Glass has equipment, storage or process vessels, utilities, or piping, until the work procedure is approved by the Project Manager. Vendor must review, understand, and use the Gallo Glass Hot Work Permit before starting any hot work. The approved Hot Work Permit is to be posted and visible in the immediate area of the work being performed and removed and turned into the Project Manager when the task is finished.
  - 3.10.1.1. Hot work is not to begin before a Hot Work Permit is completed and approved.
  - 3.10.1.2. Heat and spark barriers such as curtains, blankets, and pads must have the approval rating of ANSI/FM 4950.

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- 3.10.1.3. Vendor is solely responsible for any damage caused by slag, fire, or smoke and will promptly reimburse Gallo Glass for all damages incurred.
- 3.10.2. Vendor is responsible for taking the necessary precautions to prevent personnel exposure to welder's flash. Curtains or other barriers shall be positioned to minimize exposure.
- 3.10.3. Vendor will always use approved eye protection while operating a cutting or welding torch.
- 3.10.4. Vendor will ensure that employees have sufficient ventilation and are wearing appropriate clothing when welding or burning.
- 3.10.5. Every burning torch, welding lead, or spark producing activity must have an appropriate and properly sized fire extinguisher within 35 feet of the operation.
  - 3.10.5.1. A basic dry chemical fire extinguisher may not be appropriate for all firefighting applications such as control room work, open grasslands, work around large flammable liquid storage tanks, etc. Seek direction from the Project Manager or Site Safety Representative in unique situations.
- 3.10.6. The following requirements must be followed when handling compressed gas cylinders:
  - 3.10.6.1. Select a location for storage that will minimize exposure to potential contact from moving equipment and materials.
  - 3.10.6.2. Cylinders must be properly stored and must be secured to prevent their falling.
  - 3.10.6.3. Never use a cylinder as a roller or allow it to be dumped or dropped.
  - 3.10.6.4. When empty, the valve shall be closed, protective cap installed, and the cylinder marked "empty" and returned to source of supply.
  - 3.10.6.5. Keep cylinders away from heat and flame. Gallo Glass requires that cylinders be protected from radiant heat (sun) during use or storage when outside temperature exceeds 90° F.
  - 3.10.6.6. Use only approved regulators.
  - 3.10.6.7. Inspect all connections to make sure they are not leaking.
  - 3.10.6.8. When transporting cylinders by any type of vehicle, cylinders must be secured to prevent their falling. Forklift forks shall not be used for transport.
  - 3.10.6.9. Gas cylinders shall not be taken into confined spaces.
  - 3.10.6.10. Cylinder valves shall be closed and pressure bled from system when not in use.
  - 3.10.6.11. Oxygen and acetylene cylinders 'not in use' - A 5-foot-high metal plate must separate the oxygen and acetylene cylinders unless separated by a minimum distance of 20 feet.

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3.11. Ladders and Scaffolds


- 3.11.1. The use of ladders, scaffolds, and rigging is fundamental and specialized. Gallo Glass requires that only approved materials and designs of this equipment be used. Vendors and their employees must observe all applicable parts of OSHA, Cal/OSHA and all other codes as they relate to ladders, scaffolds, and rigging.
- 3.11.2. Safety harnesses and lifelines must be used in accordance with Cal/OSHA Standard, Title 8, Construction Safety Orders, Article 24, Fall Protection. The provision and maintenance of this equipment is the responsibility of the Vendor.
- 3.11.3. Portable straight or extension ladders used to access elevated locations must extend at least 36 inches beyond the edge of the landing.
- 3.11.4. Portable straight or extension ladders in use shall be tied, blocked, or otherwise secured to prevent their being displaced.
- 3.11.5. Vendor employees should maintain a “three-point contact” with the ladder while climbing or dismounting. Hand tools are to be carried in a pouch or hoisted by line.

3.12. Mobile Equipment and Cranes

3.12.1. Crane Operations:

- 3.12.1.1. Crane operators must meet the certification requirements as required by the most current OSHA and Cal/OSHA regulatory standards. Operator shall have current certification in their possession while operating equipment on Gallo Glass property.
- 3.12.1.2. Crane Operators need 6 feet of clearance from crane booms to roof bracing, structural members, walls, and other objects.
- 3.12.1.3. Electrical power lines at Gallo Glass carry up to 12,000 volts. At least 10 feet clearance shall be maintained from these lines.
- 3.12.1.4. The area of operation must be barricaded to control unauthorized access.
- 3.12.1.5. A documented rigging and lift plan must be developed and reviewed by a qualified person (other than the operator) for lifts exceeding 75% of the rated crane capacity or when performing lifts on or within 100’ of a PSM/RMP/CalARP covered process system.
  - 3.12.1.5.1. Lift plans for critical lifts must be submitted to the project manager five (5) business days prior to the scheduled lift for review and approval.
- 3.12.1.6. A qualified signal person shall be used where the crane operator does not have a full view of the point of operation. A communication plan will be established prior to starting the lift.
- 3.12.1.7. Suspended personnel platforms shall not be used unless full compliance with applicable OSHA and Cal/OSHA regulations.
- 3.12.1.8. All rigging will be performed by a qualified person (rigger).

3.12.2. Operators of powered industrial trucks (forklifts) must be certified to operate the equipment.

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3.12.3. Operators of other types of mobile equipment and aerial devices must be trained and authorized by their employer for the device operated.

3.12.4. All cranes, powered industrial trucks, tractors, and aerial devices must have readily accessible proof of a pre-shift inspection as appropriate for that piece of equipment.

3.12.5. Vendor employees must park in designated parking areas. If parked outside of the plant/site the Vendor must devise a plan of shuttling personnel and equipment that will not hinder production operations.

3.12.5.1. When Vendor employees are transported by truck, the passengers must be seated in the bed of the truck or in the cab.

3.12.6. When operating mobile equipment or vehicles inside of buildings, Vendor will not exceed 5 M.P.H. Plant roadways and parking lot speed limit is 10 MPH, unless posted otherwise. Industrial/commercial equipment must have a working back-up alarm as required by Cal/OSHA regulations.

3.12.7. Vendor will turn on headlights inside buildings so that Vendor may see and be seen by operating personnel.

3.12.8. Vendor will turn on headlights inside buildings so that Vendor may see and be seen by operating personnel.

3.12.9. Vendor will observe all posted signs and will not take shortcuts.

### 3.13. Personal Protective Equipment


3.13.1. Vendor, or Vendor's subcontractor as appropriate, will supply the necessary safety equipment for their employees.

3.13.2. All Vendor employees are required to wear hard hats while in designated areas.

3.13.3. As a minimum, safety glasses must be worn in the maintenance shops, construction areas, where there are specific operations with eye hazard exposures, or where warning signs are posted. Many Gallo Glass sites require that safety glasses must always be worn while on company grounds except when in designated break areas. Vendor must check with their Gallo Glass Project Manager for any local rules regarding safety glass requirements.

3.13.4. Footwear and clothing must be suitable for the work to be performed. Shorts, sleeveless shirts, sandals, or open-toed shoes are not allowed. Shirts must completely cover underarms and midriff.

3.13.5. Additional safety equipment must be worn if warranted; such as, but not limited to, hearing protection, fall protection, visibility vests, and respiratory protection based on potential hazard exposure.


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3.14. Process Safety Management / Risk Management Plan

- 3.14.1. Vendors working on or adjacent to processes covered under Cal/OSHA Standard Title 8, Section 5189 (Process Safety Management) will have the following additional requirements:
  - 3.14.1.1. Provide documentation of safety performance.
  - 3.14.1.2. Provide documentation of safety programs, such as IIPP.
  - 3.14.1.3. Provide documentation of employee training for work practices necessary to perform their jobs safely, and evidence of the effectiveness of the training.
- 3.14.2. Vendors engaged in work on a PSM covered process will receive an overview of the sites PSM program from the Gallo Glass Project Manager or local site safety representative.

3.15. Protective Coating Application and Sheeting

- 3.15.1. Vendor will not use architectural coating with a VOC (Volatile Organic Compound) content more than governing air district regulatory limits.
  - 3.15.1.1. Where covered by the SJVAPCD, Rule 4601 will be included in all scopes of work that involve structural paint
- 3.15.2. When applying protective coatings, the area must be well ventilated to minimize the potential of toxic or explosion hazards.
- 3.15.3. All protective-coating containers shall be securely covered when not in use.
- 3.15.4. Thinners and coatings shall be stored only in their original container, or in an approved safety can of not more than 5-gallon capacity and equipped with the proper flame/screen arrestor approved as stipulated by OSHA and Cal/OSHA Standards. They must be stored away from heat, open flames, direct sunlight, and in a well-ventilated area. All containers must be properly labeled.
- 3.15.5. When necessary, Vendor will provide appropriate hazard warning signs for the flammability hazard.
- 3.15.6. When spraying coatings, sandblasting, or pressure washing, it shall be the duty of Vendor, their supervisor, or crew leader to consider wind direction, height, and proximity to roads, parking areas, adjacent equipment, building air intakes, and personnel. Vendor’s personnel shall have the working area well posted with the necessary signs, which shall state the type of work being performed in the area. The area shall be barricaded as necessary.
- 3.15.7. If material being sprayed is flammable, Vendor shall ensure no hot work is being performed either adjacent to or within 50 feet down wind of area where material is being applied
- 3.15.8. Vendor must avoid spilling protective coatings on roofs or other surfaces. Containers must not be placed in unstable positions. Catch guards or an acceptable method must be used at or near eaves, when no other solution seems apparent, for the protection of materials, facilities and personnel.
- 3.15.9. Disposal of protective coatings, thinners, solvents or other wastes into a sewer or storm water drain or onto open ground is a violation of local, state and federal law and will not be tolerated.

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### 3.16. Regulatory Permits

3.16.1. Vendor is responsible for obtaining any necessary Cal/OSHA, Federal, State or local permits prior to commencing work. These permit requirements include but are not limited to:

3.16.1.1. Cal/OSHA permit for trenching or excavating operations that are 5 feet or more in depth into which a person is required to descend.

3.16.1.2. Cal/OSHA permit for constructing or demolishing buildings, structures, scaffolding (except suspended scaffolding), or false-work more than three stories high or of equivalent height (36 feet).

3.16.1.3. Erecting, climbing, and dismantling tower cranes.

3.16.1.4. Operating pressure vessels meeting the permit requirements of Cal/OSHA Standard, Title 8, Subchapter 1.

3.16.1.5. Hot Work Permits, Confined Space Entry Permits, Energized Electrical Work Permits, or other applicable permits based on work activity.

### 3.17. Roofs and Other Elevated Work

3.17.1. Approved personal fall arrest, personal fall restraint or positioning systems shall be worn by those employees whose work exposes them to falling in excess of 6 feet except when working from ladders.

3.17.2. Vendor employees are not to walk on roofs, or move equipment, material, or debris on roofs without first ascertaining that the area in question is of sufficient strength to support the loads.

3.17.3. The Vendor must evaluate potential exposure to electrical utilities prior to walking/working on roofs.

3.17.4. Vendor must initiate additional safety practices when structural weakness is suspected.

3.17.5. Barricades, signs, or safety watch will be required as appropriate to protect Vendor and Gallo Glass employees from hazards associated with overhead work.


3.17.6. A fall protection plan must be developed when activities require Vendor employees to work within six (6) feet of an unprotected roof edge, roof opening, or skylight. This may include personal fall protection equipment, safety nets, temporary guardrails, controlled access zone, or as otherwise required by CCR Title 8, Article 30

3.17.6.1. Two people must always be present during work within 10 feet of an unprotected roof edge.

3.17.7. Beverage containers and other personal items taken onto roofs or elevated work areas must be safely contained to prevent falling and removed each day.

3.17.8. Equipment or any materials temporarily stored on roofs must be securely lashed down with wire, cables, or weights.

3.17.9. Temporary roof openings and floor holes must be covered with appropriate protective material and labeled per CCR Title 8 §1632. The appropriate barricades and signage will be in place to identify and protect personnel from falling when Vendor is not in control of the work site.

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3.17.10. Disposal of old sheets or other materials by throwing them off elevated locations is prohibited. Exceptions will be permitted only with the approval of the Project Manager. Control measures such as the use of barricades, signs, or safety watch will then be required.

3.18. Signs and Barricades

3.18.1. When temporary structures (false work) are used in areas where vehicles or mobile equipment normally travel, or in areas where malfunction of equipment or machinery could cause the temporary structures to be struck, barricading shall be placed around the temporary structure.

3.18.2. Whenever working overhead where falling materials might endanger personnel or equipment, the Vendor shall barricade and provide adequate warning signs in the area below or otherwise establish all necessary precautions to protect the area and personnel below.

3.18.3. All temporary barricades shall have tags indicating who erected the barricade (name of company, contact name and phone number), why was it erected, and date erected.

3.18.4. Applicable safety signs provided by the Vendor shall meet standard size requirements and shall always be legible.

3.18.5. If safety signs are removed or impaired as a result of the Vendor's work, they must be repaired or restored to their original condition as soon as possible. Vendor will provide necessary barricades around open pits, floor openings, ground openings, and temporary structures (false-work). There must be sufficient lights and signs for warning at night, in accordance with Cal/OSHA standards and other applicable laws.

3.18.6. If barricades alone do not provide adequate protection, a safety watch shall be provided by Vendor.

3.19. Utilities

3.19.1. Vendor employees will not turn on or shut off any electricity or piping systems or set any machinery in motion without the approval of Gallo Glass management or supervision. Adapters to utilities, including piping systems, are prohibited unless provided or approved by Gallo Glass management or supervision.

3.19.2. A Gallo Glass fire safety representative **must be present** any time Vendor work involves an interruption of a Gallo Glass fire sprinkler system.


3.19.3. Vendor employees must first obtain permission from the Project Manager for entrance to any electrical panel, power sub-stations, motor rooms, control rooms, and transformer yards.

3.19.4. Unless performing approved electrical contract work, Vendor employees will not disturb any electrical wires, cables, or conductors.

3.19.5. Electrical wires, cables, conduit, or cabinets must not be used for support of any scaffolding or other materials.

3.19.6. **Vendor must never enter sumps, pits, tanks, sewers, tunnels, or other confined spaces without checking with Gallo Glass supervision or Project Manager. Tests must be made by the Vendor to be sure the air is safe to breathe. Continuous testing is to be done to assure that breathable atmosphere is maintained. See Confined Space Entry Program section.**



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4. Environmental Protection

4.1. Asbestos Removal

4.1.1. When work involves asbestos removal or potential exposure to asbestos, the Project Manager must notify the Corporate Safety and Health Department and the local Gallo Glass Environmental Manager prior to beginning work. Compliance with Cal/OSHA Standard Title 8, Construction Safety Orders, Article 4, Section 1529, Asbestos, is mandatory.

4.1.2. Any asbestos removal and/or renovation shall be in conformance with all OSHA, EPA, and local air pollution regulations and rules. The Vendor must provide copies of all appropriate licenses and certifications prior to commencing work. No work involving asbestos may be initiated without the review of the local Gallo Glass Safety and Health Representative and local Gallo Glass Environmental Manager.

4.1.3. Air District notifications may be required depending on the scope of work for demolition and renovations. This also may include demolition of concrete structures. Consult with the local Environmental Manager prior to starting any work and to determine specific air quality management district requirements. For Central Valley operations, refer to the San Joaquin Air Pollution Control Management District website for more information website link: <http://www.valleyair.org/busind/comply/asbestosbultn.htm>. For North Coast Operations, refer to the Bay Area Air Quality Management District website: <http://www.baaqmd.gov/permits/asbestos>. Also, asbestos disposal is environmentally regulated; requires the use of certified contractors, specific paperwork for transportation and disposal, and the use approved waste disposal facilities.

4.2. Hazardous Materials

4.2.1. Vendor will manage Vendor's hazardous material containers and protect them from the weather to prevent spills and contaminated runoff to storm drains during periods of rain.


4.2.2. Vendor will keep all material containers labeled, in good condition and will ensure containers are kept closed except when adding or removing material and store on secondary containment whenever possible.

4.2.3. Vendors must maintain a Hazardous Material Inventory and Safety Data Sheets for all chemicals brought onto Gallo Glass property. A copy of the SDS must be provided to the Gallo Glass Project Manager prior to bringing the materials on site.

4.2.4. Vendor will notify the Project Manager or the local Gallo Glass Environmental Manager before bringing any chemicals in quantities at or above 55 gallons, 500 pounds, or 200 cubic feet (compressed gas) to the job location.

4.3. Lead Paint Removal and Abrasive Blasting Operations

4.3.1. Consult with the local Environmental Manager prior to starting any work and to determine specific air quality management district requirements and regulated hazardous waste management and disposal requirements.

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4.4. Noise Policy

4.4.1. Some of our sites, including the Modesto Winery, have a policy requiring Quiet Hours from 10:00 PM to 6:00 AM.

4.4.1.1. No honking of horns unless necessary for safety reasons

4.4.1.2. Follow posted speed limit

4.4.1.3. Comply with local truck idling regulations

4.5. Soil Piles from Construction and Excavation Activities

4.5.1. Consult with the local Environmental Manager to determine any air quality considerations and best management practices to minimize the migration of soil piles from construction activities to process, sanitary and storm drains as well.

4.6. Spills

4.6.1. Vendor will utilize all measures necessary to prevent accidental spill, release or discharge of hazardous materials to the environment.

4.6.2. Vendor must provide for spill containment and will be responsible for immediate clean up and approved disposal, off Gallo Glass property, of any hazardous materials spills or releases caused by Vendor employees, in accordance with all applicable federal, state, and local requirements.

4.6.2.1. If properly trained, Vendor will clean any spill to the environment; if not trained, Vendor will make arrangements to employ a qualified sub-contractor to perform the necessary work.

4.6.2.2. Vendor will assist to the best of their ability with the incident investigation and completion of reports associated with the spill of hazardous or non-hazardous material releases.

4.6.3. Vendor must immediately report any spill or release to the environment occurring on Gallo Glass property to the local Project Manager Contact, and the local Gallo Glass Environmental Manager, or Gallo Glass Security Department (209) 341-4444, or Corporate Environmental Affairs Department (209) 341-7402.

4.7. Stormwater Protection


4.7.1. Control measures (i.e. straw wattle, gravel bags, etc.) must be implemented if a portable toilet ('porta-potty') or similar item is brought on-site and placed within 25 feet of a storm drain. Control measures should be in place to prevent material from a leak, spill, flow, etc. reaching the storm drain, checked regularly for deterioration, and replaced if necessary. Contractors can verify with Project Managers if the locations are near storm drains.

4.7.2. All contractor activities must be managed as to not create a discharge to stormwater drains or waterways. Such discharges are not permitted and considered to be in violation of federal, state, and local regulations.

4.8. Truck Idling Requirements and Other Mobile Fuel Burning Equipment Requirements

4.8.1. Compliance with 13 CCR Truck Idling Requirements is mandatory:

4.8.1.1. "...shall not idle the vehicle's primary diesel engine for greater than 5.0 minutes at any location." Section 2485(c)(1)(A).

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4.8.1.2. "...shall not operate a diesel-fueled auxiliary power system (APS) to power a heater, air conditioner, or any ancillary equipment on that vehicle during sleeping or resting in a sleeper berth greater than 5.0 minutes at any location when within 100 feet of a restricted area." Section 2485(c)(1)(B).

4.8.1.3. "Restricted Area" means any real property zoned for individual or multi-family housing units that has one or more of such units on it. Section 2485(h)(16)

4.8.2. Large Spark-Ignition (LSI) engine powered equipment and other regulated LSI equipment with engines greater than 25 horsepower and greater than 1.0-liter displacement fueled by gasoline, propane, or compressed natural gas must be registered with the State and have their EIN affixed.

4.8.3. Off Road Diesel Vehicles (ORD) operated on Gallo Glass property must be registered with the State and have their associated EIN affixed to the vehicle in at least two places.

4.9. Waste Management

4.9.1. All waste material on-site shall be properly protected and contained to prevent contamination to soils and/or surface or ground water. Vendors must segregate hazardous from non-hazardous waste. All wastes shall be disposed of in accordance with applicable federal, state, and local laws and regulations. Wastes must be disposed of at Gallo Glass approved facilities.

4.9.2. The local Gallo Glass Environmental Manager must be advised of Vendor operations which will generate hazardous waste. Vendor is responsible for providing documentation that a specific waste has been properly characterized as hazardous or non-hazardous. If waste characterization has not been performed or the documentation provided is deemed unacceptable by the Coordinator, Vendor is responsible for waste analysis and characterization. All hazardous waste generated by Vendor operations must be properly handled, containerized, and labeled by the Vendor. Containers and tanks containing hazardous waste liquids must be managed within, or on, secondary containment. The local Gallo Glass Environmental Manager will contact Corporate Environmental Affairs to coordinate with the Vendor for the transportation and proper disposal of the waste.

4.9.3. Vendor will not dispose of any chemical or chemical waste on Gallo Glass property. Drains, sewers, sinks, restrooms, trash receptacles and the ground must not be used for disposal of chemicals or chemically contaminated wastes.


4.10. Work Involving Air Emissions

4.10.1. If Vendor's operations require an air pollution registration or permit, Vendor must provide copies of the local administering agency (e.g. SJVAPCD, BAAQMD, etc.) permit to the local Gallo Glass Environmental Manager for all equipment to be used by the Vendor on Gallo Glass property. Vendor will keep any records required by the local administering agency. Portable equipment subject to California Air Resources Board registration requirements must have a current CARB registration placard conspicuously attached.

4.10.2. Vendor will ensure portable boilers, water heaters, and process heaters are compliant with local administering agency regulations (e.g. SJVAPCD).

4.10.3. Vendor will control all odor, dust and fugitive emissions from the job site. Vendor shall not cause any nuisance emissions while on the site.

4.10.4. Vendor will ensure that all abrasive blasting operations are compliant with local administering agency regulations (e.g. SJVAPCD).

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4.10.5. The application of VOC-containing materials for architectural coating must comply with local administrative agency VOC content limits.

4.11. Work Involving Water Discharges

4.11.1. Vendor must obtain the approval from local Gallo Glass Environmental Manager before discharging into storm drains or sewers.

4.11.2. Best Management Practices must be utilized to ensure Vendor materials, equipment and operations do not contribute to contamination of storm water discharges.

5. General GMP/GFMP (Good Food Manufacturing Practices) Requirements

5.1. In addition to the following, Vendor and any Vendor subcontractors must understand and abide by local site GMP or GFMP requirements.

5.2. Vendors with 10 or more employees shall supply restroom facilities for their employees, including hand washing stations with soap, potable water, a sanitary means to dry their hands (i.e. paper towels), and a covered waste/trash receptacle.

5.2.1. Portable restrooms and handwashing equipment must be placed close enough to the job site to facilitate use but not near food/beverage processing equipment.

5.2.2. They must be clean and in good operating condition and serviced/cleaned regularly so not to become a health or food safety risk.

5.2.3. When work involves potential work on or around in-service food processing equipment or utilities (food contact water, gases, steam, etc.), workers must have access to hot water hand washing facilities located to allow employees to wash their hands after using restroom, returning from breaks or as needed to facilitate good hygiene and food safety.

5.3. Hairnets/beard nets are required to be worn in exposed product areas. Refer to facility specific requirements for areas covered as it relates to contract work area.

5.4. No jewelry shall be worn in exposed product areas or in areas designated by site management as prohibited. This includes, but is not limited to earrings, beads, rings, pins, wristwatches, bracelets, and lip, nose, and eyebrow studs.

5.5. In addition to the safety requirements for appropriate clothing, the following GMPs apply when working in exposed product areas:


5.5.1. Shirts should not have pockets. If pockets are present, they cannot be used.

5.5.2. No loose items are to be worn or carried above the waist, i.e. pens, markers, notepads. No removable items are to be attached above the waist, including badges, buttons and pins.

5.5.3. Drinking outside of designated areas shall be limited to water and shall be provided by the Vendor. Water containers shall be legibly identified as to contents and shall be closable type containers.

5.5.4. Food (*including chewing gum*) shall be consumed only in designated areas.

5.5.5. Tobacco (including chewing tobacco) use is permitted only in designated areas.

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5.5.6. All waste from eating, drinking or tobacco use must be disposed of in receptacles located within the designated eating/tobacco use areas.

5.5.7. Spitting is not allowed anywhere on the plant grounds.

5.5.8. All doors leading to the outside must be kept closed when not in use.

**Rules Receipt and Responsibilities**

- VENDOR WILL PERFORM DAILY INSPECTIONS OF THEIR WORK SITES TO ENSURE COMPLIANCE WITH ALL VENDOR WORK RULES.
- GALLO GLASS REPRESENTATIVES MAY OBSERVE, AUDIT, OR INSPECT VENDORS WORK AREA (S) AND EMPLOYEE WORK PRACTICES FOR COMPLIANCE WITH THESE RULES. HOWEVER, GALLO GLASS WILL NOT BE HELD RESPONSIBLE FOR THE SAFETY OF EMPLOYEES UNDER VENDOR'S CONTROL; INCLUDING SUBCONTRACTORS AND THEIR EMPLOYEES.
- IT IS THE RESPONSIBILITY OF THE VENDOR TO ENSURE THE VENDOR'S EMPLOYEES, SUBCONTRACTORS AND SUBCONTRACTOR'S EMPLOYEES KNOW AND UNDERSTAND THESE RULES.
- A COPY OF THESE RULES IS TO BE AVAILABLE ON THE JOB SITE FOR VENDOR EMPLOYEE(S).
- THE VENDOR WILL BE REQUIRED TO SIGN RECEIPT DOCUMENTATION FOR THESE WORK RULES PRIOR TO COMMENCING WORK
- VENDOR IS ADVISED THAT THE SITE-SPECIFIC EMERGENCY ACTION PLAN WILL BE REVIEWED WITH VENDOR PRIOR TO THE START OF THE JOB AND THAT EACH SITE MAY HAVE SITE SPECIFIC SAFETY, ENVIRONMENTAL, AND GMP/GFMP REQUIREMENTS THAT WILL BE REVIEWED WITH VENDOR PRIOR TO COMMENCING WORK.


IF YOU ARE NOT SURE OF THE SAFETY, ENVIRONMENTAL, OR GMP/GFMP RULES THAT APPLY TO YOUR CONTRACT, CONTACT YOUR PROJECT MANAGER.

**FAILURE TO COMPLY WITH SAFETY, ENVIRONMENTAL, AND GMP/GFMP GUIDELINES MAY RESULT IN REMOVAL OF THE VENDOR OR VENDOR EMPLOYEE FROM THE PREMISES.**

**Appendix (Attachments)**

(Check with Project Manager prior to job start for any current revisions or local procedures)

- Vendor (Contractor) Receipt Documentation of Work Rules
- Corporate Control of Hazardous Energy Program, and Lockout/Tagout and Slip Blind List form
- Corporate Electrical Safety Program and Energized Electrical Work Permit
- Corporate Environmental Policy
- Corporate Fall Protection Program
- Corporate Hot Work Program
- Elevated Surface Work Plan
- Pre-Shift JHA
- Vendor Inspection Form

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## Records

Record Name	Owner	Location	Filing Method	Retention	Disposition
Vendor Rules receipt documentation	Project Manager	Project File	By Vendor	2 yrs 10 yrs	Onsite Archive
Jobsite Safety Inspection Worksheet	Project Manager	Site Safety Department	By Project	2 Years	Discard

## Revision History:

Date	Revision #	Revision(s)	Made by
8/19/2015	1	<ul style="list-style-type: none"> <li>Clarified document as Gallo Glass specific</li> </ul>	Jarvis
01/03/2017	2	<ul style="list-style-type: none"> <li>Added 3 zero tolerance rules</li> <li>Referenced Gallo Glass' Electrical Safety Program</li> <li>Added Heat Illness provisions</li> <li>Added line-breaking</li> <li>Revised fire extinguisher requirements</li> <li>Numerous minor revisions</li> </ul>	Jarvis
12/11/2017	3	<ul style="list-style-type: none"> <li>Changes to all sections</li> <li>Revised index to alphabetical in all sections</li> </ul>	Jarvis
10/01/2018	4	<ul style="list-style-type: none"> <li>Revised Confined Space Entry to meet new CSO standards</li> <li>Added LOTO/Slip Blind requirement</li> <li>Added Pre-Shift JHA requirement</li> <li>Added LSI registration requirement</li> </ul>	Jarvis
01/31/2020	5	<ul style="list-style-type: none"> <li>Aligned procedure to EJG-EHS-ST-00005</li> </ul>	Bobak



Title:		Gallo Glass Company Contractor Receipt of Work Rules Documentation			
Document No.:	Gallo Glass Addendum to CSS-000-FM-00057		Revision No.:	3	
Process Owner:	EHS Manager		Revised by:	Ted Bobak, MS, PE, CSP	
Date Initiated:	02-03-07	Date Reviewed	01-31-20	Date Revised:	01-31-20

***Vendor/Contractor Receipt of Work Rules Documentation***

**Vendor/Contractor Company:** \_\_\_\_\_

*If Applicable:*

*Capital Project Number:* \_\_\_\_\_

*PWO/PO Number:* \_\_\_\_\_

***CONTRACTOR SHOULD PERFORM REGULAR INSPECTIONS OF THEIR WORK SITES TO ENSURE COMPLIANCE WITH ALL CONTRACTOR WORK RULES.***

**GALLO GLASS COMPANY REPRESENTATIVES MAY OBSERVE, AUDIT, OR INSPECT CONTRACTORS WORK AREA (S) AND EMPLOYEE WORK PRACTICES FOR COMPLIANCE WITH THESE RULES. HOWEVER, GALLO GLASS COMPANY WILL NOT BE HELD RESPONSIBLE FOR THE SAFETY OF EMPLOYEES UNDER CONTRACTOR'S CONTROL; INCLUDING SUBCONTRACT EMPLOYEES.**

**IF YOU ARE NOT SURE OF THE SAFETY, ENVIRONMENTAL, OR GMP RULES THAT APPLY TO YOUR CONTRACT, CONTACT YOUR PROJECT MANAGER.**

**FAILURE TO COMPLY WITH SAFETY, ENVIRONMENTAL, AND GMP GUIDELINES MAY RESULT IN REMOVAL OF THE CONTRACTOR OR CONTRACTOR EMPLOYEE FROM THE PREMISES.**

**I have been provided with a copy of the Gallo Glass Company Contractor Work Rules. I have had the opportunity to review this material with an authorized Company representative.**

**I understand it is my responsibility to ensure all my employees and subcontractors receive and understand these rules.**

**Name (print):** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

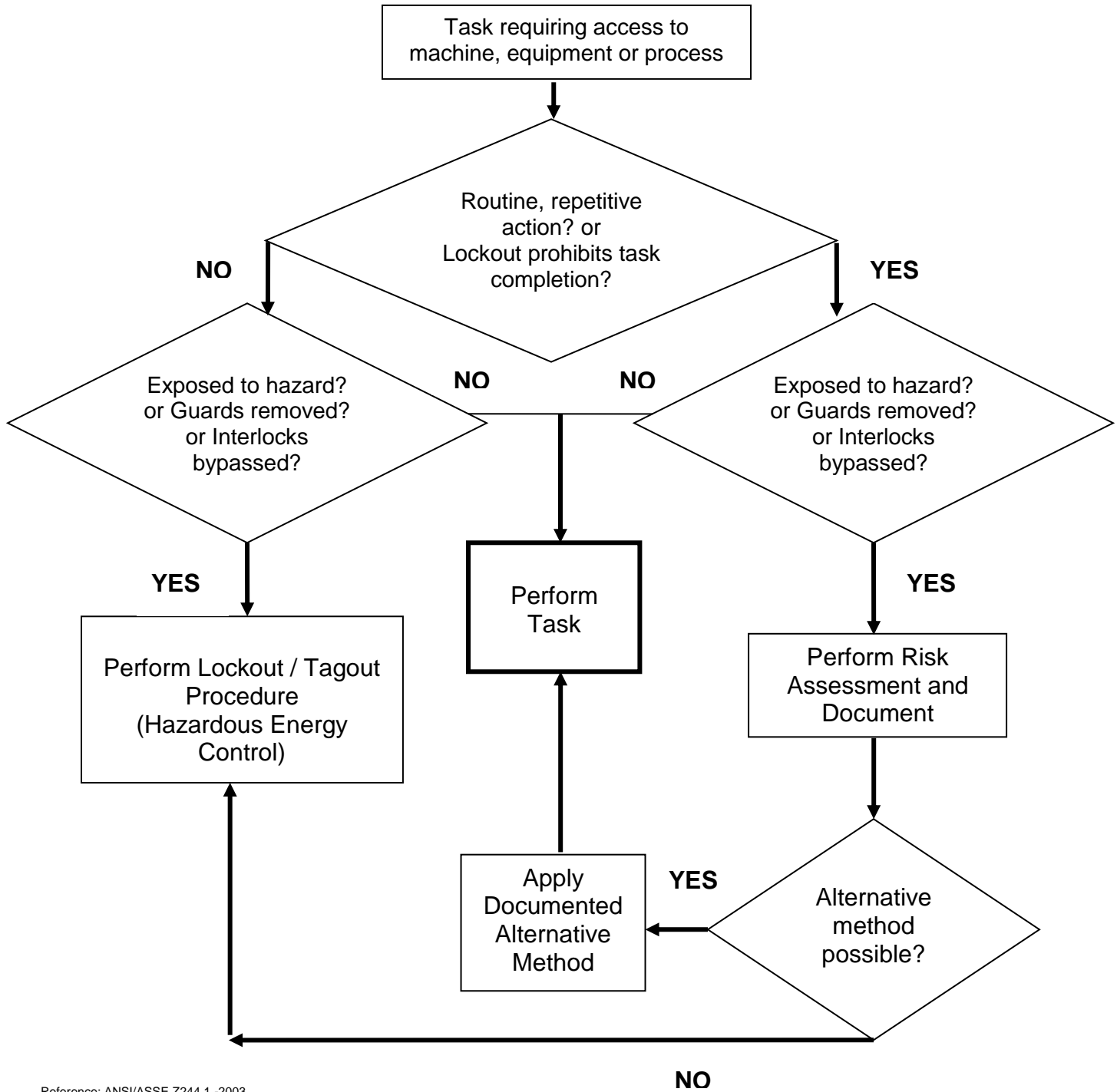
**Date:** \_\_\_\_\_

**Last 4 digits of Driver's License:** \_\_\_\_\_

**Gallo Glass Company Representative:** \_\_\_\_\_



Title:	<b>Control of Hazardous Energy (Lockout/Blockout/Tagout)</b>					
Document No.:	<b>CSS-000-PR-00019</b>			Revision No.:	<b>3</b>	
Prepared by:	<b>Derrick Jarvis</b>			Revised by:	<b>Derrick Jarvis</b>	
<b>E. &amp; J. Gallo</b>	Date Initiated:	<b>07/18/2008</b>	Date reviewed:	<b>07/08/2015</b>	Date Revised:	<b>4/1/2019</b>



Reference: ANSI/ASSE Z244.1 -2003

<b>E. &amp; J. Gallo</b>	Title:	<b>Control of Hazardous Energy (Lockout/Blockout/Tagout)</b>		
	Document No.:	<b>CSS-000-PR-00019</b>	Revision No.:	<b>3</b>

**Purpose** The purpose of this procedure is to establish requirements and performance objectives for site specific procedures, techniques and methods that protect personnel where injury can occur as a result of the unexpected release of hazardous energy. Unexpected release of hazardous energy can include any unintended motion, energization, start-up or release of stored energy, deliberate or otherwise, from the perspective of the person(s) at risk of injury.

Lockout/Tagout is the primary method of hazardous energy control. When tasks are routine, repetitive, and integral to the production process, or traditional lockout/tagout prohibits the completion of those tasks, alternative methods of hazard control that are based on risk assessment and that provide effective personal protection will be used.

**Scope** This procedure establishes minimum requirements for the control of hazardous energy associated with machines, equipment, or processes that could cause injury to personnel.

This procedure applies to activities such as, but not limited to: erecting, installing, constructing, repairing, adjusting, inspecting, cleaning, operating or maintaining the equipment or process.

This procedure applies to energy sources such as, but not limited to: electrical, mechanical, hydraulic, pneumatic, chemical, radiation, thermal, compressed air, energy stored in springs, and potential energy from suspended parts (gravity).

This procedure does not apply to work on cord and plug connected electric equipment for which exposure to the hazards of unexpected energization or startup of the equipment is controlled by the unplugging of the equipment from the energy source and by the plug being under the exclusive control of the individual performing the service or maintenance.

This procedure applies to E. & J. Gallo Winery, its entities, and contractors working on E. & J. Gallo Winery, or its entity's, property.

**Responsibility** It is the responsibility of each business unit to determine applicability of this procedure to their work environment by conducting a hazard assessment and, as applicable, implement a Hazardous Energy Control program consistent with the below guidelines.

It is the responsibility of each authorized employee to follow hazardous energy control procedures when cleaning, servicing, setting-up, or adjusting prime movers, machinery and equipment when failure to do so would create an unacceptable risk of injury.

**Definitions** **Acceptable Risk** – That risk for which the probability of an incident or exposure occurring and the severity of harm or damage that could result is as low as reasonably practicable (ALARP) in the setting being considered.

**Affected Employee** – An employee whose job requires them to operate or use a machine or equipment on which cleaning, repairing, servicing, setting-up or adjusting operations are being performed under lockout or tagout, or whose job requires the employee to work

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in an area in which such activities are being performed.

**Alternative Method** – A means of controlling hazardous energy (other than energy isolation) to reduce risk to an acceptable level.

**Authorized Employee** - A person who is trained and *authorized* to implement a lockout system procedure on machines or equipment to perform the servicing or maintenance on that machine or equipment. An authorized employee and an affected employee may be the same person when the affected employee's duties also include performing cleaning, maintenance or servicing on a machine or equipment on which the lockout/tagout system must be implemented.

**Control Reliability** – The capability of the machine, equipment or process control system, the safeguarding, other control components and related interfacing to achieve a safe state in the event of a failure within their safety-related functions.

**De-energized** – Disconnected from all energy sources and not containing residual or stored energy.

**Energized** – Connected to an energy supply or containing residual or stored energy.

**Energy Isolating Device** – A means, such as a mechanical device, that prevents the transmission or release of energy, including but not limited to the following: A manually operated electrical circuit breaker, a disconnect switch, fuse removal with locking mechanism, a manually operated switch by which the conductors of a circuit can be disconnected from all ungrounded supply conductors and, in addition, no pole can be operated independently, a slide gate, a slip blind, a line valve, a block, and any similar device used to block or isolate energy.

Note: A device subject to single point failure (such as push buttons, selector switches, wall switches or on/off equipment activating devices) is not an energy-isolating device).

**Group Lockout** – A procedure that provides equal protection for multiple users working on the same de-energized system.

**Guard** – A physical barrier that prevents access to areas of a machine, equipment, or process where a hazard exists.

**Hazardous Energy** - Any source of electrical, mechanical, hydraulic, pneumatic, chemical, gravity, thermal or other energy source that could cause injury to personnel.

**Interlock** – A device or system whereby the status of one control or mechanism allows or prevents the operation of another.

**Lockout Device** – A positive means, such as a lock, that secures an energy isolating device in a position that prevents the energizing of a machine, equipment or process.

Lockout/Tagout devices must meet the following requirements:

*Durable* – Must withstand environment to which they may be exposed.

*Standardized* – Standardized according to shape, color, or size.

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*Substantial* – To prevent early or accidental removal and prevent removal except by key or excessive force using special tools ( e.g. bolt cutters).  
*Identifiable* – Locks and tags must clearly identify employee who applied it, and must warn against hazardous conditions if machine or equipment is energized and must include a legend such as the following: DO NOT START, DO NOT OPEN, DO NOT CLOSE, DO NOT ENERGIZE, or DO NOT OPERATE.

**Lockout/Tagout** - The placement of a lockout device on an energy isolating device, in accordance with an established procedure - ensuring that the energy isolating device and the equipment being controlled cannot be operated until the lockout device is removed.

**Lockbox** – A container typically used in group lockout that secures all keys to locks on secured energy isolating devices and allows all exposed persons in the group to apply their personal lock

**Multiple Energy Sources** – More than one source of energy going into a machine, equipment or process.

*Note: This could be two electrical energy sources, electrical and pneumatic, electrical and hydraulic or any other combination or energy sources.*

**Multiple Lock Clamp** - A device capable of attaching to an energy isolation point and capable of accepting multiple lockout devices (i.e. Locks).

**Risk Assessment** – A comprehensive evaluation of the probability and the degree of the possible injury or damage to health in a hazardous situation in order to select appropriate safeguarding.

**Safeguards** – Engineered systems such as light curtains, pressure mats, area scanners, hold-to-run devices, interlock switches, stop devices, trapped key devices, automated warning systems, barricades, guards, warning signs and procedures.

**Servicing and / or maintenance** - Work place activities such as construction, installing, setting up, adjusting, inspecting, modifying and maintaining and/or servicing machines or equipment. These activities include lubrication, cleaning or clearing jams of machines or equipment and making adjustments or line changes, where the employee may be exposed to the unexpected energization or start-up of the equipment or release of hazardous energy.

**Troubleshooting** – Diagnostic activities that are conducted on machines, equipment or processes that can be energized or unguarded.

**General**

- A. All new machines, equipment and processes shall be designed, supplied and installed with energy-isolating devices to enable compliance with this standard. Consideration shall be given to the intended use of the machine, equipment or process. Devices shall be capable of controlling or dissipating hazardous energy, or both. The devices should be an integral part of the machine, equipment or process.

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- B. Hazardous energy control changes will be reviewed as part of any proposed modification(s) to existing equipment or processes.
- C. Energy-isolating devices shall be accessible and, where practicable, be conveniently located to facilitate the application of isolating devices during necessary tasks. Energy-isolating devices should be located outside of hazardous areas and at a convenient height from an adjacent walking area (i.e. not overhead or under machinery).
- D. Hazardous energy control procedures will be developed by each operating unit to include separate procedural steps for the safe lockout/tagout of each machine or piece of equipment or process affected by the hazardous energy control procedure; Except the procedural steps for the safe lockout/tagout of prime movers, machinery or equipment may be used for a group or type of machinery or equipment, when either of the following two conditions exist.:
  - D.1. Condition #1
    - D.1.a. The operational controls named in the procedural steps are configured in a similar manner, and
    - D.1.b. The location of the disconnect points are identified, and
    - D.1.c. The sequence steps to safely lockout/tagout the machinery or equipment or process are similar.
  - D.2. Condition #2
    - D.2.a. The machinery or equipment has a single energy supply that is readily identified and has no stored or residual hazardous energy.
- E. When alternative methods are used during setup, troubleshooting, or other tasks requiring energization or partial energization, protective systems shall be used to ensure that a device or system will stop or prevent initiation of hazardous motion or release of hazardous energy in the event of a single component failure within the device or system, such as but not limited to:
  - E.1. A hardware based, control-reliable safety interlock system; or
  - E.2. Safety rated multiple-channel Programmable Logic Controllers (PLCs), when manufactured specifically for safety applications, applied per manufacturer's instructions.
- F. When stored or residual energy has been determined to be a hazard, a means for non-hazardous dissipation or safe restraint of the stored or residual energy shall be incorporated into the machine, equipment or process. Devices used for the dissipation of stored energy shall be designed with a means or method of verifying their position and state.
- G. Physical restraint devices (e.g. pins, blanks, blocks, props or chains) that restrict hazardous motion shall comply with applicable standards when one exists a for the device and designed, constructed and installed to either:
  - G.1. Hold the full force of the system when actuation can take place while the restraint device is in place; or
  - G.2. Be interlocked to prevent actuation of hazardous energy/motion when removed from its storage position and be designed and constructed to hold the maximum anticipated load.
 

*The safety factor of restraint devices shall be a minimum of 2, based on the maximum anticipated load.*
- H. Machine, equipment or process installation shall provide for the local isolation of component parts or component systems if they are to be serviced or maintained separately.

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- I. Energy isolating devices shall be adequately labeled or marked unless they are located and arranged so that their purpose is clearly evident. The identification will include the machine, equipment, or process supplied.
- J. Energy isolating devices shall be capable of either being locked or otherwise secured in an effective isolating position.

## References

- ANSI/ASSE Z244.1 - 2016
- California Code of Regulations, Title 8, Section 3203 – Injury and Illness Prevention Program
- California Code of Regulations, Title 8, Section 3314 – The Control of Hazardous Energy for the Cleaning, Repairing, Servicing, Setting-Up, and Adjusting Operations of Prime Movers, Machinery and Equipment, Including Lockout/Tagout
- California Code of Regulations, Title 8, Section 6004 – Accident Prevention Tags
- Cal/OSHA Consultation Service, Publication S-515, revised June 2005

## Procedure

- 1 Machinery, Equipment, and Processes
  - 1.1 Each unique piece of machinery or equipment, or group of machinery or equipment, will have procedures developed and documented for the control of hazardous energy during servicing or maintenance activities. These procedures will be posted or otherwise available for authorized individuals to review and use.
- 2 Methods of Control
  - 2.1 The method of hazardous energy control selected depends on whether the tasks can be performed with or without energized systems. In all cases, the primary method of control will be lockout /tagout. When lockout/tagout is not used for tasks that are routine, repetitive, and integral to the production process, or traditional lockout/tagout prohibits completion of those tasks, then other alternative control methodologies, procedures or combinations thereof will be used to protect personnel while performing these tasks. However, before adopting alternative methods of control, the user shall conduct a risk assessment that demonstrates the adequacy of the evaluation and effectiveness of the protective measures.
    - 2.1.1 Activities that might be performed using alternative methods include tasks such as jam clearing, make-ready, lubrication, tool changes, roll polishing, minor cleaning, adjustments and set-up.
- 3 Protective materials and hardware
  - 3.1 All applicable protective materials and equipment required to effect isolation of energy will be provided by the Company.
  - 3.2 Each lockout and tagout device will be uniquely identified by size, shape, design, or color, and will not be used for other purposes. In addition, lockout devices will meet the following requirements:
    - 3.2.1 Lockout and tagout devices, including their means of attachment, shall be capable of withstanding the environment to which they may be exposed and shall remain legible for the maximum period of time that exposure might be expected.

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- 3.2.2 Standardized within the facility or department.
  - 3.2.3 Hazard warning tags will be standardized within the facility or department.
  - 3.2.4 Lockout and tagout devices, including means of attachment shall be substantial enough to prevent inadvertent or accidental removal without the use of excessive force or destructive techniques.
  - 3.2.5 Lockout and tagout devices shall indicate the identity of the authorized individual applying the device(s).
  - 3.2.6 The hazard warning tag shall include a “Danger” warning and legend such as one of the following: “Do Not Start; Do Not Open; Do Not Close; Do Not Energize; or, Do Not Operate”.
- 4 **Energy Isolating Device Identification**
- 4.1 All energy isolation devices shall be adequately labeled or marked to indicate their function, unless they are located and arranged so their purpose is evident. The identification will include the following: 1) machine, equipment or process supplied and 2) energy type and magnitude. The marking or label will be of sufficient durability to withstand the anticipate environment.
    - 4.1.1 Where conditions such as complexity or security are warranted, coded identification is acceptable.
    - 4.1.2 Examples of marking and labeling include attached or embossed markings and signs such as “Main Breaker (480 V) Press 3”, “Natural Gas Shutoff Boiler #1”, “High Pressure (600psi) Return Line”, etc.
    - 4.1.3 Electrical boxes can be labeled directly on the box. Valves can be labeled on the valve body or with a suspended sign or tag.
- 5 **Energy Control Sequence**
- 5.1 **Preparation for shutdown**
    - 5.1.1 Authorized individuals shall understand the applicable procedures, acquire the necessary protective materials and hardware, identify the notification requirements, determine related issues, and assess the consequences of the shutdown.
  - 5.2 **Notification of personnel**
    - 5.2.1 Personnel who could be affected by the shutdown of the machine, equipment or process shall be notified prior to the application and after removal of the lockout devices.
  - 5.3 **Machine, Equipment, or Process Shutdown**
    - 5.3.1 The machine, equipment, or process shall be de-energized or shut down using normal shut down procedures whenever possible.
  - 5.4 **Machine, Equipment, or Process Isolation**
    - 5.4.1 All energy isolating devices that are needed to control the energy to the machine, equipment, or process to accomplish the required task(s) will be operated in such a manner as to isolate the machine or equipment from the energy supply.
  - 5.5 **Lockout/Tagout Device Application**
    - 5.5.1 Authorized individuals affix lockout/tagout device(s) to energy isolating device.
    - 5.5.2 The lockout/tagout device will be affixed in a manner that will ensure energy isolating device(s) remain in “safe” or “off” position.
    - 5.5.3 Lockout lock keys will not be left in the lock when the lock is being used for



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energy isolation.

5.5.4 A hazard warning tag will be attached to the lockout device and will contain the following information:

5.5.4.1 Authorized individuals name;

5.5.4.2 Date and Time machine, equipment, or process was locked out;

5.5.4.3 Reason for energy isolation.

5.5.5 If more than one authorized individual is assigned to work on the machine, equipment, or process simultaneously then each person will place their lock on the energy isolation device point. A multiple lock clamp will be used for this purpose.

#### 5.6 Controlling Stored Energy

5.6.1 All potentially hazardous stored, residual or potential energy will be relieved, disconnected, restrained, or otherwise controlled and verified.

5.6.1.1 Additional measures may be necessary to prevent reaccumulation of energy.

#### 5.7 Verification of Isolation

5.7.1 Prior to starting work on machines, equipment or processes where exposure to the potential hazard exists, the authorized individual will verify that the isolation and de-energization has been accomplished. This may be done by testing circuitry, cycling, visually inspecting position, manually trying; monitoring movement or discharge; observing bleeds, gauges, indicators, etc.; or other available means. Use of techniques with the best degree of isolation assurance is preferred.

#### 5.8 Return to Service

5.8.1 The work area will be inspected to ensure that nonessential items have been removed, that the machine, equipment, or process is operationally intact, and all personnel are in a safe location.

5.8.2 Any guards that have been removed to perform work on the machine, equipment or process will be reinstalled.

5.8.3 After lockout/tagout devices have been removed and before a machine, equipment, or process is started, personnel who could be affected by the reenergization will be notified that the lock/tagout has been removed.

### 6 Procedure for Lockout/Tagout Removal in Absence of Authorized Individual

6.1 When the authorized individual who applied the lockout/tagout is not available to remove it under 5.8, the device(s) may be removed only under the immediate direction of supervisory personnel familiar with the machine, equipment or process under energy isolation and using the following procedures:

6.1.1 Reasonable attempts will be made to verify the unavailability of the authorized individual, including attempts by telephone, that the lockout/tagout needs to be removed.

6.1.2 The responsible supervisory person will verify the status and condition of the machine, equipment, or process under isolation and remove the lockout/tagout device(s) from the machine, equipment, or process.

6.1.3 The responsible supervisory person will place their lockout/tagout device on the machine, equipment, or process energy isolation device until such time as another authorized employee is assigned to the task in process. This assigned authorized individual will proceed under 5.4 through 5.8.

6.1.4 The individual whose lockout/tagout device was removed will be informed

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before he/she resumes any work at the facility that his/her lockout/tagout device has been removed from the machine, equipment, or process.

6.2 The above steps will be documented. A local form may be devised to accomplish this documentation.

- 7 Outside Service Personnel or Contractor Personnel
  - 7.1 Outside service or contractor personnel are subject to the hazardous energy control procedures contained herein and referenced in [Vendor \(Contractor\) Work Rules](#).
  - 7.2 Where Company employees and service or contractor employees working on the same machinery, equipment, or process requiring hazardous energy control procedures, each party will designate a representative responsible for determining the coordination and functional processes that will be employed during the work activity.
  - 7.3 Protection for all individuals who could be exposed to hazardous energy during the course of a job or project within a facility will require clear communication and mutually understood procedures agreed upon between all individuals involved.
- 8 Temporary Personnel, Including Seasonal Employees
  - 8.1 Directly supervised temporary personnel required to work on machinery, equipment, or processes exposing them to potential hazards will be trained, issued locks and tags (or afforded access to lockout/tagout equipment stations), require site authorization and be trained on the hazardous energy control procedures for the machinery, equipment, or processes they will be working on.
- 9 Group Lockout/Tagout
  - 9.1 When servicing and/or maintenance is performed by a crew, craft, department or other group, a procedure will be utilized that affords the employees a level of protection equivalent to that provided by the utilization of a personal lockout/tagout device.
  - 9.2 Group lockout/tagout devices shall be used in accordance with the procedures required by section 5 and also in accordance with requirements that include, but are not necessarily limited to, the following:
    - 9.2.1 Primary responsibility shall be vested in an authorized employee for a set number of employees working under the protection of a group lockout or tagout device (such as an operations lock);
    - 9.2.2 Provision shall be made for the authorized employee to ascertain the exposure status of individual group members with regard to the lockout/tagout of the machine or equipment;
    - 9.2.3 When more than one crew, craft, department, etc. is involved, assignment of overall job-associated lockout/tagout control responsibility shall be given to an authorized employee designated to coordinate affected work forces and ensure continuity of protection; and
    - 9.2.4 Each authorized employee shall affix a personal lockout/tagout device to the group lockout device, group lockbox, or comparable mechanism when he or she begins work and shall remove those devices when he or she stops working on the machine or equipment being serviced or maintained.
  - 9.3 Verification shall take place to determine the effectiveness of the energy isolation.

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## 10 Shift or Personnel Changes

10.1 Specific procedures will be developed, documented, and trained by each site to ensure the continuity of lockout/tagout protection during shift or personnel changes, including a provision for the orderly transfer of lockout/tagout device protection between off-going and oncoming authorized individuals.

## 11 Long Term Hazardous Energy Control

11.1 Where hazardous energy control will be necessary for long periods, such as seasonal shutdowns or preventative maintenance, or over non-contiguous shifts, such as weekends, procedures will be developed by each affected site to ensure the continuity of control over the energy isolating device.

11.2 These methods may include a service or departmental lock substantially different in design, color or size from the personal lockout devices, or allow for supervisory locks with multi-clamps for attachment of individual protection locks during long term projects.

11.3 In all cases where service or supervisory locks are utilized, it is not intended to replace a personal lock. The authorized individual will install their own lock/tag prior to commencing work and verify all energy sources remain effectively isolated and controlled.

## 12 Alternative Methods

12.1 When lockout/tagout is not used for tasks that are routine, repetitive, and integral to the production process or traditional lockout/tagout prohibits the completion of those tasks, then an alternative method of control shall be used. Selection of an alternative control method shall be based on a risk assessment. The risk assessment shall take into consideration that existing safeguards provided on the machine, equipment or process may need to be removed or modified to perform a given task.

12.2 For the purposes of this procedure, risk assessment is intended to be a qualitative estimation and does not require quantitative probabilistic analysis, and shall include the following elements:

12.2.1 Identification of the tasks and related hazards.

12.2.2 Qualitative estimation of exposure and severity to determine the level of risk.

12.2.3 Assessment and evaluation of risk.

12.2.4 Identification of control actions considered to reduce the risk of each hazard.

12.2.5 Identification of control actions selected as the best protective alternative.

12.2.6 Verification of the effectiveness of the selected alternative; and

12.2.7 Documentation of the risk assessment process.

**Note:** A comprehensive JSA (Job Safety Analysis) for the task, containing the above elements, would suffice for this documentation.

## 13 Engineered Safeguards

13.1 When using engineered safeguards as an element of an alternative control method, they shall have robust industrial quality components, incorporate reliable safety control circuits, consider the effectiveness and failure modes of the device(s), assess possible residual risks, and the possibility that the safeguard may be defeated/bypassed. These systems must provide an equivalent level of

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protection to prevent the unexpected energization of machinery, equipment, or process being serviced.

#### 14 Training

- 14.1 All affected individuals will be instructed in the purpose and use of the hazardous energy control program for their site, including the prohibition relating to the restart or reenergizing machines, equipment, and processes that are under hazardous energy control.
- 14.2 All authorized individuals will be instructed on the hazardous energy control procedures, and the type and magnitude of energy hazards for the machinery, equipment, and processes they will be authorized to perform the procedure on; to include energy isolation verification process.
- 14.3 Retraining will be provided to authorized individuals whenever there is a change in their job assignments, a change in the machines, equipment, or processes that present a new hazard, or when there is a change in the energy control procedures.
- 14.4 All training will be documented per CCR, T8, Section 3203.


#### 15 Auditing

- 15.1 Each authorized employee will be evaluated for their continued competency on performing the hazardous energy control procedures at least annually. This evaluation will be documented [see Authorized Employee Audit Form [\(CSS-000-FM-00046\)](#)].
  - 15.1.1 The evaluation shall be performed by an authorized employee or person other than the one(s) utilizing the hazardous energy control procedures being inspected.
  - 15.1.2 Where lockout and/or tagout is used for hazardous energy control, the evaluation shall include a review between the inspector and authorized employees of their responsibilities under the hazardous energy control procedure being inspected.
  - 15.1.3 The re-certification shall identify the machine or equipment on which the hazardous energy control procedure was being utilized, the date of the inspection, the employees included in the evaluation, and the person performing the evaluation.
- 15.2 Each affected site will conduct and document periodic inspections (at least annually) of the energy control procedures in use in the field to evaluate their continued accuracy and effectiveness to determine the necessity for updating local procedures or training.
  - 15.2.1 The inspection and procedure verification will include at least one team member familiar with the equipment energy sources and approved by a management team member.

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Revision History: Rev. 1 (3/9/10) – Revised section 15.1 for clarity on re-certification process.  
 Rev. 2 (10/15/14) - Revised section 9 in its entirety to clarify group lockout/tagout procedures.  
 Rev. 3 (4/1/19) - Revised section General to add specifications to Restraint devices and revised 15.2 for inclusion of team member in annual review/verification.



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## 1. PURPOSE

- 1.1. The purpose of this Electrical Safety Program is to prevent electrical injuries to all personnel in the workplace. The implementation and adherence of this program creates an electrically safe workplace to ensure all employees, contractors, and visitors are protected from electrical hazards capable of causing injury or death. This program is intended to set out fundamental procedures designed to protect all personnel from electrical shock, arc-flash, and fire hazards of electrical origin.

## 2. SCOPE

- 2.1. This Electrical Safety Program applies to all employees, contractors, and vendors that may be exposed to electrical hazards in the course of performing their work including examination, maintenance, repair, diagnostics, troubleshooting, calibrating, and installation.
- 2.2. In addition to this program, all local, city, county, state, and federal electrical safety requirements are to be met. Updates of local, state and federal requirements should be reviewed on a periodic basis. When there are differences between this Electrical Safety Program and other regulations the more stringent must be followed.
- 2.3. Contractors and vendors are expected to comply with the provisions of this program in addition to their own policies and procedures when working at or within this facility. However, this program is not intended to abrogate or assume responsibility for a contractor's employees or the need for the contractor to comply with all local, city, county, state, and federal electrical safety requirements.


## 3. REFERENCES

- 3.1. NFPA 70E Standard for Electrical Safety in the Workplace, and NFPA 70 National Electrical Code
- 3.2. Cal/OSHA, CCR Title 8 Division 1, Chapter 4, Subchapter 5 – Electrical Safety Orders

## 4. RESPONSIBILITIES

### 4.1. Site/Business Unit Leadership

- 4.1.1. Providing resources necessary for implementation and sustainability of electrical safety program requirements including training, personal protective equipment, testing equipment, and specialized electrical safety equipment.

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#### 4.2. Corporate Engineering

- 4.2.1. Keeping current with and ensuring all new electrical installations meet all applicable regulations, codes, and standards; including but not limited to OSHA, Cal/OSHA, NEC, NFPA 70E, and IEEE.
- 4.2.2. Updating or maintaining single-line (one-line) drawings and electrical studies when new equipment is installed or expansions or modifications are made to existing systems.
- 4.2.3. Developing electrical equipment and materials specifications to ensure to the extent possible that all are listed or labeled by a Nationally Recognized Testing Laboratory (NRTL), such as Underwriters Laboratories (UL) or Factory Mutual (FM).
- 4.2.4. Determining the proper sizing and settings of protective devices to provide protection for personnel and property, selective coordination, and limiting potential arc-flash hazards.

#### 4.3. Safety and Health (Corporate and Site) is responsible for:

- 4.3.1. Providing support in the development and implementation of the policy, development of required training, and informing facilities of any regulatory changes.
- 4.3.2. Providing the specifications for personal protective equipment (PPE) required meeting OSHA, Cal/OSHA, and NFPA requirements.
- 4.3.3. Auditing site-specific Hazardous Energy Control (LOTO) procedures.
- 4.3.4. Ensuring an investigation is completed for all reported electrical incidents.


#### 4.4. Facility Engineer / Maintenance /Controls Manager is responsible for:

- 4.4.1. Determining which personnel are electrically qualified.
- 4.4.2. Ensuring electrical work is performed by only qualified personnel.
- 4.4.3. Ensuring all qualified personnel have received required training for working on or near energized electrical equipment.
- 4.4.4. Arranging required training to ensure employees are qualified to perform the tasks they are assigned.
- 4.4.5. Ensuring this policy is communicated to and followed by all contractors and vendors who in the course of their work will be exposed to electrical hazards in this facility.
- 4.4.6. Ensuring all test equipment is calibrated, repaired and/or replaced per manufacturer's recommendations.
- 4.4.7. Ensuring all voltage-rated PPE and equipment is tested per NFPA 70E requirements or manufacturer recommendations, whichever is sooner.
- 4.4.8. Ensuring all electrical drawings and equipment labeling are kept current.
- 4.4.9. Conducting audits of electrical equipment and work practices to identify electrical safety deficiencies and ensuring the requirements of this policy are met.
- 4.4.10. Ensure all reported electrical incidents are investigated.

#### 4.5. Qualified Persons are responsible for:

- 4.5.1. Complying with all provisions of this Electrical Safety Program.
- 4.5.2. Complying with the safe work practices as described in NFPA 70E.
- 4.5.3. Wearing the appropriate PPE as prescribed by the Hazard Analysis.



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- 4.5.4. Ensuring all parts and conductors energized above 24 volts AC are properly guarded or barricaded from contact by non-qualified personnel.
- 4.5.5. Ensuring all electrical panel and enclosure covers are properly closed and secured.
- 4.5.6. Reporting all potentially hazardous conditions to their supervisor or other appropriate personnel.
- 4.5.7. Reporting all electrical hazard incidents (shock and arc-flash) to their supervisor or other appropriate personnel.
- 4.5.8. Documenting all changes that require updating of electrical drawings and hazard risk labels.
- 4.5.9. Labeling of disconnects and preparing and updating directories of panelboards.

## 5. DEFINITIONS


The following contains only those definitions essential to the proper application of this Electrical Safety Program. It is not the intent to include commonly defined general terms or commonly defined technical terms from other electrical codes and standards.

- 5.1. **Accessible, Readily (Readily Accessible):** Capable of being reached quickly for operation, renewal, or inspections without requiring those to whom ready access is requisite to climb over or remove obstacles or to resort to portable ladders, and so forth.
- 5.2. **Approach Boundaries:** A very specific distance from an energized, uninsulated conductor or circuit part.
  - 5.2.1. **ARC Flash Boundary:** A flash protection boundary is the distance from the energized part where a person could receive a second degree burn if an electrical arc were to occur. This boundary requires the person to be trained in electrical safety and wearing the appropriate PPE.
  - 5.2.2. **Limited Approach Boundary:** A shock protection boundary. An approach limit at a distance from an exposed live part within which a shock hazard exists. This shock protection boundary is to be crossed only by qualified employees. If an unqualified person is to cross this boundary, they must be escorted by a qualified person and wear designated PPE.
  - 5.2.3. **Restricted Approach Boundary:** A shock protection boundary. An approach limit at a distance from an exposed live part within which there is an increased risk of shock, due to electrical arc over combined with inadvertent movement, for personnel working in close proximity to the live part. Under no circumstances shall an unqualified person be permitted to cross this boundary. This shock protection boundary is to be crossed only by qualified employees. This boundary constitutes working near energized conductors or circuit parts.
- 5.3. **Arc Flash:** The rapid and forceful release of superheated air, hot gases, vaporizing metal, droplets of molten metal and other physical debris when electrical current flows across a gap between electrical conductors.
- 5.4. **Arc Rating:** The maximum incident energy resistance demonstrated by a material (or a layered system of materials) prior to break-open or at the onset of a second-degree skin burn. Arc rating is normally expressed in cal/cm<sup>2</sup>.
- 5.5. **ATPV:** The "arc thermal performance value" is the highest incident energy which does not cause a Fire-Resistant fabric to break-open and does not exceed the second degree burn criteria.
- 5.6. **Attendant:** The primary duty and responsibility of an attendant shall be to keep unqualified employees outside a work area where the employee might be exposed to electrical hazards
- 5.7. **Barricade:** A physical obstruction such as tapes, cones, or other structures intended to provide a warning about and to limit access to a hazardous area.
- 5.8. **Bond/Bonding/Bonded:** The permanent joining of metallic parts to form an electrically conductive path that ensures electrical continuity and the capacity to conduct safely any current likely to be imposed.
- 5.9. **Circuit Breaker:** A device designed to open and close a circuit by non-automatic means and to open the circuit automatically on a predetermined overcurrent without damage to itself when properly applied within its rating.




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- 5.10. **Coordination (Selective):** Localization of an overcurrent condition to restrict outages to the circuit or equipment affected, accomplished by the choice of overcurrent protective devices and their ratings or settings.
- 5.11. **Dead Front:** Without live parts exposed to a person on the operating side of the equipment.
- 5.12. **De-energized:** Free from any electrical connection to a source of potential difference and from electrical charge; not having a potential difference from the earth.
- 5.13. **Disconnecting:** A device, or group of devices, or other means by which the conductors of a circuit can be disconnected from their source of supply.
- 5.14. **Electrical Hazard:** A dangerous condition such that contact or equipment failure can result in electric shock, arc-flash burn, thermal burn, or blast.
- 5.15. **Electrical Single-Line (One-Line) Diagram:** A diagram that shows, by means of single lines and graphic symbols, the course of an electric circuit or system of circuits and the component devices or parts used in the circuit or system.
- 5.16. **Electrically Safe Work Condition:** A state in which the conductor or circuit part to be worked on or near has been disconnected from energized parts, locked/tagged in accordance with established standards, tested to ensure the absence of voltage, and grounded if determined necessary.
- 5.17. **Energized:** Electrically connected to, or is, a source of voltage.
- 5.18. **Equipment:** A general term including material, fittings, devices, appliances, luminaires (fixtures), apparatus, and the like used as a part of, or in connection with, an electrical installation.
- 5.19. **Exposed (as applied to live parts):** Capable of being inadvertently touched or approached nearer than a safe distance by a person. It is applied to parts that are not suitably guarded, isolated, or insulated.
- 5.20. **Flame-Resistant (FR):** The property of a material whereby combustion is prevented, terminated, or inhibited following the application of a source of ignition, such as an arc-flash.
- 5.21. **Flash Hazard Analysis:** A study investigating a worker's potential exposure to arc-flash energy, conducted for the purpose of injury prevention and the determination of safe work practices and the appropriate levels of PPE.
- 5.22. **Flash Suit:** A complete FR clothing and equipment system that covers the entire body, except for the hands and feet. This includes pants, jacket, and bee-keeper-type hood fitted with a face shield.
- 5.23. **Ground:** A conducting connection, whether intentional or accidental, between an electrical circuit or equipment and the earth or to some conducting body that serves in place of the earth.
- 5.24. **Grounded:** Connected to earth or to some conducting body that serves in place of the earth.
- 5.25. **Grounded, Effectively:** Intentionally connected to earth through a ground connection or connections of sufficiently low impedance and having sufficient current-carrying capacity to prevent the buildup of voltages that may result in undue hazards to connected equipment or to persons.
- 5.26. **Ground Fault:** An unintentional, electrically conducted connection between an ungrounded conductor of an electrical circuit and the normally non-current carrying conductors, metallic enclosures, metallic raceways, metallic equipment, or earth.
- 5.27. **Ground-Fault Circuit Interrupter (GFCI):** A device intended for the protection of personnel that functions to de-energize a circuit or portion thereof within an established period of time when a current to ground exceeds the values established for a Class A device.
- 5.28. **Grounding Conductor, Equipment:** The conductor used to connect the non-current-carrying metal parts of equipment, raceways, and other enclosures to the system grounded conductor, the grounding electrode conductor, or both, at the service equipment or at the source of a separately derived system.
- 5.29. **Guarded:** Covered, shielded, fenced, enclosed, or otherwise protected by means of suitable covers, casings, barriers, rails, screens, mats, or platforms to remove the likelihood of approach or contact by persons or objects to a point of danger.

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- 5.30. **Identified (as applied to equipment):** Recognizable as suitable for the specific purpose, function, use, environment, application, and so forth, where described in a particular Code requirement.
- 5.31. **In Sight From (Within Sight From, Within Sight):** Where this Code specifies that one equipment shall be "in sight from," "within sight from," or "within sight," and so forth, of another equipment, the specified equipment is to be visible and not more than 15 m (50 ft) distant from the other.
- 5.32. **Incident Energy:** The amount of energy impressed on a surface, a certain distance from the source, generated during an electrical arc event. One of the units used to measure incident energy is calories per centimeter squared (cal/cm<sup>2</sup>).
- 5.33. **Interrupting Rating:** The highest current at rated voltage that a device is intended to interrupt under standard test conditions.
- 5.34. **Job Briefing:** Prior to any work beginning, a Job Briefing discussion must be held amongst all employees who are to be in the work area. The purpose of the discussion is to make all affected employees aware of the job specific hazards, work procedures, special precautions, energy source controls and PPE.
- 5.35. **Labeled:** Equipment or materials to which has been attached a label, symbol, or other identifying mark of an organization that is acceptable to the authority having jurisdiction and concerned with product evaluation, that maintains periodic inspection of production of labeled equipment or materials, and by whose labeling the manufacturer indicates compliance with appropriate standards or performance in a specified manner.
- 5.36. **Listed:** Equipment, materials, or services included in a list published by an organization that is acceptable to the authority having jurisdiction and concerned with evaluation of products or services, that maintains periodic inspection of production of listed equipment or materials or periodic evaluation of services, and whose listing states that the equipment, material, or services either meets appropriate designated standards or has been tested and found suitable for a specified purpose.
- 5.37. **Live Parts:** Energized conductive components.
- 5.38. **Overcurrent:** Any current in excess of the rated current of equipment or the ampacity of a conductor. It may result from overload, short circuit, or ground fault.
- 5.39. **Overload:** Operation of equipment in excess of normal, full-load rating, or of a conductor in excess of rated ampacity that, when it persists for a sufficient length of time, would cause damage or dangerous overheating. A fault, such as a short circuit or ground fault, is not an overload.
- 5.40. **Panelboard:** A single panel or group of panel units designed for assembly in the form of a single panel, including buses and automatic overcurrent devices, and equipped with or without switches for the control of light, heat, or power circuits; designed to be placed in a cabinet or cutout box placed in or against a wall, partition, or other support; and accessible only from the front.
- 5.41. **Qualified Person:** One who has demonstrated skills and knowledge related to the construction and operation of electrical equipment and installations and has received safety training to identify and avoid the hazards involved.
- 5.41.1. Typical job titles and positions that may be required to be a qualified person for the specific tasks they perform(not all inclusive):
- 5.41.1.1. Electricians
  - 5.41.1.2. Maintenance Electricians
  - 5.41.1.3. Instrumentation Technicians, Controls Technicians, Automation Technicians
  - 5.41.1.4. Maintenance Technicians
  - 5.41.1.5. Maintenance Team Leaders/Managers
- 5.42. **Safety Watch:** A person assigned the task of watching a qualified person perform a potentially hazardous task. The Safety Watch has the primary responsibility of de-energizing the circuit in the event of an accident and or removing the qualified person from the immediate hazard.

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- 5.43. **Switchboard:** A large single panel, frame, or assembly of panels on which are mounted on the face, back, or both, switches, overcurrent and other protective devices, buses, and usually instruments. Switchboards are generally accessible from the rear as well as from the front and are not intended to be installed in cabinets.
- 5.44. **Task Qualified Person:** Trained to safely perform one or a limited number of specific tasks involving limited exposure to electrical hazards.
- 5.44.1. Typical job titles and positions that may be required to be a task qualified person for the specific tasks they perform (not all inclusive):
- 5.44.1.1. Operations equipment operators
  - 5.44.1.2. Refrigeration Technicians
  - 5.44.1.3. Pilot Winery Technicians
  - 5.44.1.4. Project and Production Engineers
  - 5.44.1.5. Maintenance Technicians not otherwise Qualified
- 5.45. **Unqualified Person:** A person who is not a Qualified person.
- 5.46. **Working Near (live parts):** Any activity inside a Limited Approach Boundary.
- 5.47. **Working On (live parts):** Coming in contact with live parts, or potentially live parts, with the hands, feet, or other body parts, with tools, probes, or with test equipment, regardless of the personal protective equipment (PPE) a person is wearing.
- 5.47.1. **Diagnostic Testing:** Taking a readings or measurements of electrical equipment with approved test equipment that does not require making any physical change to the equipment.
- 5.47.2. **Repair:** Any physical alteration of electrical equipment (such as making or tightening connections, removing or replacing components, etc.)

## 6. STANDARD

- 6.1. Determining the qualification of an employee and authorizing them to conduct electrical work is the responsibility of management. Management must determine the scope of work expected of each employee and assess the workplace for hazards the employee may encounter to determine whether they need to be a Qualified Person, Task-Qualified Person or Unqualified Person. Once a person is qualified, the employee's personnel file should include documentation of the employee's qualified status which includes training completed, testing and certifications achieved, work experience, education, certifications and licenses. Experience may include previous employment.
- 6.2. Only Qualified Persons are permitted, where allowed by local site work permits and/or procedures, to work on or near exposed energized parts above 24V AC or DC. The work conducted by a Qualified Person may involve either direct or indirect contact of energized electrical components by means of approved tools, equipment and materials. A Qualified Person must possess the skills and knowledge to:
- 6.2.1. Identify exposed or energized parts from other parts;
  - 6.2.2. Determine the nominal voltage of exposed live parts;
  - 6.2.3. Determine the clearance distances required for work around exposed parts at various voltage levels;
  - 6.2.4. Use lockout and tagout procedures for the de-energization and securing of equipment;
  - 6.2.5. Properly use and fill-out an Energized Electrical Work Permit;
  - 6.2.6. Selection, use and care for personal protective equipment, including insulating and shielding tools and materials;
  - 6.2.7. Selection, use and care for approved apparel when working on or around electrical equipment;
  - 6.2.8. Properly use and inspect portable electrical equipment;

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6.2.9. Properly test, use and inspect electrical test equipment;

6.2.10. Erect barriers and barricades to prevent unauthorized access to a work area.

6.2.11. Only Qualified Persons:

6.2.11.1. Shall have access to rooms containing exposed energized components unless the components are guarded, covered, or protected by barriers or equally effective means.

6.2.11.2. Shall open an industrial panel, panel board, or switchboard containing exposed energized components above 24 volts AC or DC.

6.2.11.3. May perform electrical work.

6.2.11.4. May perform electrical testing.

6.2.11.5. May verify the absence of voltage in a Lockout Procedure.

6.2.11.6. May verify that it is safe to reenergize an electrical system at the completion of a Lockout Procedure.

### 6.3. Qualified Person Training

6.3.1. A Qualified Person shall be trained and knowledgeable in the construction and operation of equipment or a specific work method and be trained to identify and avoid the electrical hazards that might be present with respect to that equipment or work method. Qualified Persons shall receive, at a minimum, the following training:

6.3.1.1. Trained to understand the requirements of this Electrical Safety Program;

6.3.1.2. Trained on NFPA 70E, including Arc-Flash Hazards, Boundaries, PPE, shielding materials and shock hazards;

6.3.1.3. Trained to understand, recognize and avoid electrical hazards;

6.3.1.4. Skills and techniques necessary to distinguish exposed energized electrical conductors and circuit parts from other parts of electrical equipment;

6.3.1.5. Skills and techniques necessary to determine nominal voltage and safe working distance around exposed electrical conductors and circuit parts;

6.3.1.6. Approach distances based on voltages and arc flash analysis labeling;

6.3.1.7. Trained on the proper use of an Energized Electrical Work Permit;

6.3.1.8. Trained in the selection, use, and care of personal protective equipment, clothing, insulating tools, barriers, etc. necessary to perform their task(s);

6.3.1.9. Trained to select an appropriate test instrument and demonstrate how to use a device to verify the absence of voltage, including interpreting indications provided by the device. This shall include information that enables the employee to understand all limitations of each test instrument that might be used.

6.3.1.10. Knowledgeable of the equipment operation and electrical installation to which they will be exposed;


6.3.1.11. Hazardous location training.

6.3.1.12. Trained to understand the Lockout/Tagout Procedure and their duty in executing the procedure;

6.3.1.13. Training Delivery: Training shall be done by live, instructor lead training.

6.3.1.14. Hours of Training: A minimum of 8 hours of training on basic electricity, electrical troubleshooting and electrical safety, emergency response to electrical shock hazards; plus 8 hours First Aid/CPR/AED training.

6.3.1.15. The Qualified Person must pass all written and demonstrated testing to the satisfaction and certification of the NFPA 70E qualified instructor.

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6.3.1.16. Retraining and re-certification in safety-related work practices and applicable changes in electrical standards shall be performed at intervals not to exceed three years.

6.3.1.16.1. Special Retraining Needs: The following conditions may initiate the need for additional training, with training done specific to the need:

6.3.1.16.1.1. The supervisor or inspections indicate that the employee is not complying with the safety-related work practices.

6.3.1.16.1.2. New technology or changes in workplace, equipment or PPE, regulations or the Electrical Safety Program necessitate the use of safety-related work practice and that are different from those that the employee would normally use.

6.3.1.16.1.3. The employee must employ safety-related work practices that are not normally used during his or her regular job duties.

6.3.1.17. First Aid/CPR/AED training is to be verified annually.

6.3.1.18. All original training and testing documents will be retained in the employee's training file and tracked in the company approved data base.

6.3.2. Unqualified Persons shall be trained in, and be familiar with, any electrical safety-related practices necessary for their safety, to include:

6.3.2.1. Not to perform housekeeping duties, such as washing down, inside the limited approach boundary;

6.3.2.2. Not to leave hinged doors to electrical equipment opened;

6.3.2.3. Not to remain around electrical equipment where there is evidence of impending failure and the signs of impending failure;

6.3.2.4. Not to use flammable materials near electrical equipment that can create a spark;

6.3.2.5. How to properly remove plugs from receptacles, such as by turning the device or circuit off;

6.3.2.6. Not to use damaged electrical equipment (fixed or portable); damaged cables, cords, or connectors; or damaged receptacles;

6.3.2.7. After an automatic trip of a circuit breaker, not to reset unless and until it is evaluated by a qualified person and/or authorized by a supervisor.

6.3.2.8. To be knowledgeable and aware of safety signs and tags, barricades, warning attendants, and to know to remain outside of shock protection boundaries when energized work is being performed.

6.3.2.9. To have a basic understanding of the relationship between exposure to potential electrical hazards and possible bodily injury.

6.4. Task Qualified Persons will be trained on the fundamental hazards of electricity and safe work practices, included in Unqualified Person training, and how to recognize and avoid electrical hazards that might be present with respect to the specific equipment they will operate, and the restrictions of resetting breakers or otherwise engaging in electrical troubleshooting equipment.


6.4.1. Task Qualified Persons will follow the JSA's and standard work developed for the equipment they are authorized to interact with, including Hazardous Energy Control (LO/TO) procedures for the equipment they are authorized to operate.

6.5. Diagnostic Testing will only be performed by Qualified Persons with the appropriate level PPE and only up to 480 volt AC without an Energized Electrical Work Permit.


6.6. All Repair Work on energized systems above 24 volt AC or DC requires Energized Electrical Work Permit and the work will only be performed by Qualified Persons with the appropriate level PPE.

6.6.1. Repair Work on energized systems will only be considered when the circuit/equipment cannot be deenergized or the work deferred until the next available outage.



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- 6.7. All electrical equipment, and equipment with electrical sources, will be designed and installed per company and current electrical codes and standards.
- 6.7.1. Corporate Engineering will be informed and consulted on all changes or additions to electrical systems and will maintain the documentation on electrical system design, drawings, and arc flash analysis.
- 6.7.2. All electrical equipment procured shall be listed or labeled. Listed or labeled equipment shall be installed and used in accordance with any instructions included in the listing or labeling provisions.
- 6.8. Electrical panels will have a minimum of 36 inches clearance (working space) in front of the opening, or enough room to fully open the door(s) without hindrance, whichever is greater, unless greater clearance is dictated by electrical code or internal specifications.
- 6.9. Live parts of electric equipment operating above 24 volts AC or DC must be guarded against accidental contact. Proper guarding can be achieved by use of an approved cabinet or other approved enclosure, by location in a room or vault that is accessible to qualified persons only, or by elevating the equipment or controlling the arrangement of the space to prevent contact by unqualified persons. If electric equipment is located in an area where it is potentially exposed to physical damage, the enclosure or guard must be of sufficient strength to prevent such damage.
- 6.10. Abandoned cables and associated equipment must be removed back to the power source, if practical. Cables designated for reuse must be properly terminated at both ends, and labeled.
- 6.11. Temporary electrical power and lighting installations, including flexible cords, cables and extension cords, may only be used during and for renovation, construction, maintenance, repair, or testing. Temporary wiring may also be used for decorative lighting for special events and similar purposes for a period not to exceed 90 days. The following additional requirements apply:
- 6.11.1. Ground fault circuit interrupter protection (GFCI) must be provided on all temporary wiring circuits, including extension cords, used on construction sites.
- 6.11.2. In general, all equipment and tools connected by cord and plug must be grounded. Listed or labeled double insulated tools and appliances need not be grounded.
- 6.11.3. Feeders must originate in an approved distribution center, such as a panelboard, that is rated for the voltages and currents the system is expected to carry.
- 6.11.4. Branch circuits must originate in an approved power outlet or panelboard.
- 6.11.5. Neither bare conductors nor earth returns may be used for the wiring of any temporary circuit.
- 6.11.6. Receptacles must be of the grounding type. Unless installed in a complete metallic raceway, each branch circuit must contain a separate equipment-grounding conductor, and all receptacles must be electrically connected to the grounding conductor.
- 6.11.7. Flexible cords and cables must be of an approved type and suitable for the location and intended use. They may only be used for pendants, wiring of fixtures, connection of portable lamps or appliances, elevators, hoists, connection of stationary equipment where frequently interchanged, prevention of transmission of noise or vibration, data processing cables, or where needed to permit maintenance or repair. They may not be used as a substitute for the fixed wiring, where run through holes in walls, ceilings or floors, where run through doorways, windows or similar openings, where attached to building surfaces, or where concealed behind building walls, ceilings or floors.
- 6.11.8. Suitable disconnecting switches or plug connects must be installed to permit the disconnection of all ungrounded conductors of each temporary circuit.
- 6.11.9. Lamps for general illumination must be protected from accidental contact or damage, either by elevating the fixture or by providing a suitable guard.
- 6.11.10. Hand lamps supplied by flexible cord must be equipped with a handle of molded composition or other approved material and must be equipped with a substantial bulb guard.

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6.11.11. Flexible cords and cables must be protected from accidental damage. Sharp corners and projections are to be avoided. Flexible cords and cables must be protected from damage if they pass through doorways or other pinch points.

6.11.12. Extension cords shall:

- 6.11.12.1. Not be used as a substitute for fixed wiring.
- 6.11.12.2. Not be run through holes in walls, structural ceilings, suspended ceilings, doorways, windows, or similar openings.
- 6.11.12.3. Not be used where subject to physical damage.
- 6.11.12.4. Be inspected before each use.
- 6.11.12.5. Damaged cords and cables shall be taken out of service and discarded; unless repaired to provide insulation, jacket, and usage characteristics consistent with or better than the original cord or cable.
- 6.11.12.6. Flexible cords and cables shall be protected by bushings or fittings where passing through holes in covers, outlet boxes, or similar enclosures.
- 6.11.12.7. Power strips cannot be ganged or daisy chained to achieve a greater cord length or more outlets.
- 6.11.12.8. Electric cords shall be routed so they do not present a trip hazard in aisles and workspaces.
- 6.11.12.9. Extension cords may only be used to provide temporary power.
- 6.11.12.10. Extension cords must be of the three-wire type containing an equipment- grounding conductor (i.e., the cord must accept a three-prong or grounded plug). Extension cords and flexible cords must be designed for hard or extra hard usage (for example types S, ST, and SO). The rating or approval must be visible.
- 6.11.12.11. Job-made extension cords may only be built by qualified persons and must be tested prior to use. Job-made extension cords may only be constructed using parts approved for this use. Metal electrical boxes with knockouts, for example, may not be used for job-made extension cords unless approved for that purpose.
- 6.11.12.12. Extension cords used on renovation or construction sites having damp or wet locations shall only be used with a ground-fault circuit interrupter (GFCI).
- 6.11.12.13. Extension cords must be protected from damage. Sharp corners and projects must be avoided. Flexible cords may not be run through windows or doors unless protected from damage, and then only on a temporary basis. Flexible cords may not be run above ceilings or inside or through walls, ceilings or floors, and may not to be fastened with staples or otherwise hung in such a fashion as to damage the outer jacket or insulation.
- 6.11.12.14. Cords must be covered by a cord protector or tape when they extend into a walkway or other path of travel creating a trip hazard.
- 6.11.12.15. Attachment plugs and receptacles may not be connected or altered in any way that would interrupt the continuity of the equipment grounding conductor. Additionally, these devices may not be altered to allow the grounding pole to be inserted into current connector slots. Clipping the grounding prong from an electrical plug is prohibited.


6.12. Methods of electrical equipment identification shall be developed for each location.

- 6.12.1. Label all disconnecting devices as to the load and the location of the load. Each disconnecting means (switch or device used to disconnect the circuit from the power source) must be clearly labeled to indicate the circuit's function unless it is located and arranged so the purpose is evident.
- 6.12.2. Identification should be specific rather than general; a branch circuit serving receptacles in a main office should be labeled as such, not simply labeled "receptacles".

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- 6.12.3. All labels and marking must be durable enough to withstand the environment to which they may be exposed.
- 6.12.4. Label all switchboards, panel boards, motor control centers, industrial control panels and utilization equipment identifying the power source and power source location.
- 6.12.5. Each service disconnect shall be permanently marked to identify it as a service disconnect.
- 6.12.6. Where a building is supplied by more than one service a permanent plaque or directory shall be installed at each service disconnect location denoting all other services.
- 6.13. All electrical panels will have a panel schedule.
  - 6.13.1. In the case of motor control centers and switchboards the identification will be located on the outside of the equipment, for panel boards the pocket will be inside.
  - 6.13.2. Any electrician who makes a change shall update the panel schedule and shall properly identify the source information on the utilization equipment which is connected. Updated plans to show all changes.
- 6.14. All electrical panels will have warning labels.
  - 6.14.1. Labeling requirements for equipment operating at over 600 volts AC nominal;
    - 6.14.1.1. Metal-enclosed switchgear, unit substations, transformers, pull boxes, connection boxes, and other similar associated equipment, covers of pull boxes and junction boxes containing circuits over 600 volts AC must be permanently marked "Danger High Voltage". The marking must be outside of the enclosure or box cover and shall be readily visible and legible.
  - 6.14.2. Labeling requirements for building services at over 600 volts AC nominal:
    - 6.14.2.1. Warning signs indicating the presence of high voltage must be posted where other than qualified employees might come in contact with live parts. Signs with the words "Danger High Voltage (480 Volts AC, 4160 Volts AC, etc.) – Keep Out" will be posted in plain view where unauthorized persons might come in contact with energized parts.
  - 6.14.3. Labeling requirements for equipment operating at 600 volts AC or less, nominal:
    - 6.14.3.1. Warning signs forbidding unqualified persons to enter shall be marked at the entrances to rooms and other locations containing exposed live parts 24 volts AC or DC, or greater.
  - 6.14.4. Label panels and cabinets that contain conductors from more than one voltage source. The label should warn workers that after de-energizing the main source of power to the cabinet, that another voltage source may still be energized. The secondary source conductors should be identified by YELLOW covering or other distinctive markings.
  - 6.14.5. Labels resulting from an Arc Flash Analysis:
    - 6.14.5.1. An arc flash analysis is conducted on any equipment determined to have the capability of delivering at least "incident energy" of 1.2 cal/cm<sup>2</sup> to the skin at 18 inches or greater". The results of the analysis will determine the arc flash boundary and appropriate PPE for both arc flash and shock hazards.
    - 6.14.5.2. Label Content: label content should contain at a minimum:
      - 6.14.5.2.1. "Warning" word statement for category 1 – 3 and "Dangerous" word statement for category 4 and Greater than category 4
      - 6.14.5.2.2. PPE Level for arc flash
      - 6.14.5.2.3. cal/cm<sup>2</sup> Flash Hazard at 18 inches
      - 6.14.5.2.4. Arc Flash Hazard Boundary
      - 6.14.5.2.5. kV Shock Hazard
      - 6.14.5.2.6. Limited and restricted approach boundaries for shock



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6.14.5.2.7. Equipment name

6.14.5.2.8. Date label was generated



**Arc Flash and Shock Hazard Present  
Appropriate PPE Required**

Arc Flash Hazard Boundary	4 ft	<b>CAT 2</b> CAT / HRC clothing level acceptable to meet minimum clothing protection requirements.
Incident Energy	6.22 cal/cm <sup>2</sup>	
Working Distance	18 in	<b>Min. PPE Requirements</b> Arc-rated long-sleeve shirt and arc-rated pants or arc-rated coverall and/or arc flash suit, Arc-rated face shield & balaclava, Arc rated jacket, Hard hat, AR hard hat liner, Safety glasses, Hearing protection, Leather gloves and Leather footwear.
Total Ibf at FCT	19.267 kA	
Shock Hazard Exposure	480 VAC	
Insulating Glove Class	00	
Shock Hazard when covers removed		
Limited Approach Boundary	3.0 ft	<b>Martin Technical</b> <a href="http://www.MarTechnical.com">www.MarTechnical.com</a> Date: 09-05-2018
Restricted Approach Boundary	1.0 ft	
Equipment: 19DP-4		
Source PD ID: 19DP-4-MAIN		

Sample Category 2 arc flash label

6.14.5.3. Label Size and Material: The nominal label size should be 4" x 3" and designed for application in industrial settings.

6.14.5.4. Color Scheme:

6.14.5.4.1. Yellow "Warning" for H/R Category 1

6.14.5.4.2. Orange "Warning" for H/R Category 2

6.14.5.4.3. Red "Warning" for H/R Category 3 and 4

6.14.5.4.4. Red "Danger" for H/R above Category 4.

6.14.5.5. Label location: The label shall be located so as to be clearly visible to qualified persons before examination, adjustment, servicing, or maintenance of the equipment. The label should not overlap onto other equipment and should be contained completely on the panel it is intended for.

6.14.6. An arc flash analysis should be completed for all electrical equipment that represents a hazard for arc flash. In the event equipment exists that has not yet had an arc flash analysis completed, temporary warning labels should be applied to provide workers some reasonable notice of the arc flash hazard. This equipment would include:

6.14.6.1. New equipment placed in the facility

6.14.6.2. DC equipment, as there is no current accepted industry means for determining arc flash hazards for DC systems.


6.14.6.3. Equipment that is scheduled for an arc flash analysis, but the time before completion is not known or is too long to leave the equipment unlabeled as to the potential arc flash hazard.

6.14.6.4. These temporary labels are not permanent solutions and are designed only to fill in the gap until a proper arc flash analysis is completed.

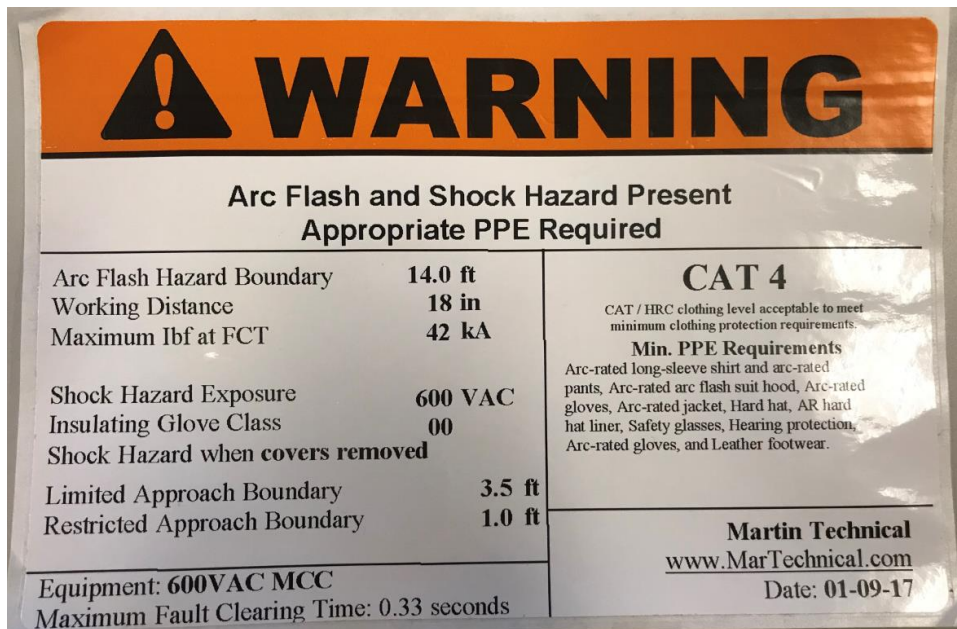
Label Content: The label should contain:

6.14.6.4.1. "Warning Arc Flash Hazard" word statement

6.14.6.4.2. Information based on NFPA 70E Table 130.7 (C) (9)

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- 6.14.6.4.3. Equipment class
- 6.14.6.4.4. Hazard category
- 6.14.6.4.5. Task
- 6.14.6.4.6. Shock Hazard
- 6.14.6.4.7. Shock Glove Class
- 6.14.6.4.8. Limited, restricted and prohibited approach boundaries for shock
- 6.14.6.4.9. Date label was generated




Sample Temporary Label for 600V Motor Control Center

- 6.14.6.5. Label Size and Material: The nominal label size should be 3" x 5" and designed for application in industrial settings.
- 6.14.6.6. Label location: The label shall be located so as to be clearly visible to qualified persons before examination, adjustment, servicing, or maintenance of the equipment. The label should not overlap onto other equipment and should be contained completely on the panel it is intended for.


6.15. Drawings, Diagrams, Reports and Studies

- 6.15.1. Electrical drawings are to be updated as electrical systems are modified. Copies of electrical drawings are to be placed in the electrical rooms or areas that the drawings reference to provide information for the qualified persons working on the electrical system. Changes to electrical systems are an integral aspect of the Company's Management of Change (MOC) program.
- 6.15.2. Single-line (one-line) diagrams should show the electrical circuitry down to and often including the major items of utilization equipment. They should show all electrical equipment in the power system and give all pertinent ratings, including voltage, KVA, HP, conductor size and number of phases. The drawings should show overcurrent protective devices, including rating and settings, and disconnects. Additional information such as transformer impedance, available short-circuits current, and equipment continuous and interrupting ratings may also be included on the single-line drawings.
- 6.15.3. A floor or plot plan showing rooms and areas that are classified as hazardous shall be available. Hazardous areas are those locations where fire or explosion hazards may exist due to flammable gases

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or vapors, flammable liquids, combustible dust, or ignitable fibers or flyings. These are classified as Class I, Division 1 or 2; Class II, Divisions 1 or 2; and Class III, Divisions 1 or 2 depending on the type of hazard and probability of the hazard presence. Knowing if the area is hazardous is extremely important before installing, operating, maintaining, repairing, or testing electrical equipment.

- 6.15.4. Each facility shall complete an arc flash and shock hazard analysis. A copy of each study shall be maintained in a file indefinitely, unless replaced by a more current study.
- 6.15.4.1. Data for the analysis is to be collected by qualified persons (as defined by NFPA 70E) in appropriate PPE.
  - 6.15.4.2. The engineering calculations and studies shall be conducted and reviewed by a licensed professional engineer knowledgeable in NFPA 70E standards and IEEE 1584.
  - 6.15.4.3. The equipment to be analyzed includes all the electrical equipment that could create a hazardous arc-flash (arc-blast) that would result in a permanent injury. The evaluation will include the collection of pertinent electrical data, a detailed arc-flash hazard analysis, a report describing the findings, corrective action recommendations, and arc-flash warning labels for each piece of equipment analyzed. The objective will be to determine which equipment has the capability of creating a hazardous arc-flash – “an arc-flash capable of delivering at least “incident energy” of 1.2 cal/cm<sup>2</sup> to the skin at 18 inches or greater”.
  - 6.15.4.4. The inherent characteristics of some equipment preclude the creation of a downstream hazardous arc-flash, such as most electronic drives and equipment fed from small transformers (smaller than 125kVA at 240V or less). Not included in the scope of this Arc-Flash Hazard Analysis are equipment judged not to have the capability of creating a hazardous arc-flash; including equipment:
    - 6.15.4.4.1. fed at 208 volts AC / 3 phase from transformers 125 kVA AC and smaller
    - 6.15.4.4.2. fed at 120 volts AC / 1 phase and 277 volts AC / 1 phase
- 6.15.5. The arc flash analysis shall be updated when there are major changes or additions to the electrical system.
- 6.15.6. Updating of electrical system changes and modifications shall be done on a continuous basis.
- 6.16. Test instruments, equipment, and their accessories must be rated for the circuits and equipment they will be connected to and designed for the environment in which they will be used. Test equipment should be listed or labeled by a NRTL (nationally recognized testing laboratory) such as UL (Underwriters Laboratories) or CSA (Canadian Standards Association).
- 6.16.1. Voltage testers used for testing for the absence or presence of voltage shall be:
    - 6.16.1.1. Single function, voltage-only test devices; or
    - 6.16.1.2. Automatic mode DMM (digital multi-meter) that check for voltage prior to switching to other modes such as resistance and continuity.
  - 6.16.2. DMM used for purposes other than low voltage control and instrumentation shall have a minimum overvoltage rating of Category III-600V or Cat III-1000V.
  - 6.16.3. DMM should have double-insulated test leads, recessed input jacks, and finger shrouds.
  - 6.16.4. Test instruments and equipment (including all associated test leads, cables, power cords, probes and connectors) must be visually inspected for external defects and damage before the equipment is used. If there is a defect or evidence of damage that might expose an employee to injury, the defective or damaged item must be removed and tagged out of service. The device may not be returned to service until it has been repaired and tested and determined to be safe for use.
  - 6.16.5. When verifying for absence of voltage for safety, the voltage tester will be checked on a known (energized) voltage source before taking a measurement. If the circuit being tested is rated 600 volts or more the tester shall be checked with a known source before and after verifying for absence of voltage.


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This prevents a blown fuse from giving a false reading on an energized circuit. If a known source is not available before and after the test, a second meter shall be used to confirm the reading.

- 6.17. Temporary Grounding is required for deenergized circuits above 24 volts AC: 1) If there is a possibility the circuit could become energized by the actions of others. For example, if the disconnect cannot be locked to prevent its operation by others, or if there is a possibility of the circuit becoming energized from an alternate source. 2) If the circuit is a movable circuit, such as power-line, that could accidentally touch another energized circuit. 3) If the circuit runs parallel to other high amperage circuits that could induce a hazardous voltage.
- 6.17.1. The grounding cable and clamps must be capable of carrying the maximum available fault current and capable of withstanding the mechanical forces during fault conditions. Cable length should be as short as possible. ASTM F-855-80 provides a standard for selecting protective grounds.
- 6.17.2. Grounds shall be attached while wearing insulating gloves, and for systems above 600 volts a hot stick must be used.
- 6.17.3. Grounds shall be located as close to the work as possible.
- 6.17.4. Each phase must be grounded.
- 6.18. After a circuit is de-energized by a fuse or circuit breaker, the circuit may not be manually re-energized until it has been determined that the equipment and circuit can be safely energized. The repetitive manual re-closing of circuit breakers or re-energizing circuits by replacing fuses without verifying that the circuit can be safely energized is prohibited.
- 6.18.1. No more than two attempts to reset a circuit breaker should be made. If the breaker fails to reset after two attempts, the electrical supervisor/engineer should be notified.
- 6.18.2. When it can be determined that the overcurrent device operated because of an overload rather than a fault condition, no examination of the circuit or connected equipment is needed before the circuit is re-energized.
- 6.18.3. Overcurrent protection of circuits and conductors may not be modified even on a temporary basis.
- 6.19. When fuses must be installed or removed with one or both terminals energized at more than 24 volts AC, tools or gloves rated for the voltage must be used. When expulsion-type fuses are installed with one or both terminals energized at more than 300 volts, each employee will wear eye protection, use a tool rated for the voltage, and is clear of the exhaust path of the fuse barrel.
- 6.20. All Personal Protective Equipment and insulated tools must meet applicable standards and maintained in a safe, reliable condition according to manufacturer's recommendations.
- 6.20.1. Rubber insulating equipment must meet the American Society of Testing and Materials (ASTM) standards D120-87, D178-93, D1048-93, D1049-93, D1050-90 or D1051-87 as applicable.
- 6.20.2. Insulating blankets, matting, covers, lines, hose, gloves, and sleeves made of rubber must be marked to indicate the class of equipment (Class 0 equipment must be marked Class 0, Class 1 marked Class 1, and so forth). Non-ozone-resistant equipment other than matting must be marked Type I. Ozone-resistant equipment other than matting shall be marked Type II. Markings must be nonconductive and must be applied in a way that will not damage the insulating qualities. Markings on gloves must be confined to the cuff portion of the glove.
- 6.20.3. Electrical protective equipment must be maintained in a safe, reliable condition, and comply with the following:
- 6.20.4. Maximum use voltages for rubber protective equipment must conform to those listed in the following table.

	Class	Label Color	AC/DC	Test Voltage AC/DC Phase-to-Phase	Max Use Voltage
6.20.4.1.	00	Beige	2500/10,000	500/750	
6.20.4.2.	0	Red	5,000/20,000	1,000/1,500	
6.20.4.3.	1	White	10,000/40,000	7,500/11,250	



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6.20.4.5.	2	Yellow	20,000/50,000	17,000/25,500
6.20.4.6.	3	Green	30,000/60,000	26,500/39,750
6.20.4.7.	4	Orange	40,000/70,000	36,000/54,000

6.20.5. Insulating equipment must be inspected for damage before each day's use and immediately following any incident that could have caused damage.

6.20.6. Insulating materials with a hole, tear, puncture or cut, ozone cutting or checking, an embedded foreign object, any change in texture including swelling, softening, hardening, or becoming sticky or inelastic, or any other defect must not be used.

6.20.7. All protective equipment must be used and maintained in accordance with the manufacturer's instructions.

6.20.8. Insulating equipment found to have defects that might effect its insulating properties must be removed from service until electrical tests have been performed that indicate it is acceptable for continued use.

6.20.9. Where the insulating capability of protective equipment is subject to damage during use, the insulating material shall be protected by an outer covering of leather or other appropriate material.

6.20.10. Rubber insulating equipment must be tested on a schedule as shown in the following table.

	Type of Equipment	When to Test
6.20.10.1.	Rubber insulating gloves	Before first issue and every 6 months thereafter
6.20.10.2.	Rubber insulating sleeves	Before first issue and every 12 months thereafter
6.20.10.3.	Rubber insulating blankets	Before first issue and every 12 months thereafter

If insulating equipment has been tested it may be stored for 12 months before issue.

6.20.11. Leather or FR gloves shall be worn where required for arc-flash protection. Where voltage rated gloves are worn for shock protection, the leather protectors provide arc-flash protection for the hands. Insulated gloves must meet ASTM D 120-02, Standard Specification for Rubber Insulating Gloves, 2002. The leather protectors must meet ASTM F 696-02, Standard Specification for Leather Protectors for Rubber Insulating Gloves and Mittens, 2002.

6.20.12. The user of Voltage Rated Gloves must visually examine and air test their gloves prior to each use and avoid handling sharp objects.


6.20.12.1. Protector gloves must be worn over insulating gloves except as follows:

6.20.12.1.1. Protector gloves need not be used with Class 00 and 0 gloves, under limited-use conditions, where small equipment and parts manipulation require unusually high finger dexterity.


6.20.12.2. Any other class of glove may be used for similar work without protector gloves if it can be demonstrated that the possibility of physical damage to the gloves is small and if the class of glove is one class higher than that required for the voltage involved. Insulating gloves that have been used without protector gloves shall be examined and air tested before reuse with or without the leather protector. Insulating gloves must be stored in canvas bags oriented cuff down and not crumpled or creased.

6.20.13. Nonconductive head protection must be worn whenever there is danger of head injury from electric shock or burn due to contact with exposed energized parts. The rating of the head protection shall be a Class E or Class G.

6.20.13.1. Class G hard hats are acceptable for electrical hazards having a maximum voltage of 2200 volts AC. If contact with any conductor above this voltage is possible, Class E hard hats are required. The hard hats must meet ANSI Z89.1, Requirements for Protective Headwear for Industrial Workers, 1997.

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- 6.20.14. Face shields shall have an arc rating suitable for the arc-flash exposure. Face shields without an arc rating shall not be used. Eye protection (safety glasses or goggles) shall always be worn under face shields or hoods.
- 6.20.14.1. Face shields must meet ASTM F 2178-02, Standard Test Method for Determining the Arc Rating of Face Protective Products, 2002.
- 6.20.15. Hearing protection (plugs) shall be used when performing tasks in Hazard/Risk Category 2 or higher.
- 6.20.16. Employees shall wear protective equipment for the eyes and face whenever there is danger of injury to the eyes or face from electric arcs or flashes, or from flying objects resulting from electrical explosion. Safety eyeglasses will have side shields and non-conductive frames that are compliant with ANSI Z87-1999, Practice for Occupational and Educational Eye and Face Protection.
- 6.20.17. Qualified personnel must wear Electrical Hazard (EH) rated footwear that meets the ASTM F2413 Standard for Protective Footwear. EH rated footwear is non-conductive and the toebox is typically comprised of a composite material or steel with a zinc covering. Any design is adequate as long as it meets the ANSI standard. The soles of EH rated footwear must be kept clean and free of materials that could compromise the non-conductive rating for the shoes. Steel toe safety footwear shall not have the steel exposed.
- 6.20.18. FR (Flame Resistant) and 100% natural fiber clothing provide workers with some protection from the hazards of an arc-flash and must be worn by qualified persons conducting tasks with arc flash potential.
- 6.20.18.1. Clothing made from flammable synthetic materials that melt at temperatures below 315°C (600°F) such as acetate, nylon, polyester, polypropylene, and spandex, either alone or in blends, shall not be used.
- 6.20.18.2. Clothing made from non-melting natural materials such as cotton, wool, rayon, or silk, shall be permitted for Hazard/Risk Category -1, and shall be suitable to be worn under FR clothing.
- 6.20.18.3. Clothing contaminated with grease, oil, or flammable liquids or combustible materials shall not be worn.
- 6.20.18.4. Cleaning of FR clothing shall be in accordance with manufacturer's instructions for that apparel. This information may be available on the website of the manufacturer.
- 6.20.18.5. FR clothing should meet ASTM F 1506-02a, Standard Performance Specification for Textile Material for Wearing Apparel for Use by Electrical Workers Exposed to Momentary Electric Arc and Related Thermal Hazards, 2002a.
- 6.20.18.6. Cleaning Indura Cotton - When washing, drying and repairing Indura cotton (FR clothing), the following considerations apply:
- 6.20.18.7. Always pre-wash your FR clothing prior to wearing it for the first time. This will remove any residual chemicals on the fabric from the manufacturing process. The washing temperature should not exceed 160° F.
- 6.20.18.8. Do not wash your FR garments with any other garments. Fibers from the non-FR clothing can accumulate on the FR garments and ignite during an arc-flash.
- 6.20.18.9. Do not bleach FR garments when washing. Bleaching will reduce the flame-resistant qualities.
- 6.20.18.10. Tumble dry your garments and remove them immediately from the dryer. To help reduce shrinkage they should be left a little damp. Do not leave the garments sitting in a hot dryer when the tumbler is not in motion. Do not use drying temperatures above 160 °F.
- 6.20.18.11. Repairs must be made using FR approved thread and patching material.
- 6.20.19. Insulated tools or handling equipment must be used by employees working near exposed energized conductors or circuit parts if the tools or handling equipment might make contact with such conductors or parts. They are to be used for voltages up to 1000 volts AC only; special tools are required above 1000 volts AC. Insulated tools must meet the requirements of ASTM F1505 or IEC 900 as verified by the

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international symbol for insulated tools. All specialty tools and testing equipment will be supplied by the employer.

- 6.20.19.1. Insulated tools must be kept clean and storage in a separate tool pouch is preferable to avoid damage from contact with non-insulated tools.
- 6.20.19.2. Taped hand tools do not qualify as insulated tools and shall not be allowed for working on energized equipment.
- 6.20.19.3. Insulated fuse pullers will be used for removing and installing fuses when the fuse terminals are energized.
- 6.20.20. Live Line Tools, rods and tubes shall meet ASTM F711-89, Standard Specification for Fiberglass-Reinforced Plastic (FRP) Rod and Tube Used in Live-Line Tools.
  - 6.20.20.1. Each live-line tool shall be wiped clean and visually inspected for defects before use each day.
  - 6.20.20.2. If any defect or contamination that could adversely affect the insulating qualities or mechanical integrity of the live-line tool is present after wiping, the tool shall be removed from service and examined and tested.
  - 6.20.20.3. Live-line tools used for primary employee protection shall be removed from service every 2 years for examination, cleaning, waxing, repair, and testing. IEEE Std. 978-1984, Guide for In-Service Maintenance and Electrical Testing of Live-Line Tools should be followed.
  - 6.20.20.4. The voltage applied during the tests shall be as follows:
    - 6.20.20.4.1. 75,000 volts AC per foot of length for 1 minute if the tool is made of fiberglass, or
    - 6.20.20.4.2. 50,000 volts AC per foot of length for 1 minute if the tool is made of wood
- 6.20.21. Insulating equipment must be cleaned as needed to remove foreign substances, and stored to protect from light, temperature extremes, excessive humidity, ozone, and other substances and conditions that may cause damage.
- 6.21. An **Energized Electrical Work Permit** (Form CSS-000-FM-00058) must be completed and signed by the appropriate personnel as indicated on the permit before any person is permitted inside the Limited Approach or Arc-Flash Boundary of exposed energized parts or conductors of more than 24 volts AC/DC, for purposes other than examination or diagnostics and for diagnostic and testing of circuits potentially energized at 480 volt AC or greater.
- 6.22. Appendix A - **Safety Related Work Practices**

Revisions History:  
 Rev 3 11/15/2019 – Derrick Jarvis; Converted to Standard format

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## Appendix A – Safety Related Work Practices

### Left Hand Rule – Operating Switches/Disconnects

When operating any disconnect device such as a circuit breaker or fused switch, the person operating the disconnect shall follow the Left-Hand Rule to avoid injury in the event the disconnecting device fails to function properly. Because the operating handle of most disconnects is located on the right side of the disconnect the Left-Hand Rule refers to the typical recommended position of the person's body with respect to the disconnect. The following steps should be followed:

- 1) Wear the proper PPE.
- 2) Keep other personnel away from the front of the disconnect and at least 3.5 feet to either side. Stand out of the "Line-Of-Fire".
- 3) Stand to the right of the disconnect, to avoid potential bodily injury from shrapnel or a flying cover.
- 4) Turn your head to the right looking away from the disconnect while operating the disconnect to avoid potential flash injury to the eyes.
- 5) Using your left hand operate the disconnect in a firm and rapid movement, never indecisive.
- 6) Take a deep breath and hold it and close your eyes.
- 7) DO NOT reach across the door.

In the event the operating handle is not on the right side of the equipment or the Left-Hand Rule is not practical for other reasons, the person operating the disconnect may assume a different position using the same basic principles of minimizing exposure by standing to the side and looking away in the event of a disconnect malfunction.


### Illumination

- A. Employees may not enter spaces containing exposed energized parts unless there is sufficient illumination for them to perform the work safely.
- B. Employees may not perform tasks near exposed energized parts where there is inadequate illumination to work safely, or if there is an obstruction that blocks his or her view of the work to be performed.
- C. Do not reach blindly into areas that may contain energized parts.

### Switching Procedures

- A. A plan of action shall be developed prior to any load center and substation switching. The plan should be documented.
- B. The plan shall be communicated to all personnel involved and affected by it.
- C. A review of the corresponding single-line diagrams representing the affected equipment shall be completed prior to the development of a written plan of action and to any substation switching.
- D. When load center and substation switching occurs, the device or system affected must be completely checked, as appropriate for proper and effective lockout and tagging.
- E. All labeling shall be confirmed to be accurate and any discrepancies must be immediately corrected.
- F. Substation switching shall only be performed by qualified personnel trained for the task. At least two qualified electricians must be present, one completing the task and the other observing. During an emergency situation, a trained safety watch may be used rather than a second electrician.
- G. All electricians performing switching operations shall be equipped with two-way communications.
- H. Approved PPE must be worn when performing switching operations involving voltages over 600 volts AC. This could apply to lower voltage switching when it is considered hazardous by supervision or the qualified personnel.




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- I. Before performing work on any circuit the appropriate lockout/tagout procedures must be followed.
- J. Barricades, cones and/or caution tape shall be utilized to maintain a safe work zone.
- K. Operating a feeder disconnect/breaker
  - 1) Verify the disconnect/breaker is the correct one before closing. If alterations have been made to the feeder, an insulation test (megger) should be performed. The insulation test will test the integrity of the feeder insulation before closing the disconnect/breaker.
  - 2) If the disconnect/breaker is being reset after a blown fuse/trip, the feeder should be examined carefully for the cause of the overcurrent before resetting.
  - 3) The electrician performing the switching (switching electrician) shall notify the high voltage supervisor and/or site electrical engineer that the switching will be taking place if such switching involves voltages over 600 volts AC. If there are no site electrical supervisors or engineers, the facilities manager or designate must be notified.
  - 4) The switching electrician shall notify the supervisor/engineer of all departments that could be affected by the switching.
  - 5) The switching electrician shall notify personnel to stand clear of the equipment fed from the disconnect/breaker being switched.
  - 6) Once all personnel involved have been notified, the switching electrician shall have everyone else stand clear of the device. This distance should be a minimum of 20 feet for voltages over 600 volts AC. The distance should be greater if the disconnect/breaker is mounted on a pole or a structure which elevates the device more than 8 feet above the ground.
  - 7) If the switchgear is an outdoor enclosure, all personnel except the switching electrician should remain outside the enclosure. The doors of the enclosure should remain open during the switching.
  - 8) The switching electrician shall perform the switching and notify electricians at feeder locations when the switching is complete.
  - 9) The switching electrician or an accompanying electrician shall check metering devices to ensure the switching has resulted in appropriate load levels.
  - 10) If the disconnect/breaker is being switched open, the switching electrician and accompanying electrician shall lock the device according to the lockout/tagout procedures.
  - 11) The switching electrician shall notify the high voltage supervisor and/or electrical engineer that the switching is complete for voltage over 600 volts AC.
  - 12) A log of the time and the switch action will be kept on file for one year.

### **Alerting Techniques**

When normally enclosed live parts are exposed for activities such as maintenance, repair or testing the limited approach and flash boundaries must be established to protect unqualified persons from contact with the live parts. If the qualified person exposing the live parts is capable of ensuring the boundaries are not crossed by unqualified persons and if the qualified person is not going to leave the work area leaving the live parts exposed, no further action is required. However if the qualified person is unable to continuously insure the boundaries will not be crossed, one or more of the following alerting techniques must be used to warn and protect employees from electrical shock hazards, burns, or failure of electric equipment parts.

- 1) Safety Signs and Tags - Safety signs, safety symbols, or accident prevention tags are to be used where necessary to warn employees about electrical hazards that may endanger them.
- 2) Barricades – Barricades are used in conjunction with safety signs where necessary to prevent or limit employee access to work areas exposing employees to un-insulated energized conductors or circuit parts. Conductive barricades may not be used where they might cause an electrical contact hazard. The minimum distance for barricades shall be the arc-flash boundary or limited approach boundary, whichever is greater.

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- 3) Attendants - If signs and barricades do not provide sufficient warning from electrical hazards, an attendant shall be stationed to warn and protect employees.

### Temporary Grounding Procedure

**A. Purpose** The purpose of this procedure is to establish personal safety grounding requirements for the practical safeguarding of employees in their workplaces.

**B. Application** This standard applies solely to the grounding of equipment electrical power circuits for the purpose of protecting employees. Circuit and system grounding consists of connecting the current-carrying conductors of the premises wiring system to ground. Current-carrying components must be free from any source of potential difference, either directly connected, induced, or from unrelated voltage feedback, to be classified as de-energized. This criterion can be satisfied only when the system is grounded.

Grounding and bonding to achieve safeguarding of equipment is not within the scope of this procedure. Equipment grounding consists of connecting non-current carrying metal parts of the equipment to the system ground.

**C. Qualifications** Care should be taken as de-energizing an electrical conductor or circuit part, and making it safe to work on is, in its self, a potentially hazardous task. Personnel completing this procedure must be classified as Qualified through training and certification to work on or near electrical equipment. As such, they will have been trained to understand the specific hazards associated with electrical energy, use of precautionary techniques, required PPE, shielding materials, and insulated tools. When temporary grounds are applied to equipment 1000 volts AC to ground and greater, this procedure requires no less than two qualified persons.


For employees to work on equipment classified as DE-ENERGIZED, the equipment shall be de-energized under the Lockout/Tagout Procedure and shall be grounded as specified in this procedure.

- 1) Electrical conductors or circuit parts above 24 volts-to-ground AC must be either grounded or handled as if energized. It may be necessary, under an authorized Energized Electrical Work Permit, to work on circuits ungrounded when the introduction of the grounding mechanism increases hazards or its application is impractical due to equipment design. In this case, in order to work on the circuit as if grounded:
  - a. the equipment must be de-energized, isolated, tagged out, and verified;
  - b. there must be no possibility of the equipment contacting another energized source;
  - c. the hazard of induced voltage into the equipment is not present; and
  - d. the plan must include a test which proves the circuit absent of nominal voltage.

If the ungrounded equipment does not meet the above requirements, then it must be worked as if energized, with proper PPE and voltage-rated tools.

- 2) At no time shall conductors or circuit parts 1,000 volts-to-ground AC and greater be classified as de-energized for maintenance without temporary protective grounds in-place. Until temporary grounds are in place, the conductors or circuit parts must be handled as energized. Protective grounds shall be in-place for the duration of the task.

- 3) Protective grounding equipment shall be capable of conducting the maximum fault current that could flow at the point of grounding for the time necessary to clear the faults. This equipment shall have an ampacity greater than or equal to that of No. 2 AWG copper (Reference ASTM Standard F855- 1990,

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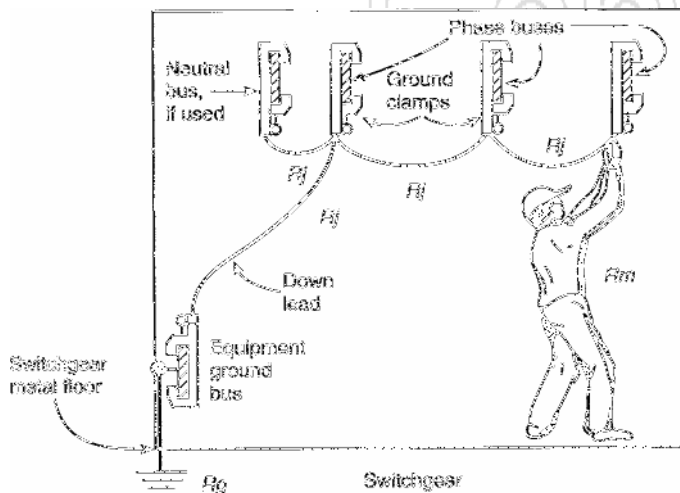
Specifications for Temporary Grounding Systems for Equipment). Protective grounds shall have an impedance low enough to cause immediate operation of protective devices in case of accidental energization of the lines or equipment. Grounding cables should be no longer than necessary to keep resistance as low as possible and to minimize slack in the cables to prevent their violent movement under fault conditions. Personal protective grounding equipment shall be inspected prior to each application, and protective relay schemes shall also be reviewed.

4) Before any ground is installed, the employee will have become familiar with the circuits, lines, locations, voltages, and equipment involved through the pre-job briefing process. Verify that the equipment has been properly de-energized, isolated, and tagged out, and the tagging is accurate. Place Tag 1 of 2, "Grounds are Installed" Tag, on the primary energy isolation device. One set of "Grounds are Installed" Tags should be placed for each set of protective grounding equipment installed.

5) Before attaching the grounding mechanism, lines and equipment shall be tested and found absent of nominal voltage, unless a previously installed ground is present. Test equipment shall be rated for the application and functionality verified by:

- a. Testing the equipment against a known voltage source of lower magnitude.
- b. Testing the isolated circuits to be grounded.
- c. Retest against the known voltage sources of lower magnitude.


6) When a ground is to be attached to a line or to equipment, the ground-end connection shall be attached first, and then, with the proper PPE, the other end shall be attached by means of a live-line tool. Surfaces to be bonded shall be free of corrosion, paint, or other high resistance material to insure a strong electrical connection. Each phase conductor, and system neutral conductor if applicable, shall be grounded. Tag 2 of 2, "Grounds are Installed" Tag, shall be attached to the personal protective grounding device.



7) Temporary protective grounds shall be placed at such locations and arranged in such a manner as to prevent each employee from being exposed to hazardous differences in electrical potential.

8) When a ground is to be removed, with the proper PPE, the grounding device shall be removed from the line or equipment using a live-line tool before the ground-end connection is removed. Grounding equipment shall be stored and maintained in good electrical and mechanical condition.

9) Grounds may be removed temporarily during testing. During the test procedure, each employee must use

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insulating equipment and be isolated from any hazards involved, with any additional measures instituted as may be necessary for protection in case the previously grounded equipment becomes energized.

10) A qualified person shall conduct a test and visual inspections to verify that all tools, electrical jumpers, shorts, grounds, and other devices have been removed, so that the circuits and equipment may be safely energized.

11) Notify all personnel involved with the job when grounds tags and tagout permit are removed, when the electrical supply is being restored, and to remain clear of the equipment and electrical supply.

12) PPE requirements:

Hazard Category 1 or 2 - AR shirt (long sleeve) , AR pants or AR coveralls, minimum Class 00 rubber gloves, AR balaclava, hard hat, AR face shield and approved safety glasses, hearing protection, and EH rated footwear. PPE system to meet minimum arc rating of 8 cal/cm<sup>2</sup>.

Hazard Category 3 or 4 – Above and add Arc Flash Jacket, Arc Flash Pants, and Arc Flash hood in place of face shield. PPE system to meet minimum arc rating of 40 cal/cm<sup>2</sup>.

Note: Inclement weather apparel if needed must be arc rated.

13) Conductors or circuit parts on equipment rated for less than 1000 volts AC shall be grounded with a grounding device rated for the available fault duty to be considered Electrically Safe in addition to the above requirements.

- a. Grounding device conductor and connectors must be sized to handle the available fault current.
- b. If the available fault current is unknown then the minimum conductor size is #2 copper or a grounding device rated for 60 KA.
- c. Grounds must be marked clearly with a “ground tag” listing the tagout permit number and date that the ground was installed.
- d. Grounds can be closed up or hidden behind a door or cover however the outside of the door or cover should be clearly marked that a ground has been installed.


14) Protection from induced voltage: where the possibility of induced voltages or stored electrical energy exists, the phase conductors or circuit parts shall be grounded.

- a. Minimum ground conductor size shall be a #12 AWG Copper.
- b. Ground conductor size can be two sizes under the current carrying conductor size as long as the ground conductor size is a #12 AWG Copper or greater.
- c. Ground conductor length shall be kept at a minimum length, not coiled in any fashion and routed so as not to create any additional hazard such as a tripping hazard or inadvertent energization.
- d. Connectors can be bolted or spliced as long as a good mechanical connection that cannot be inadvertently pulled apart is ensured.
- e. Grounds can be closed up or hidden behind a door or cover however the outside of the door or cover should be clearly marked that a ground has been installed.

## **Voltage and Current Measurement Procedures**

### **A. Voltage Measurement Procedures**

- 1) Wear appropriate PPE
- 2) Ensure meter has the appropriate Category Rating

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- 3) If the voltage is a known value, set DMM to an appropriate range instead of the auto range; this will eliminate “ghost voltages”
- 4) Verify functionality of the meter before the test, (on a known live source) and after if the circuit is above 600 volts
- 5) Using an alligator clip, connect one test lead to the circuit, then using only one hand place the remaining test probe on the other conductor to be tested.
  - a. Single Phase Systems
  - b. Measure the “Hot” / “Ungrounded” conductor with reference to “Ground” and
  - c. Measure the “Hot” / “Ungrounded” conductor with reference to “Neutral”.
  - d. Three Phase Systems
  - e. Measure each “Phase” with reference to each other “Phase” (A-B, B-C, C-A) and
  - f. Measure each “Phase” to “Ground” and
  - g. Measure each “Phase” to “Neutral” if applicable

**B. Current Measurement Procedures – Using Clamp-On Meter**

- 1) Wear appropriate PPE
- 2) Ensure meter has the appropriate rating
- 3) If the ammeter has multiple ranges, select the appropriate range
- 4) Using one hand, clamp the meter around the conductor to be measured
- 5) Ensure the jaws of the meter are fully closed

# ENERGIZED ELECTRICAL WORK PERMIT (EERP)

To be used when performing Repair Work on any energized (live) electrical system over 25 volts AC/DC when de-energizing introduces additional hazards or is infeasible due to equipment design, or when performing Diagnostic Testing on energized (live) systems over 480 volts AC.

## PART I: TO BE COMPLETED BY REQUESTER

Work Order: \_\_\_\_\_

1. Description of circuit/equipment/job location: \_\_\_\_\_

2. Description of work to be done: \_\_\_\_\_

3. Justification of why the circuit/equipment cannot be deenergized or the work deferred until the next scheduled outage?:

Requester/Title – PRINT

Signature

Date/Time

## PART II: TO BE COMPLETED BY THE ELECTRICALLY QUALIFIED PERSON(S) PERFORMING WORK:

4. Detailed job procedure to be used in performing the above work: \_\_\_\_\_

5. Safe Work Practices to be employed: \_\_\_\_\_

6. Results of Shock Risk Assessment: \_\_\_\_\_  
a. Voltage to which personnel will be exposed      b. Limited approach boundary      c. Restricted approach boundary

7. Results of Arc Flash Risk Assessment: \_\_\_\_\_  
a. Available incident energy at working distance or arc flash PPE category

8. Necessary personal protective equipment to safely perform task: \_\_\_\_\_

9. Means employed to restrict access of unqualified persons from the work area: \_\_\_\_\_

10. Do you agree the above described work can be performed safely?  Yes  No – Return to Requester

Electrically Qualified Person Performing Work

Date

Electrically Qualified Person Performing Work

Date

## Part III: APPROVAL(S) TO PERFORM WORK WHILE ELECTRICALLY ENERGIZED (signature and date)

Job Location/Department Manager

Facility Engineer or Maintenance Manager

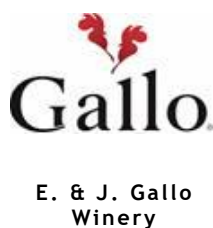
Controls Manager

Safety Manager

Site Manager

## Part IV: Completion of Work

Date and time work was completed: Date: \_\_\_\_\_ Time: \_\_\_\_\_



<i>Title:</i>	<b>Corporate Environmental Policy</b>				
<i>Document No.:</i>	<b>ENV-000-PL-00003</b>		<i>Revision No.:</i>	<b>8</b>	
<i>Prepared by:</i>	Gallo Management Committee		<i>Revised by:</i>	<b>A. Drew</b>	
<i>Date Initiated:</i>	April 11, 2005	<i>Date reviewed:</i>	<b>2/5/19</b>	<i>Date Revised:</i>	2/13/2017

**Purpose**

To meet E & J Gallo Winery's commitment to continual improvement, pollution prevention and compliance to environmental laws and regulations associated with its activities.

**Scope**

The scope of this document applies to all E. & J. Gallo Winery facilities and their employees.

**Responsibility**

Executive management is responsible to defining the environmental policy and reviewing it periodically to ensure it is appropriate to the nature of the E & J Gallo Winery businesses and activities.

Operational management of E & J Gallo Winery businesses are responsible to implementing this policy in their business activities.

**\*\*Additional requirements per individual site\*\*****Definitions**

E & J Gallo Winery facilities / businesses – All business functions and activities associated with E & J Gallo Winery in the manufacturing of wine or wine products.

**References**

ISO 14001:2015, Section 5.2; ISO 14001:2004, Section 4.2

**Statement of Policy:**

E&J Gallo Winery is driven by the overriding principle to conduct our business in a manner that will protect, preserve, and where practicable enhance the environment. Towards this end all operational decisions shall reflect our firm belief in sound environmental management as we seek to achieve the following:

- Meet or exceed Federal, State and local environmental laws and regulations.
- Develop production and agricultural practices that will reduce or eliminate our impact on the environment.
- Develop environmental and business strategies that demonstrate our long-term commitment to the communities in which we operate.



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- Continually seek out opportunities to improve operations to further minimize our impact on the environment and promote sustainability.

**Policy Directive:**

1. General Responsibility:

It is the responsibility of every E&J Gallo employee to conduct him or herself in a manner that complies with all environmental laws and regulations. Furthermore, each employee is required to bring to the attention of his or her supervisor any conditions or actions that may violate any environmental law or regulation or cause harm to the environment.

2. Specific Responsibility and Accountability:

2.1. Legal Counsel is responsible for overall environmental compliance. By way of this policy, the day-to-day responsibilities are delegated to the location managers. Unless otherwise clarified in writing by the Legal Counsel the term location manager shall mean the following:

- Vice President of Grower Relations/Vineyards
- Vice President of Operations
- Plant Manager

2.2. Through this policy the Senior Director of Global Environmental Affairs is delegated as the overall coordinator of environmental compliance for E & J Gallo Winery. Primary responsibilities will include:

- Establish compliance standards, programs or policies based on current or anticipated environmental laws and regulations.
- Develop and propose environmental compliance strategies and options.
- Assist facilities in obtaining environmental permits and approvals.
- Assist location managers in developing site specific compliance strategies.
- Work with location managers, legal department, public affairs and human resources in resolving environmental complaints and disputes.
- Triennially review environmental compliance of organizations under the jurisdiction of this policy as directed by the legal department
- Participate and act as an agent of the company with government agencies and other responsible groups in the development and review of environmental laws and regulations that affect our business.
- Provide environmental guidance and review for all capital projects to determine their impact on the environment and to help establish capital expenditure priorities.
- Assist facilities with development and training of environmental coordinators.
- Foster communication of environmental information throughout the organization.

2.3. Location managers are responsible for ensuring that the daily operations of the business comply with all pertinent environmental laws and regulations and that the requirements of the corporate environmental program are followed. Further responsibilities include but are not limited to:

- Providing a trained environmental coordinator at the facility who has responsibility for (1) maintaining all required permits, record keeping and reporting; (2) training employees on



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environmental compliance related concerns; (3) act as primary liaison between the facility and the regulatory agencies; and (4) accompanies regulators during all inspections at the facility or location.

- Establish and maintain policies and procedures that ensure all employees are aware of environmental compliance concerns and that they are reviewed on at least an annual basis.
- Periodically review of environmental compliance as directed by the legal department or the Manager of Corporate Environmental Affairs.
- Ensure that all capital projects are reviewed for environmental impact before implementation.
- Ensure that all site managers have environmental performance accountability measures included as part of their annual evaluations.

3. Prohibited Activities:

- 3.1. No officer, manager, or employee shall proceed with the construction or modification activity to any facility or location without first obtaining all needed environmental permits or approvals. All such activities will be coordinated with the Corporate Manager of Environmental Affairs.
- 3.2. No corporate officer, manager, or employee shall falsify, tamper with, or submit inaccurate information required by any regulatory agency.
- 3.3. No officer, manager, or employee shall knowingly cause Gallo to violate any environmental law, regulation, or permit condition.

**REVISIONS:**

07/18/05	Section 2.1: Removed the title of <u>Director of Plant Engineering</u> . Section 2.2: Removed <u>Beginning in 2004</u> , and changed <u>Annually</u> to "Triennially".	M. Bowles
03/30/06	Section 2.2: Change the title of <u>Manager or Corporate Environmental Affairs</u> to <u>Director of Global Environmental Affairs</u>	C. Savage
04/09/07	Added Continual Improvement and Sustainability elements to Policy Statement upon approval by GMC.	C. Savage
5/5/11	Made to revisions to titles in sections 2.1 and 2.2.	S. Sylvester
2/11/13	Spell check (changed effect to affect)	M. Bradford
2/4/14	Reviewed document. No changes made.	C. Ryan
2/9/15	Reviewed document. No changes made.	C. Ryan
1/20/16	Annual review.	C. Ryan
2/13/17	Annual Review (based on ISO 14001:2004). No Content change, only grammatical.	A. Drew
1/31/18	Annual Review.	C. Ryan
2/5/19	Annual Review	C. Ryan

<i>Title:</i>		<b>Fall Protection Program</b>				
<i>Document No.:</i>		<b>CSS-000-PR-00030</b>		<i>Revision No.:</i>	<b>3</b>	
<i>Prepared by:</i>		<b>Derrick Jarvis</b>		<i>Revised by:</i>	<b>Derrick Jarvis</b>	
<b>E. &amp; J. Gallo</b>	<i>Date Initiated:</i>	<b>05/27/2010</b>	<i>Date reviewed:</i>	<b>12/11/13</b>	<i>Date Revised:</i>	<b>1/2/2019</b>

**1. Purpose**

- 1.1. To establish procedures for minimizing risk of exposure to fall hazards when work requirements involve unprotected elevated locations. This program will establish a system for identifying and controlling hazards presented with elevated work locations.
- Individual facilities will be responsible for applying the portions of this program that are applicable to the particular hazards at a given site.

**2. Scope**

- 2.1. This program applies to all personnel working at elevated locations. These include, but are not limited to:
- Unenclosed elevated work locations such as open landings, platforms, structures, or working levels more than 4’ (four feet) above the floor, ground, or other working level.
  - Mobile ladders, mobile ladder stands, fixed ladders, etc.
  - Unprotected catwalks and stairways.
  - Aerial Devices and Forklift Personnel Platforms.
  - Rooftops

**3. References**

- 3.1. [California Code of Regulations, Title 8](#)
- Subchapter 4 – [Construction Safety Orders](#)
    - [Article 2](#) – Definitions
    - [Article 19](#) – Floor, Roof, and Wall Openings
    - [Article 24](#) – Fall Protection
    - [Article 30](#) – Roofing Operations and Equipment
  - Subchapter 7 – [General Industry Safety Orders](#)
    - [Article 1](#) – Definitions
    - [Article 2](#) – Standard Specifications
      - §3209: Standard Guardrails
      - §3210: Elevated Locations
      - §3212: Floor Openings, Floor Holes, Skylights and Roofs
      - §3214: Stair Rails and Handrails
      - §3231: Stairways
      - §3234: Fixed Industrial Stairs
    - [Article 4](#) – Access, Work Space, and Work Areas
      - §3270: Access – General
      - §3273: Working Area
      - §3276: Use of Ladders
      - §3277: Fixed Ladders
      - §3278: Portable Wood Ladders

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§3279: Portable Metal Ladders

§3280: Portable Reinforced Plastic Ladders

[Article 23](#) – Mobile Ladder Stands and Scaffolds (Towers)

§3621: Definitions

§3622: General

§3626: Mobile Work Platforms

§3627: Mobile Ladder Stands

[Article 24](#) – Elevating Work Platforms and Aerial Devices

§3636: Application

§3637: Definitions

§3646: Operating Instructions (Elevating Work Platforms)

§3648: Operating Instructions (Aerial Devices)

[Article 25](#) – Industrial Trucks, Tractors, Haulage Vehicles, and Earthmoving Equipment

§3649: Definitions

§3657: Elevating Employees with Lift Trucks

#### 4. Related Forms

- Elevated Work Location and Fall Assessment ([CSS-000-FM-00033](#))
- Elevated Surface Work Plan ([CSS-000-FM-00061](#))

#### 5. Definitions

**Aerial Device:** Any vehicle-mounted or self-propelled device, telescoping extensible or articulating, or both, which is primarily designed to position personnel.

**Competent Person:** One who is capable of identifying existing and predictable hazards in the surroundings or working conditions which are unsanitary, hazardous, or dangerous to employees, and who has authorization to take prompt corrective measures to eliminate them.

**Controlled Access Zone (CAZ):** An area in which certain work may take place without the use of guardrails, personal fall arrest systems, or safety nets and access to the zone is controlled.

**Fixed Ladder:** A fixed ladder is a ladder permanently attached to a structure, building, or equipment.

**Floor Opening:** An opening in any floor or platform, 12 inches or more in the least horizontal dimension. It includes stairway floor openings, ladderway floor openings, hatchways, and chute floor openings.

**Guardrail:** A vertical barrier erected along the open edges of a floor opening, wall opening, ramp, platform, runway, or other elevated area to prevent falls of persons.

**Handrail:** A device to be used as a handhold, typically on stairways.

**Harness:** Straps which may be secured about the employee in a manner that will distribute the fall arrest forces over at least the thighs, pelvis, waist, chest and shoulders with means for attaching it to other components of a personal fall arrest system.

**Ladder:** A ladder is an appliance usually consisting of two side rails joined at regular intervals by crosspieces called steps, rungs, or cleats, on which a person may step in ascending or descending.

**Ladder Stand:** A mobile fixed size self-supporting ladder consisting of a wide flat tread ladder in the form of stairs. The assembly may include handrails but does not necessarily include a platform.

**Landing:** An extended step or platform breaking a continuous run of steps or ramps.

**Lanyard:** A flexible line to secure a wearer of a safety belt or harness to a drop line, lifeline, or fixed anchorage.

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**Personal Fall Arrest System:** A personal fall arrest system consists of the acronym ABCD – **A**nchorage point capable of supporting a fall load, **B**ody harness, **C**onnecter from the body harness to the anchorage point (lanyard or SRL), and **D**eceleration device to minimize injury to the body in the event of a fall.

**Personal Fall Protection System:** A personal fall protection system includes personal fall arrest systems, positioning device systems, fall restraint systems, safety nets or guardrails.

**Personal Fall Restraint System:** A system used to prevent an employee from free falling. It consists of an anchorage, connectors, and body belt/harness. It may include lanyards, lifelines, and rope grabs designed for that purpose.

**Platform:** An elevated working level for persons. Storage platforms, balconies and open-sided floors are considered platforms for the purpose of these procedures.

**Qualified Person:** A person designated by the employer who by reason of training, experience or instruction has demonstrated the ability to safely perform all assigned duties and, when required, is properly licensed in accordance with federal, state, or local laws and regulations.

**Self-Retracting Lifeline (SRL):** A device which contains a drum wound line which may be slowly extracted from or retracted onto the drum under slight tension during normal movement of the user. After onset of a fall or rapid movement the device automatically locks the drum and arrests the fall.

**Stair Railing:** A vertical barrier constructed along the open side or sides of stairways and as intermediate stair rails where required on wide stairways.

**Stairway:** Two or more risers shall constitute a stairway.

**Tie-Off Adaptor:** A nylon strap, with D rings on both ends, used to provide an anchor point for a fall arrest or restraint system.

**Toeboard:** A vertical barrier erected along the open edges of floor openings or floor holes, platforms, and runways.

## 6. Procedures

### 6.1. Hazard Assessment

- All existing and new structures, equipment and procedures will be evaluated in order to determine the existence and control of fall exposures. This evaluation will determine the applicable portions of the Fall Protection Program.  
Where feasible, new construction will design out a fall risk by bringing equipment to the lowest possible level, designing compliant guard railing structures, and specifying engineered tie-off points where necessary.
- A Elevated Work and Fall Assessment ([CSS-000-FM-00033](#)) will be completed by individual(s) familiar with recognizing fall hazards, understand fundamental related regulations, and this Fall Protection Program prior to determining necessary improvements, equipment and procedures. The Elevated Work and Fall Assessment will be completed initially, after construction resulting in the potential for work on an elevated location, or when changes are made to elevated locations which may impact the potential hazards.
- All physical structures will be evaluated against Cal/OSHA requirements that include but not limited to:
  - [Guardrail requirements \(§3209\)](#)
  - [Floor Openings, Floor Holes and Roofs \(§3212\)](#)
  - [Fixed ladder requirements \(§3277\)](#)
  - [Stairway requirements \(§3231\)](#)

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6.2. Preferred Fall Exposure Controls

- Engineered guardrails designed in accordance with applicable standards on elevated fixed platforms, mezzanines, catwalks, balconies, fixed ladder access points, and equipment access points on roofs within 6' (six feet) of a roof edge where routine access is required (more than 4 times per year).
- Where there is infrequent access to these locations or if guardrails are infeasible, a personal fall protection system may be used in conjunction with training and authorization to use this type of protection.
- Portable ladders, aerial devices (articulating, vertical lifts, man baskets), or scaffolds should be used whenever possible when the work can safely be done using this type of equipment.

6.3. Two-Person Rule

- Workers will work in teams of two or more when using fall arrest equipment or where a Controlled Access Zone fall protection plan is in place.

6.4. Elevated Work, Including Roof Work

- Company employees are not trained in and are specifically prohibited from performing repairs to roofs, gutters, or other roofing system activities. Only qualified and licensed contractors are to perform this type of work.
- Only those specifically authorized by management will be allowed to perform equipment maintenance or inspection activities on roofs.
- Except as necessary to access and egress a roof by portable extension ladder (extended at least 36 inches beyond the leading edge), employees will maintain a distance of 6' (six feet) from roof edges, skylights, uncovered openings and holes unless protected by guard railing, a fall protection system, hole cover, or a Controlled Access Zone (CAZ) has been established with warning lines and a dedicated monitor has been identified.
- Where non-routine elevated work or equipment maintenance on roofs (involving other than minor inspection) an Elevated Surface Work Plan for Non-Routine Tasks ([CSS-000-FM-00061](#)) will be developed, approved by a competent person, and reviewed by employees performing the work. Specific identification, communication, and exposure controls are to be given to:
  - Floor openings
  - Skylights
  - Trip hazards
  - Overhead electrical lines
  - Ventilation exhausts, especially lab vent hood exhausts
- On roofs with a slope greater than 4:12, protections as prescribed in CCR Title 8 [§1730](#) shall be followed.

6.5. Fall Arrest and Restraint

- Fall Arrest and Restraint Equipment must meet the provisions of Cal/OSHA Title 8 Regulations, Chapter 4, Subchapter 4, [Article 24](#).
- Full body harnesses, lanyards and connectors must be labeled as meeting the appropriate ANSI standard, as defined by the regulations above.
- Only full body harnesses made of nylon webbing are to be used.

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*Exception* - Body belts are allowed to be used in conjunction with a Forklift Personnel Platform as part of a fall restraint system and with prior approval from Corporate Safety & Health.

- Only lanyards with deceleration devices (i.e. rip-stitch or bungee style lanyards, or retractable lanyards with decelerating braking devices) are to be used.
- All Fall Arrest and Restraint Equipment must be inspected prior to use by the user.
  - Check D-rings and snap hooks for any sign of cracking, breaking, or deformation.
  - Check the ropes, straps, and tongue buckle for cuts, tears, abrasions, loose stitches, and other defects.
  - Rope splices shall be tight, with 5 full tucks. Inspect rope by twisting.
  - Inspect straps by bending or pressing over a 1 ½ inch diameter object.
  - Ensure that all moving parts are able to move freely and are operating as designed.
  - Ensure that snap hooks work easily and lock correctly. Non-locking (single action) snap hooks are prohibited.
  - Ensure that rope-grab devices and self-retracting lifelines (SRL) are working correctly.
- In addition, regulations require that each personal fall arrest system be inspected not less than twice annually by a competent person in accordance with the manufacturer's recommendations. It is also required for the date of each inspection to be documented. Therefore;
  - Harnesses, Lanyards, and Tie-Off Adaptors must be inventoried and identified with a tracking number. The method of identification will be set by each site.
  - An inventory list will be maintained by a designated individual in each area.
  - Anyone bringing a new harness, lanyard, or tie-off adaptor into the site must notify the site designated individual to update the inventory list and identify the item using the pre-determined method. This will ensure the item is incorporated into the inspection process.
  - Each site is responsible for performing and documenting semi-annual inspections of harnesses and lanyards. An internal or external resource can be utilized to complete this task. At a minimum, the individual should have knowledge of the manufacturer's inspection procedure as described in the manufacturer's instruction manual and be trained to perform inspections.
- Any defective components found during any inspection must be removed from use and tagged Out of Service – Do Not Use. Defective components are to be sent back to the manufacturer for repair and recertification or destroyed.
- Any lanyard or body harness that has been subjected to fall arrest or equivalent impact forces must be destroyed.
- A Personal Fall Arrest or Restraint System is required under the following circumstances:
  - Working at an unprotected location 4' (four feet) or more above a lower level, except from a ladder, scaffold or aerial device as otherwise approved.
  - Working outside the protection of the "normal" fall protection systems (outside catwalk guardrails, platform guardrails, outside guarded tank tops work stations, etc.).
  - Working from an aerial boom lift (must be anchored to the basket of the lift).
  - Working where there is a hazard of falling into dangerous equipment below.
- A Personal Fall Arrest system must be rigged such that:
  - The individual cannot free fall more than 6' (six feet);
  - The individual cannot contact a lower level;



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- The anchor end of the lanyard is secured at a level no lower than the individual's waist whenever possible, and preferably at a level above their shoulders;
- The individual is brought to a complete stop in less than 3.5 feet of deceleration;
- The system has sufficient strength to withstand twice the potential impact energy of an individual free falling a distance of 6 feet, or the free fall distance permitted by the system, whichever is less.
- The system is not to be anchored to a hoist, guardrails, electrical conduits, steam lines, or any other point that cannot withstand 5,000 pounds of force or twice the potential impact energy (as determined by a Qualified Person).
- A Personal Fall Restraint system must be rigged such that:
  - The individual can only move as far as the sides of the working level or working area.
  - The system anchorage point is capable of supporting 4 times the intended load.
  - When the duties of the individual require horizontal movement (e.g. walking on top of tanker trucks), rigging must be provided so that the attached lanyards slides along with the individual.

#### 6.6. Aerial Lifts

- Refer to the corporate Aerial Equipment Policy & Procedure ([CSS-000-PR-00029](#)) for all other aerial equipment guidelines.
- Department Managers are responsible for scheduling aerial lift operator re-certification with the Aerial Lift Trainer per the requirements of CSS-000-PR-00029.

#### 6.7. Forklift Personnel Platforms

- Forklift Personnel Platforms must meet the provisions of Cal/OSHA Title 8 Regulations, Chapter 4, Subchapter 7, Group 4, Article 25, Section 3657.
- Forklift Personnel Platforms must be inspected prior to use by the user.
  - Ensure guardrails and toeboards are in good condition.
  - Back guard is 7' above working level and in good condition.
  - Ensure that equipment used to secure the platform to the forklift is in good condition and operates as designed.
  - Ensure the platform floor is clean and free of grease, oil, ice, etc.

#### 6.8. Rescue

- At each facility that employs any type of fall arrest system there shall be some means of prompt rescue provided. The specific method of rescue will be determined by the situation as dictated by the resources available and the potential consequences of delayed rescue. These methods can include, but are not limited to, aerial lifts, ladders, self-rescue and manual hoisting.
- If a viable plan for prompt rescue of an employee who may fall using a fall arrest system cannot be achieved then the task or activity is not to be approved until such time as a rescue plan can be implemented.
- Paramount to the execution of a prompt rescue is immediate communication when an employee has fallen. All facilities will require the presence of an attendant when a fall arrest system is being employed. This attendant will be responsible for remaining with the fall victim and initiating the lines of communication. This communication should follow the procedures established for emergency response.



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## 6.9. Ladder Use and Inspections

- Any employee who may use a fixed ladder, portable ladder, or mobile ladder stand will be trained in the proper selection, inspection and use of this type of equipment.
- Fixed ladders, portable ladders, and mobile ladder stands must be part of a periodic documented inspection program.
- Portable ladders and mobile ladder stands are to be inspected no less than monthly.
- Fixed ladders are to be inspected no less than annually.
- All portable ladders and ladder stands are to be marked with a unique identifier.
- In addition, ALL ladders must be inspected prior to use by the user.
  - Make sure rungs and side rails are in good condition and clean.
  - Make sure all ladder hardware (hinges, latches, locking devices) function correctly.
  - Make sure ladder feet are non-slip material and in good condition.
  - Check inspection sticker, if present, to verify periodic inspection is current.
  - If any deficiencies are found, do not use the ladder and bring it to maintenance for service or disposal. Ensure ladder is chained and locked or a 'red tag' is attached to prevent inadvertent use by another employee.
- Disposal means ladder or ladder stand is cut up sufficiently to prevent any further use and the pieces are put into a trash bin or metal recycle bin, as appropriate.
- The inspection date and the initials of the inspector must be noted on the inspection form or applied sticker when the periodic inspection is performed.
- Company personnel are not permitted to use non-Company portable ladders or mobile ladder stands (i.e. Vendor's or Contractor's ladders).
- Vendor or Contractor personnel are not to use Company portable ladders or mobile ladder stands.

## 7. TRAINING

- There are four different types of employee training.
  - Fall Hazard Awareness
  - Ladder Users
  - Fall Arrest / Restraint Equipment Users
  - Aerial Lift Operators
- Department Management is responsible for ensuring affected employees falling into one of the above levels attend an applicable training session(s) and have demonstrated competency to safely perform their assigned tasks when working at elevated heights.
- Department Management also has the discretion to increase training requirements for an individual if the job requirements for that individual deem it necessary.

## 8. CONTRACTORS

- All Contractors must comply (at a minimum) with the provisions of Cal/OSHA Title 8 Regulations, Chapter 4, Subchapter 4, Article 24.
- All Contractors must also follow the standards set out in the Contractor Work Rules ([CSS-PR-000-00001](#)).

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- The designated project manager is responsible for ensuring Contractor adherence to the statements above.

Revision History;      Rev 0 - 05/27/10 Initial release  
 Rev 1 - 04/11/17 added item 5.3.3.1 an exception allowing Body Belts under defined conditions.  
 Rev 2 – Numerous revisions to program and additional of additional forms.  
 Rev 3 – Added definition of Qualified Person

Uncontrolled  
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# Elevated Surface Work Plan For Non-Routine Tasks

**Instructions:**

An approved elevated surface work plan is required before any worker (employee or contractor) is allowed access to an unprotected elevated work or task area over 4 feet high from the next level, including work on a roof less than 8 feet from the edge that is not protected by a fixed barrier such as a conforming guardrail or parapet or where a portable guardrail system cannot be used. The elevated surface work plan must also be completed when performing work within 8 feet of a skylight that cannot be confirmed as meeting the requirements of California Code of Regulations, Title 8, Section 3212. That is, “*designed by a qualified person and be capable of safely supporting the greater of 400 pounds or twice the weight of the employees, equipment and materials that may be imposed on any one square foot area of the cover at any time.*”

This form is not required for routine tasks requiring fall protection such as must-line operator, samplers, fixed ladder systems, etc. where standard work instructions have been developed or when working from portable ladders, elevating work platforms, or aerial devices when used according to manufacturer’s instructions and limitations.

Location:	Begin Date:	End Date:
Description of Elevated Work:		
A. List authorized workers <i>Important: Two authorized workers must be present whenever fall arrest is to be used or when working on a work platform within 8 feet of an unprotected edge and when using a Controlled Access Zone.</i>	1.	
	2.	
	3.	
	4.	
	5.	
	6.	
B. How high is the work surface and how will access be gained?		
C. How will equipment and tools be conveyed to the work location?		
D. Describe environmental factors to consider, such as heat, cold, slippery, wet, wind, glare?		
E. High voltage lines in work area?		
F. Head knockers, sharp edges, pinch points?		
G. If work activities create a hazard for persons below describe barricading required to keep non-essential personnel away?		
H. Skylights in work area or access to work area and exposure control method(s)?		
I. Describe protection method a. Guardrails system b. Controlled Access Zone (CAZ) c. Fall Restraint d. Fall Arrest e. Other (Describe)	<b>If fall arrest will be used complete Fall Arrest Requirements section on back</b>	

Completed by (Name): \_\_\_\_\_ (Signature): \_\_\_\_\_

Approved by (Name): \_\_\_\_\_ (Signature): \_\_\_\_\_

Date/Time: \_\_\_\_\_

# Elevated Surface Work Plan For Non-Routine Tasks

## Fall Arrest Requirements

To be completed and approved by fall protection authorized or competent persons.

1. List equipment to be used, such as full body harness, minimum length lanyard, shock absorber, connecting hardware, tie-off strap, self-retracting lifeline, etc.	
2. Anchorage point capable of holding 2 times the arresting force (Certified*) or 5000 lbs (Non-Certified) per attached employee? What/Where?	
3. Is there sufficient clearance space from the anchorage point before the next level down? (calculate fall distance to include lanyard length, deceleration distance of 3.5 feet, employee height, and a safety factor of at least 3 feet)	
4. Hazards nearby or underneath that are exposed or could be exposed in a fall? (utilities, protruding or impalement hazards, etc.)? Controls?	
5. How will rescue be ensured within 15 minutes should a fall occur to prevent further injury or death due to suspension trauma? List rescue equipment immediately available for this location and describe how it will be staged quickly should it be needed. Include whatever might be needed such as a ladder, aerial device, elevating work platform, controlled decent device, winch, pulley, etc.)	
6. What obstructions are in the way of reaching a suspended worker?	
7. List the communication system(s) that will be used between the suspended worker and rescue team.	

\*Certified by a Qualified Person

Completed by (Name): \_\_\_\_\_ (Signature): \_\_\_\_\_

Approved by (Name): \_\_\_\_\_ (Signature): \_\_\_\_\_

Date/Time: \_\_\_\_\_

# CONTRACTOR PRESHIFT JOB HAZARD ANALYSIS (JHA)

(Keep Available at Jobsite after Reviewing With Crew)

## GENERAL INFORMATION

CONTRACTOR:		CONTRACTOR'S GALLO CONTACT:	
DATE:	TIME:	LOCATION:	EQUIPMENT NUMBER:
DESCRIPTION OF WORK:			
COMPANY SUPERVISOR OR FOREMAN:			PHONE NUMBER:
START TIME:	FINISH TIME:	GATE ACCESS:	NUMBER OF EMPLOYEES:
LIST SUBCONTRACTORS ONSITE: 1.		2.	
3.	4.	5.	

## LOCATION INFORMATION

SITE EMERGENCY NUMBER:	AREA TEAM LEAD NAME (where applicable):	TEAM LEAD PHONE NUMBER (where applicable):
SAFETY EYEWASH STATION AVAILABLE/UNOBSTRUCTED:		CHECKED BY:
<input type="checkbox"/> FIRE EXTINGUISHER AVAILABLE	<input type="checkbox"/> FIRE SPRINKLER SYSTEM AVAILABLE and ACTIVE	<input type="checkbox"/> WIND SOCK AVAILABLE OR VISIBLE
EMERGENCY EGRESS & ASSEMBLY POINT: (PRIMARY) _____ (ALTERNATE) _____		
<input type="checkbox"/> FIRST AID KIT AVAILABLE:	<input type="checkbox"/> WASH STATION/RESTROOM AVAILABLE	<input type="checkbox"/> TRASH BARRELS AVAILABLE

## CONTRACTOR PRE-SHIFT CHECKLIST (check all that apply)

- GFCI Protection
- Adequate lighting
- Tools/cords in good condition
- Gas cylinders secured
- Flammable liquids in Safety Cans
- Ladders in good condition
- Work areas barricaded/warning signage
- Hazardous chemicals labeled/on containment
- Mobile Equipment Operators Certified for Equipment
- Rebar protection
- SDSs Available
- Water Available (clear bottles only)
- Code of Safe Work Practices on Site
- Heat Illness Prevention Plan Available (water/shade available)


## ADDITIONAL PERMITS OR PLANS REQUIRED (Check all that Apply)

- Hot Work Permit
- Elevated Work Permit
- Scaffold Tag
- Line Breaking Permit for \_\_\_ Ammonia / \_\_\_ Other than Ammonia
- Hazardous energy sources – Lockout/Block out/Blanks/Tag required: complete LOTO/Slip Blind List
- Energized Electrical Work Permit (works on 25V AC/DC or higher live, or diagnostic on 480V AC or higher live)
- Lift plan required
- Cal/OSHA Permit for Trenching (>5' w/ entry), Building/Demolishing (>36'), or Lead Paint abatement
- Confined Space Entry Permits for Space(s) \_\_\_\_\_

## JOB RELATED POTENTIAL EXPOSURES AND CONTROL MEASURES (check all that apply)

- Potential chemical exposures: No \_\_\_ Yes \_\_\_:  Acids  Caustics  Oxidizers  Other \_\_\_\_\_
- Work on or around covered process (NH3, SO2, ETOH); What \_\_\_\_\_ Where \_\_\_\_\_
- Potential Physical hazards:  Noise  Heat  Fumes  Falling/Flying Objects  Electrical  Mobile Equipment  Elevated Work (Incl. Roof edge, skylights, floor holes)
- Special hazards, conditions, watch outs: \_\_\_\_\_



 <b>E&amp;J Gallo Winery</b>	<i>Document Title:</i>	<b>Hot Work Permit Process</b>		
	<i>Document No.:</i>	<b>EJG-EHS-ST-00007</b>	<i>Revision No.:</i>	<b>9</b>
	<i>Process Owner:</i>	<b>Derrick Jarvis</b>	<i>Origination Date:</i>	<b>03/04/2002</b>
	<i>ISO Standard Reference:</i>	<b>NA</b>	<i>Review Date:</i>	<b>11/15//2019</b>

## Purpose

Provide a standard to ensure that employees, contractors and Company property are properly protected against fire, explosion, and other hazards resulting from inadequate control of hot work activities.

## Scope

The procedure is applicable to all gas and electric arc cutting or welding operation, and any use of tools that might cause sparking or arcing that could become a source of ignition in a potentially hazardous area. The procedure applies to all employees and contractors working on company property.

If in doubt as to the necessity of issuing a hot work permit, it is recommended that a permit be issued subject to the provisions of this standard.


## Gallo Document Hierarchy Link

1. E. & J. Gallo Winery OSH Policy

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## Responsibility

The following describes the various personnel/departments who may be involved in the hot work permit procedure and summarizes their responsibilities.

- Originator (may be Operator or Supervisor).
  - Identifies the need for a hot work permit;
  - Submits hot work permit request (verbally or in writing) to engineering or maintenance supervisor;
  - Works with other departments, as assigned, during the implementation of the hot work permit procedure.
- Engineering, Maintenance Supervisor, or designated competent person (PAI).
  - Has overall responsibility for ensuring that the hot work permit procedure is followed;
  - Inspects the work area before filling out the hot work permit;
  - Makes a determination as to whether a fire watch or fire monitoring is necessary;
  - Completes the hot work permit after completing inspection of work area;
  - Reviews the list of hot work precautions with the operator and the fire watch or monitor;
  - Specifies any additional precautions which may be necessary for the hot work permit;
  - Signs the hot work permit and issues it to the operator when assured that all necessary hot work precautions have been taken;
  - Inspects the work area during the hot work operations to ensure compliance with the conditions of the hot work permit;
  - Signs the hot work permit after the final site inspection has been completed.
- Operator
  - Reviews the list of hot work precautions with the engineering or maintenance supervisor, (or designee) and signs the permit;
  - Affixes the hot work permit and the hot work precautions to a visible place in the work area;
  - Conducts the hot work operations within the authorized parameters and time limit set by the hot work permit;
  - Stops hot work operations if any new hazards are introduced to the process;
  - Remains in the area after work is completed, (If fire watch or monitor hasn't been assigned) carefully inspecting the work area and adjacent areas for any smoldering fires;
  - Signs and returns the hot work permit to the engineering or maintenance supervisor after the completion of job.
- Fire Watch
  - Reviews the list of hot work precautions with the engineering or supervisor;
  - Maintains a constant vigil during the hot work operations (including lunch and breaks) to watch for stray sparks, ignition sources, or other fire hazards;
  - Ensures that a fire extinguisher, a small hose and/or bucket of sand are readily available for instant use in the area;

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- Stops hot work operations if any new hazards are introduced to the process;
- Has been trained on the use and limitations of various fire extinguishing equipment/methods;
- Immediately notifies emergency contacts in the event of any fire, irrespective of size;
- Extinguishes any fires if they occur as long as they are within the capacity of the equipment available and can be done without unnecessary risk to the employee;
- Remains in the area, (if assigned by the operator) after work task is completed, carefully inspecting the work area and adjacent areas for any smoldering fires.

### Definitions

The following is a listing defining terms and abbreviations used throughout this document with which a user of this procedure should be familiar. Where applicable, examples are provided for purpose of clarification. These examples are intended to show typical issues which may arise when following the hot work permit procedure. These issues are not intended to be an all-encompassing list within the scope of this procedure; it is intended to provide guidance when issuing the hot work permit.

#### Competent person:

One who is capable of identifying existing hazards in the surroundings or working conditions which are hazardous, or dangerous to employees, and who has authorization to take prompt corrective measures to eliminate them.

#### Fire/Explosion Hazard:

A potential for undesirable consequences, usually involving a loss of containment of flammable, combustible, highly toxic or reactive materials.

#### Fire Monitoring:

A recurring inspection at regular intervals of the hot work area after the fire watch period. Personnel performing fire monitoring should patrol the area every 15 minutes. This can alternately be accomplished by the operators routinely in the area, monitored security cameras in the area, or by automatic smoke detection alarming to a constantly attended location.

#### Fire Watch:

A continuous dedicated watch over the hot work area during hot work activities and the post-hot work fire-watch period.

The individual is responsible for observing hot work activities in areas with vertical or horizontal fire exposures that are not observable by the hot work operator and ensuring fire-safe conditions are maintained.

In the event of a fire, notifying emergency contacts prior to attempting to extinguish the fire regardless of size.

#### Flame Proof Curtains or Covers

Curtains, blankets, or pads labeled as meeting the design and performance criteria of ANSI/FM 4950, per NFPA standard 51B-2009.

#### Hazardous Location:


A hazardous location is one where flammable gases, vapors, or combustible dust are present or may potentially be present in the air in sufficient quantities to produce a fire or explosion.

#### Hot Work Operations:

Any work task that could present a source of ignition. A hot work permit is required for any hot work operations that are performed outside of a maintenance shop or other designated non-permit required hot work area.

#### Operator:

The individual performing the hot work operations.

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**PAI**

Permit Authorizing Individual – The individual authorized by management to authorize hot work and approve a Hot Work Permit.

**Process:**

All activities that involve receipt, storage, handling, compression, or movement of flammable, combustible, toxic, or reactive materials.

**Source of Ignition:**

A source of ignition is a flame, radiant heat source, tool spark, static electric charge, or electric spark that could cause a fire or explosion.

**Examples:**

- Welding, burning, brazing, soldering, or any use of an open flame;
- Metal removing such as drilling, chipping, abrasive cutting, milling, grinding, etc.;
- Internal combustion engines;
- Powder-actuated fastening tools;
- Cutting or chipping concrete with or without reinforcements;
- Operating non-explosion-proof equipment and tools in a hazardous location. Includes battery powered equipment and tools;
- Operating any cleaning device utilizing a metal or any other material that can produce sparks; and,
- Work on live electrical circuits of any voltage in hazardous locations.

**Standard****1. General**

The major steps in following the hot work permit procedures are:


- 1.1. Initiating a Hot Work Permit
- 1.2. Issuing a Hot Work Permit
- 1.3. Performing Hot Work
- 1.4. Completing the Hot Work Permit Procedure

**2. INITIATING A HOT WORK PERMIT**


2.1. The first step in the hot work permit procedure is the identification of the need for a hot work permit. A hot work permit is required for any operation that could cause a source of ignition and that is performed outside of a maintenance shop or other designated hot work shop area. The request for a hot work permit should be submitted (verbally or in writing) to the engineering or maintenance supervisor responsible for the project or area

**3. ISSUING A HOT WORK PERMIT**

3.1. An engineering or maintenance supervisor (or designee) has the responsibility to initiate the hot work permit once a request for a hot work permit has been made. The permit shall be completed before the hot work begins. The engineering or maintenance supervisor will inspect the work area before issuing the hot work permit.

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- 3.1.1.A Company Project Manager may designate a contracted construction manager or contractor superintendent/supervisor to initiate and sign a Hot Work Permit if they have completed the FM Global “Managing Hot Work Using FM Global’s Hot Work Permit System” training and has read and acknowledged (documented) this Company Procedure.
- 3.2. The hot work permit shall indicate the date and time that the work will be performed, the location, a short description of the work to be performed, and the name of the operator. A fire watch is required in locations where a fire might develop, where there are wall or floor openings within **35 feet**, or where there is a presence of combustible material within **35 feet** of the hot work (Reference: 29 CFR 1910.252 (a).) The hot work permit is valid only for the job and the time listed in this section. It is suggested that the hot work permit should be valid for the shortest possible period of time. For somewhat continuous work of a similar nature in the same area, and conditions, a hot work permit can be issued for a period up to a maximum of one shift. A new permit must be issued for work beyond one shift.
- 3.3. The engineering or maintenance supervisor shall review the list of hot work precautions with the operator and the fire watch. These precautions are summarized in checklist form on the hot work permit. Note that the hot work precautions outlined in the permit are minimum precautions; additional measures for safety of personnel or property may be taken by the engineering or maintenance supervisor as deemed necessary.
- 3.4. After the engineering or maintenance supervisor (or designee) is assured that all necessary hot work precautions have been taken, they will complete and sign the permit, and then issue it to the operator. The operator and the fire watch should check the appropriate boxes indicating that they have reviewed the hot work precautions with the supervisor and understand their responsibilities.
- 3.5. Hot work is not to be initiated until a completed Hot Work Permit has been issued and signed by the PAI.
4. PERFORMING HOT WORK
- 4.1. The operator will affix the hot work permit and the hot work precautions in a visible place at the work site. The permit shall remain posted in place until the hot work is completed. The operator is responsible for conducting the hot work within the authorized parameters, requirements and time limit set by the permit. Hot work may continue as long as conditions remain safe and no new hazards have been introduced.
- 4.2. The following precautions will be taken when performing any hot work operations
- 4.2.1. Perform hot work in the maintenance shop except when the job cannot be moved to the shop.
- 4.2.2. Use only equipment that is in good condition. Valves, regulators, hoses, torches, or electrical leads and electrical cords should be thoroughly checked.
- 4.2.3. Coordinate with Corporate Security to temporarily deactivate nearby smoke detection and fire suppression equipment that may be activated by any hot work activities.
- 4.2.4. Move combustibles at least 35 feet from hot work operations. If combustibles cannot be moved, they should be protected by metal guards or by flame proof curtains or covers. Do not use combustible tarps or plastic sheets.
- 4.2.5. Do not perform hot work in or on any vessels containing flammable or combustible materials (includes ammonia) including residues, until they have been isolated, disconnected or blanked, completely cleaned out, purged with appropriate inert gas. Safe work practices for opening of system should be adhered to. Confined space entry permits are required for any work in a designated confined space.
- 4.2.6. Check the atmosphere for combustible gases or vapors, where necessary, using reliable gas detection equipment. If there is potential of gas release during hot work operations, continuous-duty portable combustible gas detectors should be used to continuously monitor the area. Acceptable **O2** level is from **19.5% to 23.5%**. Acceptable combustible level is less than **10% LEL**.
- 4.2.7. Ensure that a fire extinguisher, a small hose and/or bucket of sand are readily available for immediate use in the area.

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4.2.8. Do not perform hot work until surrounding floors have been swept clean, and if combustible wet down with water.

4.2.9. Do not perform hot work until all wall and floor openings within 35 feet of the operations have been tightly covered or otherwise protected with metal guards or flame proof covers.

*Note: When welding on the inside walls or dome of an insulated tank, specific precautions are necessary to minimize fire hazards. These precautions include cooling the welds immediately with a wet rag and having an employee equipped with a radio stand fire watch on the outside of the tank. Additionally, a soaker hose is to be placed on the exterior dome of the tank with water cascading over the sides at all times while the employee is inside welding.*

4.2.10. Do not perform hot work until a fire watch, if required, has been assigned to watch for dangerous sparks in the area and on floors above and below the operation.

4.2.11. Secure gas cutting and welding cylinders so they will not be damaged and replace protective caps on all cylinders not in use.

4.2.12. Carefully and securely connect the ground clamp when using electrical arc welding equipment. Since improperly made ground can be a source of ignition, the ground clamp should be connected as close to the work as possible so that it may easily be observed.

4.2.13. Ensure that adequate ventilation is maintained during hot work operations to assure that personnel are not exposed to harmful fumes. This may include positioning of an exhaust blower close to the point of the exhaust fumes. Respiratory protection should also be considered.

4.2.14. Remove all electrodes from the holders, carefully locate them so that accidental contact cannot occur, and disconnect the welding machine from the power source if hot work is to be suspended for any substantial period (e.g., lunch or overnight).

4.2.15. The fire watch (if assigned) shares the responsibility for fire/safety with the operator. The fire watch should maintain a constant vigil during the operation to watch for stray sparks, ignition sources, or other fire hazards. A substitute fire watch may be required to cover during break and lunch periods. This individual should be specifically trained in the use of a fire extinguisher, small hose and/or bucket of sand and shall remain with this equipment. They should be familiar with the facilities and know how to sound the fire/evacuation alarm. It is the fire watch's responsibility to try to extinguish any fires if they occur, as long as they are within the capacity of the equipment available, or they will otherwise sound the fire alarm.

4.2.16. The engineering or maintenance supervisor, (or designee) shall inspect the work area during the hot work operations to ensure compliance with conditions of the hot work permit.

## 5. COMPLETING THE HOT WORK PERMIT PROCEDURE


5.1. Once the hot work is completed, the operator or the fire watch should remain for at least another 30 to 60 minutes (depending on category), carefully inspecting the work area and adjacent areas for the possibility of any smoldering fires. This inspection extends to floors above and below the work area and to adjacent rooms.

5.2. Perform fire monitoring following fire watch completion for an additional 1 to 5 hours (depending on category).

5.3. The operator shall remove the Hot Work permit at the completion of the job and post watch period. The operator shall sign the permit, write the completed time and then return the permit to the engineering or maintenance supervisor.

## 6. FACILITY SPECIFIC PROCEDURES

6.1. Facilities with unique or complex internal locations, such as distillation processes, will develop and implement local procedures and additional pre-job JHA's or permits as necessary to protect employees and property.

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## References


1. Cal/OSHA Title 8 CCR §5189 (k) Process Safety Management of Acutely Hazardous Materials
2. Cal/OSHA Title 8, Section 6777 – Hot Work Procedures & Permits
3. NFPA 51, Standard for the Design and Installation of Oxygen Fuel Gas Systems for Welding, Cutting and Allied Processes.
4. NFPA 51B, Standard for Fire Prevention in Use of Cutting and Welding Processes.
5. ANSI Z49.1, American National Standard Safety in Welding and Cutting.
6. FM Standard 15-1/9-5 Property Loss Prevention Data Sheet, Hot work
7. California Fire Code 49 – Hot work

## Appendix

Copy of Hot Work Permit Form

## Revision History


Revision #	Date	Revised By	Approved By	Changes Made/Reason for Revision
Original	03/04/2002	Troy Lute	Derrick Jarvis	Initial release
2	06/23/2010	Derrick Jarvis	Derrick Jarvis	Minor format changes
3	03/16/2011	Derrick Jarvis	Derrick Jarvis	Replaced sample permit
4	4/21/2011	Derrick Jarvis	Derrick Jarvis	Defined flame proof curtains and covers
5	12/10/2013	Derrick Jarvis	Derrick Jarvis	Replaced sample permit with current FM permit
6	02/25/2016	Derrick Jarvis	Derrick Jarvis	Replaced 1910 CFR reference for Cal/OSHA reference
7	06/01/2017	Derrick Jarvis	Derrick Jarvis	Revised section 5 and added latest permit form image
8	03/26/2019	Derrick Jarvis	Derrick Jarvis	Minor revisions and added exception for trained and authorized contractors
9	11/15/2019	Derrick Jarvis	Derrick Jarvis	Added Fire Monitor definition and revised fire watch duties

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	Document No.:			


# HOT WORK PERMIT

**STOP!**  
**Avoid hot work when possible! Consider using an alternative cold work method.**

This Hot Work Permit is required for any temporary operation involving open flames or producing heat and/or sparks conducted outside a Hot Work Designated Area. This includes, but is not limited to: brazing, cutting, grinding, soldering, torch-applied roofing and welding.

Instructions for Permit Authorizer	Part 1	Required Precautions		
<ol style="list-style-type: none"> <li>1. Specify the precautions to take.</li> <li>2. Fill out and keep <b>Part 1</b> during the hot work process.</li> <li>3. Issue <b>Part 2</b> to the person doing the job.</li> <li>4. Keep <b>Part 2</b> on file for future reference, including signed confirmation that the post-work fire watch and monitoring have been completed.</li> <li>5. Sign off the final check on <b>Part 2</b>.</li> </ol>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">Y</td> <td style="text-align: center;">NA</td> </tr> </table>	Y	NA	<ul style="list-style-type: none"> <li><input type="checkbox"/> The fire pump is in operation and switched to automatic.</li> <li><input type="checkbox"/> Control valves to water supply for sprinkler system are open.</li> <li><input type="checkbox"/> Extinguishers are in service/operable.</li> <li><input type="checkbox"/> Hot work equipment is in good working condition.</li> </ul> <p><b>Requirements within 35 ft. (10 m) of hot work</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Shield combustible construction using listed (e.g., FM Approved) welding pads, blankets and curtains.</li> <li><input type="checkbox"/> Remove or shield nonremovable combustibles using listed (e.g., FM Approved) welding pads, blankets and curtains.</li> <li><input type="checkbox"/> Isolate potential sources of flammable gas, ignitable liquid or combustible dust/lint (e.g., shut down equipment).</li> <li><input type="checkbox"/> Remove ignitable liquid, combustible dust/lint and combustible residues.</li> <li><input type="checkbox"/> Shut down ventilation and conveying systems.</li> <li><input type="checkbox"/> Remove combustibles and consider a second fire watch on opposite side of floor, wall, ceiling or roof when openings exist or thermally conductive materials pass through.</li> <li><input type="checkbox"/> Is work on a combustible building assembly (e.g., Torch-Applied Roofing)? If yes, provide <b>ADDITIONAL REQUIRED PRECAUTIONS</b> below.</li> </ul> <p><b>Hot work on/in closed equipment, ductwork or piping</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Isolate equipment from service.</li> <li><input type="checkbox"/> Remove ignitable liquid and purge flammable gas/vapor.</li> <li><input type="checkbox"/> Prior to work, and/or during work, monitor for flammable gas/vapor. LEL reading(s): _____</li> <li><input type="checkbox"/> Remove combustible dust/lint or other combustible materials.</li> <li><input type="checkbox"/> Is work on/in equipment with nonremovable combustible linings or parts? If yes, provide <b>ADDITIONAL REQUIRED PRECAUTIONS</b> below.</li> </ul> <p><b>Fire watch/fire monitoring the hot work area</b>                      Times listed are sufficient for majority. Use Table at back of permit for guidance for combustible concealed cavities, roof work or favorable factors.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Perform a continuous fire watch during hot work.</li> <li><input type="checkbox"/> Perform a continuous fire watch post-work for                             <ul style="list-style-type: none"> <li><input type="checkbox"/> 1 hour or Other ____ hours.</li> </ul> </li> <li><input type="checkbox"/> Perform fire monitoring for                             <ul style="list-style-type: none"> <li><input type="checkbox"/> 3 hours or Other ____ hours.</li> </ul> </li> </ul> <p><b>ADDITIONAL REQUIRED PRECAUTIONS:</b></p> <hr/> <hr/> <hr/> <hr/> <hr/>
Y	NA			
<p>HOT WORK BY</p> <input type="checkbox"/> Employee <input type="checkbox"/> Contractor _____ <p>DATE _____ JOB NUMBER _____</p> <p>LOCATION OF WORK (BUILDING/FLOOR/OBJECT) _____</p> <p>WORK TO BE PERFORMED _____</p> <p>NAME OF PERSON PERFORMING HOT WORK _____</p> <p>NAME OF PERSON PERFORMING FIRE WATCH _____</p> <p style="background-color: yellow; padding: 2px;"><b>I verify the above location has been examined, the Required Precautions have been taken, and permission is authorized for this work.</b></p> <p>PERMIT AUTHORIZER (PRINT AND SIGN) _____</p> <p>THIS PERMIT EXPIRES ON (LIMIT AUTHORIZATION TO ONE SHIFT):</p> <p>DATE: _____ TIME: _____ AM/PM</p> <p style="border: 1px solid black; padding: 2px;"><b>Note:</b> Emergency notification on back of form.</p> <p><b>Additional FM Global Resources:</b>                      Property Loss Prevention Data Sheet 10-3, <i>Hot Work Management</i>                      Hot Work Permit App via <a href="http://fmglobal.com/apps">fmglobal.com/apps</a>                      Hot Work Permit form (F2630) via <a href="http://fmglobalcatalog.com">fmglobalcatalog.com</a>                      Online training at <a href="http://training.fmglobal.com">training.fmglobal.com</a>                      FM Approved equipment via <a href="http://fmapprovals.com">fmapprovals.com</a></p> <div style="display: flex; align-items: center;">  <p>F2630 © 2018 FM Global. (01/2018) All rights reserved.</p> </div>				



 E&J Gallo Winery	Document Title:	<b>Title</b>		
	Document No.:			

# WARNING

## HOT WORK IN PROGRESS! Watch for fire!

Instructions	Part 2	Required Precautions																																																																																																																	
<p><b>Person performing hot work:</b> Record time started and display permit at hot work area. After hot work is completed, record time and leave permit displayed for fire watch.</p> <p><b>Fire watch:</b> Watch area during hot work and after work completion. Prior to leaving area, perform final inspection, sign, leave permit displayed and notify Fire Monitor or Permit Authorizer.</p> <p><b>Fire Monitor:</b> Monitor area after post-work fire watch completion. Perform final inspection, sign and return to Permit Authorizer.</p> <p>HOT WORK BY  <input type="checkbox"/> Employee  <input type="checkbox"/> Contractor _____</p> <p>DATE _____ JOB NUMBER _____</p> <p>LOCATION OF WORK (BUILDING/FLOOR/OBJECT) _____</p> <p>WORK TO BE PERFORMED _____</p> <p>NAME OF PERSON PERFORMING HOT WORK _____</p> <p>NAME OF PERSON PERFORMING FIRE WATCH _____</p> <p style="background-color: yellow;"><b>I verify the above location has been examined, the Required Precautions have been taken, and permission is authorized for this work.</b></p> <p>PERMIT AUTHORIZER (PRINT AND SIGN) _____</p> <p><b>THIS PERMIT EXPIRES ON (LIMIT AUTHORIZATION TO ONE SHIFT):</b></p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">DATE:</th> <th style="width: 30%;">TIME:</th> <th style="width: 40%;">AM/PM</th> </tr> </thead> <tbody> <tr> <td>Hot Work Date:</td> <td>Start Time:</td> <td>am/pm</td> </tr> <tr> <td></td> <td>Finish Time:</td> <td>am/pm</td> </tr> <tr> <td>Post-Work Fire Watch</td> <td>Finish Time:</td> <td>am/pm</td> </tr> <tr> <td>Name _____</td> <td></td> <td></td> </tr> <tr> <td>Fire Monitor <input type="checkbox"/> Person <input type="checkbox"/> Other _____</td> <td>Finish Time:</td> <td>am/pm</td> </tr> <tr> <td>Name/Other _____</td> <td></td> <td></td> </tr> <tr> <td>Final Check</td> <td>Time:</td> <td>am/pm</td> </tr> <tr> <td>Name _____</td> <td></td> <td></td> </tr> </tbody> </table> <p>F2630 © 2018 FM Global. 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 E&J Gallo Winery	Document Title:	<b>Title</b>		
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# WARNING

**HOT WORK IN PROGRESS!**  
**Watch for fire!**

In case of emergency, call the contacts listed below before attempting to extinguish the fire.

Contact	Number

**Construction and Occupancy Factors for Post-Work Fire Watch and Monitoring Periods**

		Construction Factors					
		Noncombustible construction, or FM Approved Class 1 or Class A building materials		Combustible construction without concealed cavities		Combustible construction with unprotected concealed cavities	
		Watch	Monitor	Watch	Monitor	Watch	Monitor
<b>Occupancy Factors</b>	Noncombustible with any combustibles contained within closed equipment (e.g., ignitable liquid within piping)	30 minutes	0 hours	1 hour	3 hours	1 hour	5 hours
	Office, retail or manufacturing with limited combustible loading	1 hour	1 hour	1 hour	3 hours	1 hour	5 hours
	Manufacturing with moderate to significant combustible loading except as noted below	1 hour	2 hours	1 hour	3 hours	1 hour	5 hours
	Warehousing	1 hour	2 hours	1 hour	3 hours	1 hour	5 hours
	<b>Exceptions:</b> Occupancies with processing or having bulk storage of combustible materials capable of supporting slow-growing fires (e.g., paper pulp, textile fibers, wood, bark, grain, coal or charcoal)	1 hour	3 hours	1 hour	3 hours	1 hour	5 hours

When performing torch-applied roofing, apply additional precautions and conduct a minimum 2 hours fire watch and 2 hours fire monitoring. If an infrared camera is utilized, reduce to a 1 hour fire watch and 1 hour fire monitoring.

When performing hot work on/in equipment containing nonremovable combustible linings or parts, apply additional precautions and conduct a minimum 1 hour fire watch and 3 hours fire monitoring within the equipment, and in the surrounding areas per Table above.



## E. & J. Gallo CONTRACTOR JOBSITE SAFETY INSPECTION

AN INSPECTION IS TO BE PERFORMED BY THE GALLO PROJECT MANAGER OR THEIR REPRESENTATIVE ON ANY JOB LASTING TWO OR MORE DAYS,  
AND AT LEAST WEEKLY THEREAFTER. THIS FORM MAY ALSO BE USED BY CONTRACTOR FOR REGULAR MONITORING OF WORKSITE.

DATE: \_\_\_\_\_

PROJECT MANAGER/GALLO REP: \_\_\_\_\_

PROJECT OR WORK SITE: \_\_\_\_\_

CONTRACTOR(S) IN THIS AREA DURING INSPECTION: \_\_\_\_\_

**Immediately stop any work activity or condition that appears to be an imminent hazard to contractor or Company employees.**

	OK ✓	NOT OK ✓	N/A ✓	
REMARKS / CORRECTIVE ACTION NEEDED				
<b>All Contractors/Subcontractors Signed-In</b>				
<b>Work Permits:</b>				
1) Burning/Welding/Hot Work				
2) Confined Space Entry (Program Available, Permit, Attendant, Competent Person, Emergency Plan)				
3) Scaffold/Construction/Demolition (>36 ft. - Cal/OSHA permit)				
4) Excavation/Trench (>5 ft. w/entry - Cal/OSHA permit)				
<b>Job Site Requirements</b>				
5) First Aid Kit Available/Good Condition				
6) Code of Safe Work Practices on site				
7) Heat Illness Prevention Plan Available (outdoor workers)				
8) Hazardous Material SDS's available				
9) Emergency phone numbers posted/readily available				
<b>Personal Protective Equipment Observations:</b>				
10) Head/Eye/Face Protection				
11) Hearing Protection				
12) Foot Protection				
13) Protective Clothing				
14) Hand Protection				
15) Fall Protection				
16) Respiratory Protection				
<b>General Work Area:</b>				
17) General Housekeeping				
18) Construction Materials Storage				
19) Flammable Liquids - Safety Cans in Use				


	OK	NOT OK	N/A	
20) Fire Extinguisher Availability				
21) Ladders				
22) Electrical Cords / Power Box Condition				
23) GFCI Protection				
24) Welders and Welding Leads				
25) Gas cylinders secured & protected from radiant heat (>90°F)				
26) Powered Hand Tools (guards, condition)				
27) Hazardous Chemicals Identified/Labeled				
28) Bulk Hazardous Chemicals Have Containment				
29) Scaffold Construction / Documented Inspections / Windscreen Loading / Tagged				
30) Mobile Equipment Operators are qualified/certified and authorized for that piece of equipment. Crane Operator(s) have current CCO card on person.				
31) Forklift Inspection Checklist Complete/Equipment condition				
32) Hazard Areas Barricading Adequate/Warning Signs				
33) Trash Barrels Available				
34) Energized Panels Labeled, Protected				
35) Lockout/Blockout and Tag In Use				
36) Rebar and Impalement Hazards Protected				
37) Restrooms Available/Sanitary. Wash Station Supplied.				
38) Heat Illness Prevention provisions: Water, shade, etc.				
39) Lighting Adequate (night work)				
40) Food, gum, tobacco, beverages (except water) only in designated areas.				
Other:				

INSPECTION COMPLETED BY: \_\_\_\_\_

CORRECTIVE ACTION(S) COMMUNICATED TO: \_\_\_\_\_ DATE: \_\_\_\_\_

CORRECTIONS VERIFIED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

Submit completed inspections to Project Manager. Project Manager to forward to site Safety Representative at end of project.

	<b>Title:</b> <b>Engineering &amp; Maintenance Pre-Project Contractor EHS Checklist</b>			
	<b>Document No.:</b> GLS-000-FM-00867		<b>Revision No.:</b> 3	
	<b>Process Owner:</b> EH&S Department		<b>Revised by:</b> Ted Bobak, MS, PE, CSP	
	<b>Date Initiated:</b> 02-28-18	<b>Date Reviewed:</b> 01-04-19	<b>Date Revised:</b> 01-28-19	

**Instructions:** This form is to be completed by Gallo Glass Project Manager, Maintenance, or Engineer prior to contractor mobilization or prior to work commencing to address EHS requirements for all projects that are greater than 2 days long. Schedule meeting with the contractor to review this form; Contact EHS (Ted Bobak) to request EHS support if needed. This completed form shall be returned to Gallo Glass EHS Dept. along with all applicable EHS submittals by email or drop off.

**Gallo PM Name:** \_\_\_\_\_ **Project Name:** \_\_\_\_\_ **Date Reviewed:** \_\_\_\_\_

**Planned Project Start Date:** \_\_\_\_\_ **Planned Project End Date:** \_\_\_\_\_

**Applies & Reviewed**   **Does not Apply**

**ENVIRONMENTAL**

**Review scope of the project and determine permitting applicability.**

- 1. Permits - Agencies (SJVAPCD, City of Modesto, Stanislaus County) will be contacted by EHS Dept.
- 2. Schedule meeting with EHS Dept. if uncertain of environmental permitting applicability

**Asbestos Abatement (SJVAPCD)**

**All qualifying demolitions require:**

- 1. Asbestos Survey
- 2. Asbestos Notification Form
- 3. Asbestos Release Form (required in building permit application)
- 4. Abatement may be required prior to demolition

**Lead Paint Survey**

- 1. Perform lead survey
- 2. Manage as recyclable or debris if negative
- 3. Cal/OSHA notification if positive
- 4. Disposal restrictions if positive

**Building Permit Application**

- 1. Submit application to Stanislaus County (include the Asbestos Release Form and WDID number)
- 2. Provide Gallo Glass EHS with a copy of issued permit

**Storm Water Management**

- 1. Survey excavation/construction area
- 2. A construction SWPPP and BMPs will be necessary if impacted area is greater than one acre
- 3. A WDID number will be assigned on submission of the SWPPP (required in building permit application)
- 4. A QSP is required (e.g. Hawkins Engineering)

**Refractory**

- 1. Disposal restrictions based on type
- 2. Use guidance document (see F2 rebuild as a reference)
- 3. All waste/recycle refractory must be properly segregated, labeled, and covered

**Off-site Material Disposal & Hazardous Waste Management**

- 1. All material that leaves Gallo Glass (waste and recycle) must be reviewed by the EHS Dept. prior to shipment.
- 2. Waste treatment, storage, or disposal facility must be reviewed by the EHS Dept. prior to shipment.
- 3. A Bill of Lading and weight ticket must be provided for all shipments, regardless of type
- 4. A Manifest is required for all hazardous waste shipments (i.e. chrome refractory)
- 5. Training records will be required for Gallo Glass ICP hazardous waste CA Title 22 and RCRA management

Instructions: This form is to be completed by Gallo Glass Project Manager, Maintenance, or Engineer prior to contractor mobilization or prior to work commencing to address EHS requirements for all projects that are greater than 2 days long. Schedule meeting with the contractor to review this form; Contact EHS (Ted Bobak) to request EHS support if needed. This completed form shall be returned to Gallo Glass EHS Dept. along with all applicable EHS submittals by email or drop off.

<b>Applies &amp; Reviewed</b>	<b>Does not Apply</b>
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**SAFETY**

- |                          |   |
|--------------------------|---|
| <input type="checkbox"/> | <b>Review Scope of the project and determine EHS program compliance applicability</b>   |
| <input type="checkbox"/> | <b>Prior to work beginning, contact the contractor and secure the following information - this is applicable to all contractors and their subcontractors:</b> |

**Mandatory:**

- |                          |   |
|--------------------------|---|
| <input type="checkbox"/> | 1. Injury Illness Prevention Program (I2P2) |
| <input type="checkbox"/> | 2. Site Specific Safety and Health Plan     |
| <input type="checkbox"/> | 3. Pre-Project Hazard Analysis              |
| <input type="checkbox"/> | 4. OSHA training log for each employee      |

**As Needed (review Gallo Contractor Work Rules for complete list):**

- |                          |                          |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Site Specific Crane Plan                                 |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Site Specific Fall Protection Plan                       |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Site Specific Permit Required Confined Space Entry Plan  |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. Site Specific Respiratory Protection Plan                |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. Site Specific Lock Out Tag Out Plan                      |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. Site Specific Respirable Crystalline Silica Control Plan |

Forward all documentation to EHS Dept. once complete

**Ensure Gallo Glass Contractor Orientation Training has been performed for each employee on site:**

- |                          |   |
|--------------------------|---|
| <input type="checkbox"/> | 1. Identify and document process each contractor will use to ensure each employee is trained prior to work; |
| <input type="checkbox"/> | 2. Update Gallo Contractor Database with the date the Contractor Employee signed the Gallo Work Rules;      |
| <input type="checkbox"/> | 3. Identify and document process the Gallo PM or Engineer will use to ensure training compliance;           |
| <input type="checkbox"/> | 4. Submit training records to EHS Dept. prior to Contractor employees beginning work.                       |

**Ensure frequent and regular inspections of the jobsite are completed:**

- |                          |   |
|--------------------------|---|
| <input type="checkbox"/> | 1. Daily inspections should be performed by the contractor using the E. & J. Gallo Contractor Jobsite Safety Inspection form or equivalent; |
| <input type="checkbox"/> | 2. Daily inspections should be turned in to Gallo PM or Engineer daily;   |
| <input type="checkbox"/> | 3. At least once a week the Gallo PM or Engineer should perform a safety inspection;  |
| <input type="checkbox"/> | 4. Submit collected and completed inspections to EHS Dept. at project completion.   |

**Complete permits as needed:**

- |                          |  |
|--------------------------|--|
| <input type="checkbox"/> | 1. Only employees trained as Authorized personnel shall sign off on permits;                             |
| <input type="checkbox"/> | 2. Hot Work Permits shall only be signed off by personnel trained to FM Global Hot Work Fire Prevention; |
| <input type="checkbox"/> | 3. Submit collected and completed permits to EHS Dept. at project completion.                            |

**I understand it is my responsibility to ensure all my employees and subcontractors comply with all rules and regulations.**

**Contractor Representative Name (print):** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

# CONTRACTOR PRESHIFT JOB HAZARD ANALYSIS (JHA)

(Keep Available at Jobsite after Reviewing With Crew)

## GENERAL INFORMATION

CONTRACTOR:		CONTRACTOR'S GALLO CONTACT:	
DATE:	TIME:	LOCATION:	EQUIPMENT NUMBER:
DESCRIPTION OF WORK:			
COMPANY SUPERVISOR OR FOREMAN:			PHONE NUMBER:
START TIME:	FINISH TIME:	GATE ACCESS:	NUMBER OF EMPLOYEES:
LIST SUBCONTRACTORS ONSITE: 1.		2.	
3.	4.		5.

## LOCATION INFORMATION

SITE EMERGENCY NUMBER:	AREA TEAM LEAD NAME (where applicable):	TEAM LEAD PHONE NUMBER (where applicable):
SAFETY EYEWASH STATION AVAILABLE/UNOBSTRUCTED:		CHECKED BY:
<input type="checkbox"/> FIRE EXTINGUISHER AVAILABLE	<input type="checkbox"/> FIRE SPRINKLER SYSTEM AVAILABLE and ACTIVE	<input type="checkbox"/> WIND SOCK AVAILABLE OR VISIBLE
EMERGENCY EGRESS & ASSEMBLY POINT: (PRIMARY) _____ (ALTERNATE) _____		
<input type="checkbox"/> FIRST AID KIT AVAILABLE:	<input type="checkbox"/> WASH STATION/RESTROOM AVAILABLE	<input type="checkbox"/> TRASH BARRELS AVAILABLE

## CONTRACTOR PRE-SHIFT CHECKLIST (check all that apply)

- GFCI Protection
- Adequate lighting
- Tools/cords in good condition
- Gas cylinders secured
- Flammable liquids in Safety Cans
- Ladders in good condition
- Work areas barricaded/warning signage
- Hazardous chemicals labeled/on containment
- Mobile Equipment Operators Certified for Equipment
- Rebar protection
- SDSs Available
- Water Available (clear bottles only)
- Code of Safe Work Practices on Site
- Heat Illness Prevention Plan Available (water/shade available)

## ADDITIONAL PERMITS OR PLANS REQUIRED (Check all that Apply)

- Hot Work Permit
- Elevated Work Permit
- Scaffold Tag
- Line Breaking Permit for \_\_\_ Ammonia / \_\_\_ Other than Ammonia
- Hazardous energy sources – Lockout/Block out/Blanks/Tag required: complete LOTO/Slip Blind List
- Energized Electrical Work Permit (works on 25V AC/DC or higher live, or diagnostic on 480V AC or higher live)
- Lift plan required
- Cal/OSHA Permit for Trenching (>5' w/ entry), Building/Demolishing (>36'), or Lead Paint abatement
- Confined Space Entry Permits for Space(s) \_\_\_\_\_

## JOB RELATED POTENTIAL EXPOSURES AND CONTROL MEASURES (check all that apply)

- Potential chemical exposures: No \_\_\_ Yes \_\_\_:  Acids  Caustics  Oxidizers  Other \_\_\_\_\_
- Work on or around covered process (NH3, SO2, ETOH); What \_\_\_\_\_ Where \_\_\_\_\_
- Potential Physical hazards:  Noise  Heat  Fumes  Falling/Flying Objects  Electrical  Mobile Equipment  Elevated Work (Incl. Roof edge, skylights, floor holes)
- Special hazards, conditions, watch outs: \_\_\_\_\_



