

Policy Owner: NA EHS	Operating Policy No.: NA-SP-05-211C	
Approval(s): Mike Nieman	Effective Date: 10/01/10	
	Rev. No.: 2	Scope: North America
DDC / Designated Representative: NA EHS	Page: 1 of 2	Controlled
SUBJECT: Contractor		

This form is to be completed by the Tower Plant Engineering Manager or designated management representative with contractor on-site prior to beginning work.

Project Name		
Tower International requires that the contractors and the contractor's employees follow the procedures outlined in the Contractor EHS Performance Standard at all times when on Tower International property. The Contractor Representative will acknowledge each item by checking the associated box. <input checked="" type="checkbox"/>		
<p>Job Site Supervision</p> <ul style="list-style-type: none"> The contractor shall appoint a <i>competent person</i> as a job site supervisor. This individual will supervise the work site, contractor and subcontractor employees, and ensure worksite audits and briefings of contractor employees are conducted. Contractor understands that the facility may interrupt Contractor activities that violate facility policies and/or legal requirements. <p>Competent Person: _____</p>	<p>Environmental Policy</p> <ul style="list-style-type: none"> All Contractors working at the facility will comply with and ensure their employees and any Sub-Contractors or agents comply with the facility's Environmental Management System (EMS) and environmental policy. All Suppliers/Contractors acknowledge receiving or were made aware of the facility's environmental policy, as well as applicable system procedures and work practices. 	<input type="checkbox"/>
<p>Legal Compliance</p> <ul style="list-style-type: none"> Supplier/Contractor understands the importance of compliance with relevant Environmental, Health & Safety legislation and regulations, and the consequences of non-compliance. <input type="checkbox"/> Contractors have or are obtaining, prior to commencing work, all necessary environmental approvals or permits. Copies of such permits are provided to the plant EHS Mgr. 	<p>Housekeeping / Spill Prevention</p> <ul style="list-style-type: none"> Housekeeping is an individual responsibility, and hazards caused by poor housekeeping will not be tolerated and contractors are responsible housekeeping in the areas where their work is underway. <input type="checkbox"/> Suppliers/Contractors shall provide adequate spill release prevention, as approved by the plant EHS Mgr. 	<input type="checkbox"/>
<p>Incident/injury Investigations and Corrective Actions</p> <ul style="list-style-type: none"> The project coordinator is to be informed immediately by the job site supervisor when an incident or injury occurs. Spills and other releases to the environment must be immediately reported to the EHS Mgr. <input type="checkbox"/> Written notification, with immediate and long-term corrective action plans, of the incident or injury must be forwarded to the Project Coordinator and the plant EHS Specialist within 24 hours. 	<p>Waste Disposal</p> <ul style="list-style-type: none"> The disposal of solid waste and hazardous waste generated, as a result of contracted operations, is the responsibility of the contractor and will be accomplished in compliance with all local, state/provincial, and federal requirements. <input type="checkbox"/> Contractors shall not discharge anything to drains and/or sewers without prior approval from the facility's EHS Specialist. 	<input type="checkbox"/>
<p>Personal Protective Equipment</p> <ul style="list-style-type: none"> PPE must be provided when engineering controls are not feasible; All personal protective equipment must be approved by a recognized body such as ANSI. <input type="checkbox"/> 	<p>Lockout Procedures/Policy</p> <ul style="list-style-type: none"> The contractor must comply with the Tower International Control of Hazardous Energy (Lockout/Tagout) Standard before locking out machinery or equipment. <input type="checkbox"/> 	<input type="checkbox"/>
<p>Burning, Cutting and Welding – Hot Work</p> <ul style="list-style-type: none"> All Hot Work conditions and precautions must be met. A valid Hot Work permit will be obtained prior to beginning work. Fire extinguishers will be located within 10 feet. Fire Watch personnel will be designated and present as required. <input type="checkbox"/> 	<p>Tools, Machinery and Equipment</p> <ul style="list-style-type: none"> Only trained persons will operate tools, machinery and equipment. Contractors are responsible for ensuring that all operators have received appropriate training. Contractors are prohibited from using Tower International tools, machinery and equipment without written permission from the plant Operations Manager. <input type="checkbox"/> 	<input type="checkbox"/>

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<p>Powered Industrial Equipment and Vehicles</p> <ul style="list-style-type: none"> Contractors must provide proof of training prior to the start of any work that would include use of powered industrial vehicles and equipment. Only trained and authorized personnel are allowed to operate such equipment on Tower International property. Contractor must have a means of preventing unauthorized use of their powered industrial vehicles and equipment. <input type="checkbox"/> Operators must comply with all safety rules when operating lift trucks on Tower International. The use of seatbelts and a roll cage is mandatory when operating a forklift. Contractors are prohibited from using Tower International vehicles, forklifts, booms, cranes, etc. unless specifically allowed in project scope and agreement and written permission is provided by the plant Operations Manager. 	<p>Flammable/Combustible Liquids/Hazardous Chemical Communication</p> <ul style="list-style-type: none"> The storage and handling of flammable or combustible liquids will be done with approved bonded/grounded safety containers. Used towels or rags will be properly disposed of in metal safety cans with lids or disposed of as waste. All MSDS's are provided to Tower for products brought on-site. <input type="checkbox"/> Contractors shall ensure properly labeled containers for all materials used on-site in accordance with facility procedures and all legal requirements. All materials are reviewed prior to bringing on site. Tower colleagues are briefed if chemicals are used in their areas. 	<input type="checkbox"/>
<p>Excavations</p> <ul style="list-style-type: none"> Contractors shall immediately notify the facility's EHS Mgr and the Project Coordinator of any abnormal conditions found during excavation activities at the facility. <input type="checkbox"/> 	<p>Signs, Signals, and Barricades</p> <ul style="list-style-type: none"> Where a potential hazard exists, contractor personnel will post and maintain signs, warnings, barricades or flagmen to detour passage of vehicles or people. <input type="checkbox"/> 	<input type="checkbox"/>
<p>Emergency Response</p> <ul style="list-style-type: none"> Contractors were informed of actions to be taken during an actual emergency situation. <input type="checkbox"/> 	<p>Smoking</p> <ul style="list-style-type: none"> Except for specifically identified areas, smoking is prohibited on Tower International property. <input type="checkbox"/> 	<input type="checkbox"/>
<p>Confined Space/Vessel Entry</p> <ul style="list-style-type: none"> Confined space/vessel entry is allowed through permit. <input type="checkbox"/> Coordinate entry review with Plant EHS Engineer. 	<p>Exterior</p> <ul style="list-style-type: none"> Contractors shall minimize the effects of noise, odor, light, fugitive dust emissions, and traffic movement on and/or adjacent to facility property. <input type="checkbox"/> 	<input type="checkbox"/>
<p>Electrical Safety</p> <ul style="list-style-type: none"> Appropriate High voltage gloves, face shields, etc., shall be worn as necessary to protect against Arc Flash Hazards. <input type="checkbox"/> Extension cords shall not be doubled up for added length. Only approved outlet boxes shall be used. All wiring practices and precautions according to NFPA 70E & NFPA 79 shall be taken. 	<p>Contractor Training</p> <ul style="list-style-type: none"> Documentation for required training has been provided for all contractor personnel. <input type="checkbox"/> Contractor certifies that all employees have the appropriate levels of training, certifications, qualifications, etc. to complete the tasks included in this project. 	<input type="checkbox"/>

Contractor and Tower International Sign-off

Name of Contractor Representative	Signature	Date
Tower International Project Coordinator	Signature	Date

This Safety Briefing must be filled out **prior** to any work commencing and must be **POSTED AT THE WORK SITE AT ALL TIMES**

Contractor and Sub-contractor employee training sign in:

PRINTED Name.	Company	Date