



Cummins Safety System Contractor Manual

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Cummins Safety System Contractor Manual

Introduction

Cummins strives to ensure that all aspects of its operation are performed in a safe manner and to maintain a healthy and injury free work environment. Therefore, this zero-injury vision mandates Contractor compliance.

It is important that Contractors fully understand the Cummins Contractor Manual is supplemental to the safety program each Contractor is required by authorities having jurisdiction (i.e. OSHA, HSE, Social Secretariat, law) to develop. It is the responsibility of all Contractors to comply with Cummins Inc. safety standards, OSHA 29 CFR 1910, and OSHA Construction Standards 29 CFR 1926, Environmental Regulatory Standards, Health Safety and Executive standards, and all local, state, national, federal regulation, and laws; without limitation, including those listed in Appendix 1.0 of this manual.

Violation of established safety requirements or generally accepted good practices will not be tolerated. Cummins will not hesitate to invoke stricter provisions as applicable to the circumstances (See Appendix 2).

It should be noted that each Cummins site may have safety policies and additional requirements to those listed in the Cummins Contractor Manual. These standards, in addition to those of the regulatory agency, shall be followed and are subject to the same disciplinary process if compliance is not achieved.

Compliance with this manual in no way guarantees the fulfillment of the Contractor's obligations as required by any local, state, federal, national law or contract agreement.

This manual does not cover the full spectrum for safety and health nor are they quoted as published by the authority having jurisdiction.

In the event of a conflict between the manual, applicable law, or the contract document, then the more stringent safety standard shall apply. No liability is assumed by Cummins by reason of this manual.

Each Contractor shall implement, monitor, and enforce a written safety program providing for the safety of its agents, employees and for compliance by any Sub-Contractor. The Contractor always shall maintain full responsibility and liability for these matters. The Contractor shall ensure that all non-English speaking craftspeople understand all safety and health policies, hazards and warning signs. Each Contractor shall take prompt action on safety concerns expressed by its employee, Sub-Contractor or Cummins representative.

Insurance Requirement

The following are the insurance and risk management requirements for outside Contractors/suppliers that will be performing work and/or services on the property of Cummins and/or their subsidiaries:

A current certificate of insurance shall illustrate the following (other than #6):



1. Comprehensive General Liability - \$1,000,000 Single Limit for (Cummins should be added as additional bodily injury and property damage insured and Contractor's insurance to be endorsed as primary coverage.)
2. Auto Liability - \$1,000,000 Single Limit for (Cummins should be added as additional bodily injury and property damage insured and Contractor's insurance to be endorsed as primary coverage.)
3. Statutory Worker's/Workmen's Compensation Coverage as pertaining to the State in which contract/work is delivered.
4. Excess liability - \$5,000,000 Single Limit in addition to primary coverage requirements.
5. Motor Truck Cargo - (if required -\$300,000)
6. Plus, MOST IMPORTANT, an Owners, Contractors, Protective Liability Policy in the amount of \$1,000,000 with the Named Insured being Cummins and the Subsidiary whose property the work is being done on, along with the real property owner of the premises, if other than Cummins. Evidence of this coverage shall be delivered in the form of a Binder, NOT A CERTIFICATE OF INSURANCE. This is especially important if the above insurance is on claims made basis and/or contains a general aggregate, all of which is becoming common with Contractors.

The CONTRACTS SHOULD CONTAIN A HOLD HARMLESS CLAUSE where the Contractor holds Cummins harmless from bodily injury or property damage resulting because of work performed by the Contractor or their subs/agents. There will be no acceptable deviation and/or alteration to this Hold Harmless wording. (see hold harmless wording attached below)

It is expressly agreed and understood that, to the fullest extent permitted by law, that (Contractor) shall indemnify, protect, defend, and save harmless, Cummins, Inc. and its subsidiaries (including their officers, agents, employees) ("Cummins") from any and all liabilities, penalties, costs, losses, damages, expenses, causes of action, claims, judgments or any demands whatsoever, including prejudgment interest, attorney's fees, expert witness fees and all other expert and professional fees and expenses ("Claims(s)"), based on or resulting from any personal injury, including, but not by way of limitation, bodily injury, emotional injury, sickness or disease, or death to any person (including but not limited to agents employees of Cummins or damage to property of anyone (including loss of use thereof), which injury, sickness, death or damage results from, arises out of or is in any way connected with the performance of this contract. Contractors obligation under this paragraph shall apply whether the Claim is caused or alleged to be caused by any active or passive act or omission of the Contractor, Cummins or the other party indemnified hereunder, provide however, that the Contractor shall not be obligated to indemnify for those Claims which arise from the sole negligence or willful misconduct of Cummins or its agents, servants or other independent contractors (other than parties Subcontracted to contractor) who are directly responsible to Cummins. In Claims against any person or entity indemnified under this paragraph by an employee of Contractor, any one directly or indirectly employed by Contractor or anyone for whose acts Contractor may be liable, Contractors obligations under this paragraph shall not be limited by a limitation on amount or type of damages, compensation or benefits payable by or for Contractor under workers' or workmen's compensation acts, disability benefit acts or other employee benefit acts.



(Officer of Contractors Corporation)

A certificate of insurance, binder, and signed hold harmless agreement with the above requirements should be sent to Cummins: Attention: Corporate Insurance Department Mail Code: 60004, Cummins Inc., 500 Jackson Street Columbus, IN 47201. The phone numbers are 812-377-8931 or 812-377-3788, and the fax number is 812-377-4638.

- It is the responsibility of the Cummins Field Contact to ensure that all Cummins Insurance requirements are communicated to the Contractor and that insurance criteria documents are on file.
- The Cummins Field Contact is responsible for ensuring the Contractor Management receives all applicable safety information, including training to this manual, obtaining signature sheet acknowledging receipt of training and a copy of this manual. This document (insert to this manual) shall be forwarded to the site safety department. The Cummins Field Contact shall notify and coordinate the Contractor's safety orientation with the Site Safety Professional, Security and site Emergency Response Coordinator prior to commencing work activity.

Contractor Checklist of Safety and General Information

The Cummins Field Contact (Cummins Project Engineer) shall review the Cummins Contractor Manual, emergency Response, Hazardous Chemical Plan and other site hazards and Cummins requirements with the Contractor. The Contractor shall communicate this information and train its employees prior to the project start-up.

If the Contractor has unlimited badge access to the Cummins Site, the authorizing Cummins Field Contact or the Cummins representative granting access to the Contractor, shall review this manual and the site safety requirements before access is granted and annually thereafter.

Contractors Cummins Contact Information

The Contractor's contact for the project shall be the Cummins Field Contact (Cummins Project Engineer). The Cummins Field Contact will be responsible for addressing all issues, including contacting the Contractor or the Cummins area supervisor for issue resolution.

Each Contractor is responsible for performing safety audits for their employees and Sub-Contractors. These safety audits shall be performed daily, documented, kept on file and available for review. Cummins policies and procedures are available for review to the Contractor and their employees upon request. Policies and procedures are the property of Cummins and shall be maintained by the Contractor on site and returned to the Cummins Field Contact when the project is completed. All request shall be to the Cummins Field Contact (Cummins Project Engineer).

Orientation for Contractors

All non-Cummins employees who have unescorted access to Cummins sites shall attend a Cummins Contractor safety orientation. The Cummins Field Contact shall schedule the training with site safety personnel. Those Contractors with long-term contracts, unlimited access to a Cummins site or having the project leadership role as the General Contractor for a project should attend Cummins safety orientation prior to beginning the project, and annually thereafter. Those Contractors failing to attend



the orientation session may be denied access to Cummins sites. Orientation training shall at a minimum include the following subjects:

- A review of Cummins Safety, Health, and Environmental policy for the site.
- The sites emergency evacuation, shelter, fire and emergency response plan.
- The sites hazardous chemical and other potential hazards awareness training.
- An overview of Regulatory Compliance.
- An overview of Cummins Treatment of Others, Tobacco, Drug & Alcohol policy.
- Q&A led by the Cummins Field Contact, Safety Professional and others as appropriate.

Following the orientation session, a written and/or oral examination shall be administered to determine comprehension by attendees. A score of 100% is desired. Any attendee with a score of less than 75% will be considered unacceptable and will not qualify. Any additional training to gain competency is at the discretion of the site and the responsibility of the Contractor.

Additional to training called out in section D, the provisions of the Cummins Contractor Manual and applicable regulations, shall also apply.

Contractor Safety Orientation/Toolbox/Tail Gate Safety & Safety Talks

The Contractor Management (Contractor Project Leader- General Contractor) shall be informed and trained to Cummins safety standards by the Cummins Field Contact.

The Contractor shall have a written safety plan which addresses the scope of the contracted project work. The Contractor Management shall train its employees and Sub Contractors in all standards dictated by the authority having jurisdiction specific to safety and construction, including Cummins safety standards. The training shall be documented and available upon request.

The Contractor shall provide on request a training outline, training subject content and attendance records of its employees to the Cummins Field Contact.

Minimum Safety Training for Contractor/Manager

At a minimum, each Contractor's General Construction Manager and Senior Site Project Representative shall have completed an OSHA Construction 10-hour training or equivalent regulatory training course. Verification of this training shall be available upon request.

Safety Meetings

Contractors are responsible for conducting weekly toolbox safety sessions with all personnel, on the morning of the first day of each workweek.



Safety Reviews

The Contractor Management, the Cummins Field Contact and Site Safety Professional shall conduct at a minimum a weekly review of the Contractors safety performance including the upcoming work activities.

1. Emergency Procedures

1.1 In the event of a fire, chemical release (spill), illness or injury the Contractor shall activate the Cummins Emergency Response System. If the emergency creates an immediate danger to employees in the area, then immediately evacuate the area, activate the Emergency Response System, notify Cummins Security and follow the instructions given by the Emergency Response Team and your Cummins Field Contact.

1.2 The Contractor shall not transport seriously ill or injured employee via personal vehicles. Activate the internal emergency response system and follow the instructions given by your Cummins Field Contact.

The Emergency Response Team will activate the external emergency response personnel to the site. If other personnel are not available, then immediately activate the external emergency system.

1.3 Each Cummins site have specific procedures for emergency situations. Contact your Cummins Field Contact.

1.4 Each Contractor shall comply with 29 CFR 1910, subpart E and other applicable laws.

2. Incident Reporting Procedures

2.1 All incidences, including fires, spills and property damage associated with the Contractors work and involving a Contractor employee shall be reported immediately to the Contractor, the Cummins Field Contact and the Area Safety Coordinator.

2.2 The involved Contractor employee and the Contractor supervisor shall submit a formal report within 24 hours of the occurrence of the incident.

2.3 The Contractor shall provide a copy of the report to the Cummins Field Contact, the prime and/or Sub-Contractor (if applicable), the Contractor's home office, and Cummins Site Safety Professional and/or area Safety Coordinator.

2.4 In the event of a serious injury, the Cummins Field Contact and Site Safety Professional shall immediately notify the sites leadership staff, Cummins Corporate Safety and Environmental staff and general counsel of the incident.

3. Investigation

3.1 In the event of an incident that results in production stoppage, property damage, a significant near miss, personal injury and/or illness, or is considered by regulatory agency as reportable, then a 7-step incident investigation shall be conducted by the Contractor. A joint management review of the incident shall occur within 24 hours of the completion of the investigation.



3.2 The Cummins Field Contact (Project Engineer, or the Cummins personnel who secured the contract service company) shall facilitate the safety incident review meeting. Also, in attendance shall be the Contractor, the employee's supervisor, the Area and Site Safety Coordinator, and in some instances the injured employee.

3.3 The form for the 7-Step Safety incidence investigation may be obtained from your Cummins Field Contact.

4. Alcohol and Drug Policy

4.1 Use of alcohol and illegal substance are prohibited.

Operating heavy equipment, rolling stock, and performing hazardous work, while taking prescription drugs which have warning hazards, is also prohibited. Drug and alcohol testing may be required. Contact your Cummins Field Contact project manager and the site Human Resource Director for details.

5. Sexual Harassment and Equal Opportunity Employment

5.1 Sexual harassment is inappropriate behavior for all personnel and will not be tolerated.

5.2 All Contractors shall comply with Title VI of the Civil Rights Act of 1964 (Pub. L 88-352) and applicable employment laws.

6. Weapons

6.1 The possession of weapons on Cummins property is strictly prohibited.

7. Tobacco Policy

7.1 The use of tobacco products both smoking and non-smoking, are prohibited at many Cummins sites. Tobacco use is prohibited except where designated as an approved tobacco use site or location.

8. Cameras

8.1 No cameras are allowed on sites without written authorization.

8.2 A written authorization form shall be obtained from plant Security and authorization from the site manager or his/her designee.

8.3 All photos taken on site will be the sole property of Cummins and cannot be removed from the site without authorization of the Cummins Field Contact.

9. Housekeeping

9.1 Walking and working surfaces in Contractor work area shall always be free of excess debris. Hazards presented by inadequate housekeeping include but are not limited to:

- Slipping hazards (water, oil, grease, etc.)
- Tripping hazards (cords, pipe, etc.)
- Fire hazards (trash, flammable liquid storage, etc.)
- Negative impact on overall project safety.



9.2 All aisle, stairways, doors, exits, and means of emergency exit shall remain clear.

9.3 Storage on, in or under aisle, stairs, doors, exits and emergency exits is prohibited.

9.4 Any item that could create a slip or trip hazard shall be removed immediately.

9.5 Materials that are stacked shall be secured.

9.6 Compressed air shall not be used for cleaning purposes.

9.7 At job completion, the Contractor and Cummins Field Contact shall do a final inspection of the site. It is the responsibility of the Contractor to ensuring the area is clean and hazard free.

9.8 Personal appliances and use of non-UL (CE) industrial grade electrical equipment is prohibited.

10. Clothing, Hair and Jewelry

10.1 Proper clothing and hygiene, in conjunction with personal protective equipment, are required while working on Cummins property.

10.2 Dress shall be appropriate for the job task and personal protective equipment for the identified hazard.

10.3 Shorts, tank tops, off shoulder and chest exposure, or clothing that does not cover the torso and midriff are prohibited.

10.4 Shirts and blouses must be properly fitted, and tails tucked inside. Loose clothing which may become entangled, or caught on/ or by equipment, rotating or reciprocating and moving parts are prohibited.

10.5 Long sleeves may be required for some areas of the plant and prohibited in others. Contact the Cummins Field Contact for site information.

10.6 Additional protection shall be required when performing hot work, working in or around pipe chases, tanks, or hazardous areas. Contact the Cummins Field Contact for site information.

10.7 Scalp and facial hair shall be restrained and secured.

10.8 Wearing of metal jewelry in production, construction, electrical and lab area is prohibited.

10.9 Open toe and open heeled sandals and canvas shoes, including heels without a stable foundation, and a height greater than 3/4 inch are prohibited in production, construction, material handling, maintenance, internal and external dock, waste treatment and tank facilities, and all laboratory areas and posted locations. Foot protection shall be ANSI approved safety shoes.

10.10 In the event there is a conflict in dress required specific to an identified hazard and dress that is practiced as a result of a bona fide religious affiliation, it is the responsibility of the Contractor to resolve the issue in such a manner that worker health and safety is maintained with conformance to safety standards.



11. Personal Protective Equipment (PPE)

11.1 The Contractor shall furnish and require craftsperson's to wear PPE as required. It is also the responsibility of the Contractor to train all craftsperson's using PPE according to all standards including 29 CFR 1910, subpart I, and those of the manufacturers. Training documentation shall be available upon request.

12. Eye and Face Protection

12.1 The Contractor shall provide the required training and personal protective equipment.

12.2 All safety eye protection shall meet the American National Standards Institute (ANSI) standard, Z87.1.

12.3 Safety glasses with ANSI approved side shield protection is required. Flexible slide-on side shields are prohibited.

12.4 Eye protection shall be worn under welding shields.

12.5 Contact lenses are prohibited in construction, labs, and manufacturing areas.

12.6 Safety goggles are required in areas where chemicals are used or stored.

12.7 Craftsperson's are required to know the location and proper use of the safety shower and eye wash station while working in an area containing hazardous chemicals.

12.8 The use of cutting, chipping or grinding equipment requires the use of secondary eye and face protection. A face shield or a pair of safety goggles shall be worn while performing these operations.

12.9 In addition to the craftsperson performing the work, those individuals working near operations creating eye hazards shall wear additional eye protection.

12.10 Prescription glasses and side shields shall meet ANSI Z87.1 standard.

12.11 Tinted lenses shall not be worn inside of buildings except in welding applications.

12.12 Face shields shall be worn over safety glasses during operations/equipment use including but not limited to the following:

- Line breaking
- Impact chisels
- Friction cut off saws
- Grinders
- Masonry saws
- Power actuated tools



13. Foot Protection

13.1 Open toe and open heeled sandals and canvas shoes, including heels without a stable foundation, and a height greater than 3/4 inch are prohibited in production, construction, material handling, maintenance, internal and external dock, waste treatment and tank facilities, and all laboratory areas and posted locations. Steel-toed shoes or equivalent protection that complies with the American National Standard for Personal Protection-Protective Footwear (ANSI Z41.1) is required for Contractors working in manufacturing and construction areas.

14. Hand Protection

14.1 Operations, which present a hazard to employee hands, shall require the use of gloves.

14.2 The need for gloves shall be identified via a hazards assessment and selected for the specific hazard. It is the responsibility of the Contractor to conduct the hazard assessment and provide PPE as required.

14.3 Specific operations that will require the use of gloves include but are not limited to:

- Material handling
- Sheetmetal
- Insulation
- Vibration
- Friction
- Chemical exposure
- Thermal exposure (heat/cold)

14.4 Contact Cummins Field contacts for site-specific requirements.

15. Head Protection

15.1 Hard hats (including eye/foot protection) shall be worn whenever entering or passing through a construction area.

15.2 Hard hats shall be worn when performing overhead and sub-equipment and/or sub-floor work.

15.3 Hard hats shall be worn whenever the potential exists to be struck from falling materials or striking head on overhead objects.

15.4 Hard hats shall be worn with the brim in front except while performing welding operations.

16. Hearing Protection

16.1 Hearing protection shall be worn in work areas whenever noise exceeds 90 dB (29CFR 1910.95) or in posted areas requiring the use of hearing protection.

16.2 Some examples of areas or jobs that require the use of hearing protection include but are not limited to:



- Jack hammers, saws, impact tools, press operations, compressed air, welding areas.

17. Respiratory Protection

17.1 Respiratory protection shall be worn for hazard areas where required by OSHA, the agency of authority and areas posted as respirator required by Cummins. It is the responsibility of the Contractor to comply with all applicable regulations specific to respirators and shall provide respirators, training and fit testing to its personnel as required by the standards.

17.2 Material Safety Data Sheets (MSDS) will identify the correct respiratory protection for the chemical exposure hazards. MSDS information for Cummins onsite chemicals are available on request.

17.3 Contractor shall ensure that employees who will be using respiratory protection shall be medically qualified, fit tested and comply with 29 CFR 1910.134. The respirator standard requires that employees be clean shaven with no facial hair, or that alternate provisions are used, such as an air-line respirator. Respirator selection and hazard assessment is the responsibility of the Contractor.

17.4 The Cummins Field Contact shall provide to the Contractor appropriate chemical and other airborne hazard information. Contact your Cummins Field Contact for assistance.

17.5 Craftsperson's who wear respirators shall be trained and documentation shall be available upon request.

18. Bloodborne Pathogens

18.1 It is the responsibility of the Contractor to comply with the Bloodborne Pathogens regulatory standard.

19. Facilities

19.1 Break areas shall be kept clean with daily trash removal by the Contractor.

19.2 Eating and drinking may be prohibited in some areas. Contact your Cummins Field Contact on specific requirements for the site.

19.3 Contractor employees shall not enter Cummins buildings or other work areas without direction from the Contractor Supervisor or the Cummins Field Contact.

19.4 All contract employees are restricted to the assigned work area.

20. Driving and Parking

20.1 All posted speed limits, traffic signs, and signals shall be observed while on Cummins property.

20.2 Contractors who drive on Cummins property shall have a valid driver's license.

20.3 Contractors shall park in designated areas. Contact the Cummins Field Contact for parking assignments.

21. Barricades

21.1 Any area where construction or maintenance activities could potentially harm personnel working or walking by shall be properly barricaded and identified with hazard warning signage. These areas may



include but are not limited to: Elevated work (including work from personnel lifts and scaffolds), work outside or near high traffic areas, atmospheric hazards, crane radius, excavations, pedestrian traffic, etc.

21.2 Temporary barricades shall be capable of withstanding 200 pounds of force in any direction and shall be secured to allow for no more than 3 inches of movement.

21.3 The use of yellow “CAUTION” tape and a physical barrier is necessary when a hazard exists that has potential to cause personal injury or property damage.

21.4 Red “DANGER” tape is used in areas considered immediately dangerous to life of health. Under no circumstances should the perimeter of this area be entered without permission from the person or group who created the hazard.

21.5 For areas where “DANGER” is used, then physical barriers shall be erected, and hazard signs shall accompany the barricades and the hazard warning tape notifying others of the reason for the barricaded area.

21.6 Barricades shall be constructed to prevent unauthorized personnel entry and to isolate or contain such hazard.

21.7 To determine site specific hazard and physical barrier requirements, contact your supervisor or the Cummins Field Contact.

22. Lead Policy

22.1 Before beginning any project that will disturb surfaces or any other materials that could contain lead, the surfaces shall be analyzed for lead content and handled according to all lead standards. Disturbance of lead containing materials could occur through activities including, but not limited to the following: blasting, welding, cutting, torch burning, sanding, scraping, grinding, or demolition. Lead is commonly found in paints, varnishes, primers, piping, solder, and flashings.

22.2 Only Contractors trained and competent in the lead standard set forth by the authority having jurisdiction shall be allowed to perform lead abatement work or any other activity that could result in exposure to lead.

22.3 Construction employees, maintenance employees, or any other employees who may disturb lead containing materials in the course of work activities shall be trained in the identification of potential lead containing materials and procedures for notification of the Cummins Field Contact.

22.4 Contractors performing work described in this section shall first submit a written compliance plan to Cummins. This plan shall include respiratory protection, medical surveillance for employees, regulatory monitoring and decontamination procedures, and all other information required by the standard as well as any other applicable laws.

22.5 Initial exposure assessment monitoring shall be performed to determine approximate lead exposure levels. The results of the monitoring shall determine the specific provisions of the standard that apply as well as any other federal, state, or local requirements. During the exposure assessment period, the appropriate employee protective measures shall be implemented based on the type of work activity being conducted.



22.6 The Contractor shall ensure that any lead containing waste resulting from work described in this section is deposited in accordance with all applicable federal, state and local requirements as well as Cummins policies or guidelines.

23. Asbestos Policy

23.1 Contractors shall comply with 29 CFR 1910.1001, 9 CFR 1926.58 and to regulations set forth by the authority having jurisdiction.

23.2 Before beginning any project that will require demolition and/or renovation of an existing Cummins facility, the Site and Corporate Environmental Department shall be contacted to inspect the area for asbestos containing material.

23.3 Only Contractors trained in removal of asbestos per OSHA, EPA and the controlling regulatory agency are eligible for asbestos removal. All removal work shall be managed and approved by the Site and Corporate Environmental staff.

23.4 Construction employees, maintenance employees, and all other employees who could potentially disturb asbestos containing materials in the course of their work activities shall be trained in identification of materials which may contain asbestos and procedures for notification of the Cummins Field Contact.

23.5 Materials which may contain asbestos include but are not limited to: lab tops, building siding, gaskets, floor tile, pipe insulation, fume hood lining, flexible ductwork connections, ceiling tiles, tile adhesives, roof mastic, and roofing materials. If any of these materials are or will be disturbed during the course of work (through activities including but not limited to drilling, cutting, grinding, sanding, abrading, removal or demolition), the Contractor Supervisor shall inform the Cummins Field Contact, who will then inform the Corporate Environmental Department. The Cummins Field Contact will then contact the appropriate personnel for testing and removal as necessary.

23.6 The Contractor shall ensure that all workers whose activities are covered by the asbestos standard for construction or general industry or other applicable law shall receive the appropriate training required for the specific class of work.

23.7 The Contractor shall ensure that any asbestos containing waste resulting from work described in this section is disposed of in accordance with all applicable federal, state, and local requirements as well as Cummins policies or guidelines.

24. Chemical Hazard Communication (Haz-Com)

24.1 The Contractor shall ensure training and chemical hazard information are available to all personnel.

24.2 Cummins Safety Data Sheets (SDS) are available to Contractor employees upon request from your Cummins Field Contact. Cummins provided SDS's are intended for on-site use only and shall not be removed from the plant site.

24.3 Contractors shall have an SDS available for all hazardous materials and all chemicals shall be reviewed and approved by the Cummins Field Contact and site Safety Professional before they are brought on site.



24.4 Whenever materials are transferred from a labeled container (from a manufacturer) to a secondary container, the secondary container shall also be labeled. The NFPA Label shall be clearly visible. The label shall also contain information including the chemical name, hazard rating information, emergency action and required personnel protective equipment as well as emergency contact information for the manufacturer.

24.5 Craftsperson's who perform work in a laboratory shall be trained in chemical and other potential laboratory hazards and controls.

24.6 The Contractor shall establish and maintain an effective written chemical hazard program. The program shall comply with OSHA standard 29 CFR 1910.1200 and applicable agency with jurisdiction. This plan shall be available upon request.

24.7 Emergency Showers and Emergency Eye Wash capable of water delivery listed in the standard shall be located and available in the hazardous chemical storage area and where hazardous chemicals are used.

24.8 The Cummins Field Contact shall ensure that the Contractor is trained in Cummins Chemical Hazards, its spill contingency and Emergency Response Action Plan.

25. Compressed Gas Cylinders

25.1 Compressed gas cylinders shall be stored in areas assigned by the Cummins Field Contact and as outlined in the standard.

25.2 Compressed gas cylinders shall be clearly marked for the type of gas contained.

25.3 Oxygen and fuel gas cylinders shall be stored at least 20 feet apart or separated by a 5-foot high firewall with a 30-minute rating.

25.4 All cylinders shall be stored and transported in a capped, secured and vertical position. Caps are required when not in use.

25.5 Compressed gas cylinders may be stored on "burning carts" provided the regulators and hose are disconnected after use and their caps firmly secured.

25.6 Cylinders used in association with oxy-gas welding or cutting activities shall be equipped with flashback arrestors.

25.7 The Contractor shall comply with 29 CFR 1910.253 and applicable law.

25.8 Compressed gas cylinders in confined spaces are prohibited.

26. Compressed Air

26.1 Compressed air shall be limited to 30psi for manual operation.

26.2 Use of compressed air for personal cleaning is prohibited.

26.3 Compressed air nozzles shall comply with regulatory standards and shall include a chip guard and blow by venting.



27. Cranes

27.1 The Contractor shall submit a written lifting plan to the Cummins Field Contact. The Cummins Field Contact in conjunction with the Site Safety Professional shall review the plan. If the plan is deficient, the Cummins Field Contact shall inform the Contractor management of the area of deficiency. It is the responsibility of the Contractor to correct the identified deficiency. The responsibility for the crane lifting plan is solely that of the Contractor.

27.2 All cranes on-site shall be in safe working condition and contract employee shall inspect the crane before use. All exposed gears, belts, coupling, fans etc. shall be guarded.

27.3 The Contractor shall ensure employees are trained and authorized to operate the equipment. Documentation of operator training, licenses and authorization shall be available upon request.

27.4 Cranes shall be visually inspected both daily and prior to use accompanied by inspection records as specified by the standard. A documented annual inspection log shall always be kept with the crane. Boom cable installation documents shall be available upon request.

27.5 Working under suspended loads is prohibited.

27.6 Outriggers shall be fully extended and remain firmly on the ground. Cribbing is necessary when the ground cannot support outriggers. Boom angle indicators and load charts and a standard hand signal chart shall be visibly posted in the crane.

27.7 While moving a crane, the “headache” ball shall be retracted.

27.8 Minimum clearance between power lines and any part of the crane shall be at least 10 feet. For power lines rated over 50 KV, additional clearance is required.

27.9 Contractors shall verify that all utilities have been disconnected.

27.10 Contact local utility service for power disconnect and coordinate service interruption with the Cummins Field Contact and the site’s facility staff.

27.11 The safe design capacity of a crane shall not be exceeded and shall comply with crane-type specific standard.

28. Crane Suspended Work Platforms

28.1 Suspended work platforms shall meet all applicable standards and be stamped with specifications that have been determined acceptable by a certified Professional Engineer (PE).

28.2 Prior to any lift, there shall be a test lift performed prior to performing work from a suspended work platform.

28.3 Contractors shall submit a lifting plan to the Cummins Field Contact, the site safety professional, and crane operator and shall pre-plan all Lift and Crane work activity.

29. Demolition (Excludes Blasting/Explosives)

29.1 Prior to performing demolition activity, the Contractor management shall submit a written demolition safety plan to the Cummins Field Contact and safety professional. If the plan is deficient, the



Cummins Field Contact shall inform the Contractor management of the area of deficiency. It is the responsibility of the Contractor to correct the identified deficiency. The responsibility for the demolition plan is solely that of the Contractor.

29.2 Contractors shall verify that all utilities have been disconnected.

29.3 Combustible materials shall be separated prior to performing demolition and other hot work including welding, cutting, or use other spark producing tools or equipment.

29.4 Proper fire protection devices shall be in place before demolition operations begin.

29.5 Special attention shall be given to hazard analysis to identify hazards created by demolition operations. This hazard analysis is the responsibility of the Contractor.

29.6 Warning signs and substantial barricades shall be in place so that persons who are not involved in the demolition are prevented entry into demolition areas.

29.7 Demolition work requires the issuance of a hot work permit.

30. Electrical Safety

30.1 The Contractor shall comply with 29 CFR 1910, subpart s, and all applicable local, state, federal and national law specific to Hazardous Energy Control, Lockout and Tagout, and includes other high intensity energy sources.

30.2 Ground fault circuit interrupters (GFCI's) are required for use with all temporary power.

30.3 Only extension cords meeting the ANSI standards may be used. Flat extension cords shall not be used.

30.4 All extension cords shall be inspected prior to use and if deficiencies are observed, the cords shall be destroyed.

30.5 Explosion proof electrical equipment shall be used in all flammable or hazardous areas.

30.6 Before service or maintenance is performed which could expose the craftsperson to any form of hazardous energy release, energy control and lockout/tagout requirements shall be followed. (See OSHA Energy Control Standard, NFPA & NEC standards).

30.7 Identification and isolation of all energy source to "zero energy state" shall be achieved. Any alternate process shall provide equivalent employee protection.

31. Excavations

31.1 Prior to performing excavation activity, the Contractor management shall contact the Cummins Field Contact and submit a written excavation safety plan. The Cummins Field Contact shall, in conjunction with the site safety professional, review the plan prior to the excavation. If the plan is deficient, the Cummins Field Contact shall inform the Contractor management of the area of deficiency. It is the responsibility of the Contractor to correct the identified deficiency. The responsibility for the excavation plan is solely that of the Contractor. The Contractor Management shall contact the local



utility service provider and coordinate service interruption with the Cummins Field Contact and the Site's facility staff.

31.2 All excavation shall comply with 29 CFR 1926 and applicable law and shall include warning systems.

31.3 All excavations greater than 4 feet in depth shall be identified and constructed under the supervision of a competent person as identified by OSHA. It is the Contractors' responsibility to provide competent persons and comply with all trenching regulations.

31.4 Each employee working in excavations greater than 4 feet in depth shall be protected from cave-ins by an adequate protection system. Some examples include:

- Trench shield
- Sloping or benching systems
- Timber shoring
- Aluminum hydraulic shoring

31.5 A Confined Space Entry Permit is required before working in trenches and excavations greater than 4 feet in depth.

31.6 Proper barricades shall be extended around the outside of the excavation.

31.7 A stairway, ladder or ramp shall be in place for all excavations deeper than 4 feet in depth to require no more than 25 feet of lateral travel for employees.

31.8 Daily inspections of excavations, the adjacent areas, and protective systems shall be made by a competent person for evidence of a situation that could result in possible cave-ins, indications of failure of protective systems, hazardous atmospheres, or other hazardous conditions. An inspection shall be conducted by the competent person prior to the start of work and as needed throughout the shift. Inspections shall also be made after every rainstorm or other hazard increasing occurrence.

31.9 Where the competent person finds evidence of a situation that could result in a possible cave-in, indications of failure of protective systems, hazardous atmospheres, or other hazardous conditions, exposed employees shall be removed from the hazardous area until the necessary precautions have been taken to ensure their safety.

32. Fall Protection

32.1 Fall protection or prevention is required when an individual's feet are 6 feet or more above the floor or grade level. This includes working from scaffolds, scissors lifts, ladders, roofs, structural steel and mezzanine that do not have proper fall prevention devices in place. There are NO exceptions to this policy.

32.2 Standard guarding is required for all scaffolds above 10 feet. Fall protection for scaffolds 6-10 feet in height may consist of a full body harness with lanyard or standard guardrail as outlined by the standard.



32.3 Prior to performing overhead work, the Contractor management shall contact the Cummins Field Contact and submit a written fall protection safety plan. The Cummins Field Contact shall in conjunction with the site safety professional, review the plan prior to the overhead work activity. If the plan is deficient, the Cummins Field Contact shall inform the Contractor management of the area of deficiency. It is the responsibility of the Contractor to correct the identified deficiency. The responsibility for the fall protection plan is solely that of the Contractor.

32.4 Personal fall, eye, foot, and head protection shall always be worn while working in an articulating boom lift, or a vertical lift such as high jack or scissor lifts.

32.5 Platform ladders less than 6 foot may be used without fall protection. Work above 6 foot shall be performed using a work platform, aerial lift or equipment designed for such heights.

32.6 Full body harnesses with shock absorbing lanyard are required for work in areas above 6 feet.

32.7 Craftsperson's should contact their supervisor to determine proper anchorage points for fall protection. Anchor points shall be able to support at least 5000 pounds of force per person.

32.8 Fastening a lanyard or fall protection equipment to itself or wrapped over any structure is prohibited.

33. Fire Protection, Prevention and Reporting

33.1 Hot work permit and a dedicated fire watch is required when performing hot work.

33.2 Fire extinguishers and a dedicated fire watch are to be in the proximity of the work area when hot work is being performed.

33.3 In the event of a fire, activate the Cummins emergency system before attempting to extinguish the fire.

33.4 It is the responsibility of the Contractor to provide fire extinguisher as required to perform work. If a Cummins extinguisher is used, the used extinguisher shall be removed from service and immediately replaced with a charged extinguisher. The used extinguisher shall be placed in the identified "recharge area."

33.5 Notify the Cummins Field contact immediately and complete a 7-Step Incident Investigation to determine root cause of the fire.

33.6 The Contractor shall ensure personnel are trained in the use of portable fire extinguisher.

33.7 The Contractor management shall ensure personnel are trained in the Cummins Emergency Plan.

34. Flammable Material Storage/Flammable and Combustible Liquids

34.1 All craftsperson's and employees shall comply with 29 CFR 1910.106.

34.2 Only ANSI approved containers shall be used for storage and transport of flammable materials.

34.3 Paint, solvents, paint thinners, and other materials cannot be stored inside new construction areas unless the building is protected with operational sprinklers or stored in an ANSI approved container and cabinet in limited quantity.



34.4 Flammable materials are not to be stored in areas around stairways, exits or normal walking areas.

34.5 Outdoor storage tanks shall be grounded and placed in containment dikes as required by Cummins and OSHA.

34.6 Gasoline shall be stored only in areas approved and assigned by the Cummins Field Contact. All gasoline cans shall meet ANSI standards, have a self-closing lid, flame arrestor, and prominent markings.

34.7 Warning signs shall be posted in areas where flammable materials are stored.

34.8 Proper fire extinguishers shall be kept within 25 feet of a hazardous materials storage area.

35. Grinders

35.1 All grinders shall comply with 29 CFR 1910.241.

35.2 All grinding wheels shall be inspected for cracks or structural deficiencies before mounting and again prior to each use.

35.3 Proper guards shall be in place and set at the proper distance. Grinders without guards shall be tagged and removed from service immediately.

35.4 ANSI approved face shield and/or grinding goggles are required. Safety glasses shall be worn when using a face shield for secondary eye protection in grinding, chipping and compressed air operations.

36. Hand and Power Tools

36.1 All hand and power tools shall comply with 29 CFR 1910.242.

36.2 Hand tools shall be inspected before use. If deficiencies are found, the tool shall be tagged (out of service) and removed from the site for either repair or disposal. Some examples include:

- Cold chisels and wedges with mushroomed heads,
- Shovels with broken or splintered handles
- Electrical cords without proper insulation or missing ground pin

36.3 Tool repairs shall be performed by the manufacturer or a qualified and authorized person. Repairs shall meet regulatory agency requirement.

36.4 All guards and safety devices shall be permanently attached and shall remain functional during operation.

36.5 Stock and materials shall be secured to the working surface before using powered equipment such as saws and drills. Kick-back safety guarding and other safety barrier, guards and Deadman switches shall be provided.

36.6 In areas where fire and explosion hazards are of concern due to flammable or combustible materials, only explosion proof-hazard area classification electrical equipment and non-spark producing equipment is allowed.



37. Hazardous Material Guide/Storage/Containment

37.1 All craftsperson's and Contractor employees shall comply with 29 CFR 1910.1200, Local State, Federal & National law.

37.2 The guide on the back of this manual can be used as a reference to better understand hazardous material labels on primary and secondary containers. It is the responsibility of the Contractor to ensure Hazard Warning Labels are in the native language of the workforce.

37.3 All materials stored outside shall be contained and stored in a manner that prevents spills into the storm or sanitary sewer systems.

37.4 Secondary containment shall be provided for all containers with a volume of greater than 40 gallons or if deemed necessary by Cummins personnel.

37.5 Secondary containment shall be constructed with materials compatible with the hazardous material and have a volume capacity equal to or greater than 110% of the largest single container.

37.6 Hazardous materials that are stored outside shall be protected from the weather with spill containment.

37.7 Contractor shall submit to the Cummins Field Contact a list of all chemicals and an SDS with 100% content disclosure for each chemical planned for use during the project.

37.8 All chemicals shall be approved by the Cummins Field Contact and the Site Safety Professional prior to bring any chemical on-site.

37.9 The Cummins Field Contact shall identify and assign appropriate storage. It is the responsibility of the Contractor to provide ANSI approved containers, containment and flammable storage cabinets, eye wash, shower & decontamination equipment for its operation.

38. Heavy Equipment

38.1 Heavy equipment such as forklifts, bulldozer, backhoes, dump trucks, and cranes shall only be operated by individuals who are trained and qualified to operate heavy industrial equipment as required by regulatory agency.

38.2 It is the responsibility of the Contractor to train and maintain employee records as outlined in the standard. These records shall be available upon request.

38.3 Back up signals shall be in place for all heavy equipment.

38.4 The Contractor is responsible to ensure that rollover protection is provided.

38.5 All heavy equipment shall have a service brake system, an emergency brake system and a parking brake system.

38.6 The Contractor shall ensure heavy equipment operators are trained and have demonstrated abilities prior to assignment. Training documents shall be available for inspection upon request.

38.7 Use of Cummins equipment is prohibited unless specifically authorized in writing and reviewed with the legal department.



39. Ladders

39.1 All ladders shall be heavy duty, industrial strength approved and appropriate for the task.

39.2 Only ladders constructed of fiberglass are allowed for use at Cummins sites. Wood and metal ladders are prohibited.

39.3 Each ladder shall be visually inspected prior to each use.

39.4 When ascending or descending a ladder the user shall face the ladder and use both hands, maintaining 3-point contact always. A rope or bucket shall be used for hoisting tools and materials up and down a ladder.

39.5 Ladders shall only be used by one person at a time.

39.6 A stepladder shall never be used as a straight ladder.

39.7 All straight and extension ladders shall:

- Extend three rungs over the supporting object
- Be secured from movement at the top
- Be equipped with non-skid feet
- Be placed at an angle so the base is one-fourth the length of the working height

39.8 Employees working 6 feet or more off the ground from a step, straight, and extension ladder shall use personal fall protection.

39.9 Stepladders shall be fully extended open and the top rung and top step is not to be used. 40.1 All construction areas shall have enough lighting to illuminate the work surface and the immediate surrounding area.

40.2 Temporary construction lighting shall be installed by qualified personnel and to regulatory standards.

40.3 Temporary lighting shall not be electrically connected to the building or structure.

41.0 Liquefied Petroleum Gases (LPG)

41.1 All Contractors shall comply with 29 CFR 1910.110.

41.2 LPG is not allowed on Cummins sites without specific approval from the Site Safety Professional.

41.3 LPG cannot be stored inside any Cummins building. Only cylinders in use shall be allowed in a building.

42. Lockout/Tagout and Hazardous Energy Control

42.1 Before beginning work on a process, system or equipment, all energy sources (electrical, mechanical, thermal, pneumatic, chemical, hydraulic, etc.) shall be purged, dissipated, isolated, locked out/tagged out, and controlled by the employee performing the work.



42.2 Training records and compliance documentation shall be available on request.

42.3 All Cummins equipment energy control questions shall be addressed to the Cummins Field Contact.

42.4 The Contractor shall supply all equipment required to achieve zero state lockout and hazardous energy control.

43. Personnel lifts

43.1 All personnel lifts shall comply with 29CFR 1910.68.

43.2 Personnel lifts are to be operated only by trained and qualified personnel.

43.3 Personal fall, head, foot, and eye protection shall always be worn while working in an articulating boom lift.

43.4 Deadman safety devices shall not be altered.

43.5 Hi-jacks shall not be used without outriggers fully extended and the safety chain in place across the entrance.

43.6 When using vertical lifts such as hi-jacks or scissors lifts, JLG's, etc., the use of fall protection equipment is required.

43.7 Manufacturer recommendations shall be followed while operating personnel lifts.

43.8 Contractor use of Cummins owned or Cummins leased equipment is prohibited unless specifically authorized in writing and reviewed with the legal department.

44. Materials Handling and Storage

44.1 Tools or materials shall not be dropped or thrown from one level to the other. A rope or other hoisting device shall be used to transport these materials.

44.2 Employees shall be trained according to regulatory standards in the operation of forklifts, powered hand jacks, and rolling mobile stock equipment.

44.3 The Contractor use of Cummins owned or leased equipment is prohibited unless specifically authorized in writing and reviewed by the legal department.

44.4 All construction materials shall be stored in areas designated by the Cummins Field Contact.

44.5 Materials shall be stored in a manner that prevents sliding, falling or collapse of the material and secured.

44.6 The Contractor shall ensure personnel are trained, licensed and/or certified to operate equipment and to perform the work assigned.

45. Permits, Tags and Associated Polices

45.1 The following permits and tags are used when performing work at Cummins sites. Any questions regarding the applicability or use of these permits should be directed to your projects Cummins Field Contact or the Cummins Safety professional for that site.



45.1.0 Confined Space Entry Procedures & Permits

45.1.1 Entry into a confined space without performing a hazard assessment, testing and the issuance of a Confined Space Permit is prohibited.

45.1.2 A confined space is defined as an area that has a limited or restricted means of entry or exit, is large enough for a person to enter, and is not intended for continuous human occupancy; or the potential for oxygen deficient or hazardous atmosphere.

45.1.3 Cummins sites have areas that are considered confined spaces. These include but are not limited to: elevator pits, tanks, still, reactors, boilers, pits, silos, ventilation and exhaust ducts, some false ceilings, sewers, vats, manholes, electrical vaults, pipelines, spaces between walls, and ditches.

45.1.4 All confined space entry operations involving the Contractors shall be coordinated by the Contractor Management and the Cummins Field Contact. The Contractor representative performing the confined space testing shall comply with OSHA standards and Cummins Entry Permit Requirements. Coordination of entry activities shall be enough to ensure that the hazards present in the space and the hazards that could be generated by the work activities in the space are clearly understood by all parties involved, and these hazards have been eliminated and/or controlled.

45.1.5 Equipment Requirements

- The following equipment is required when performing confined space entry operations at a Cummins facility,
- Confined Space Entry Retrieval/Rescue Devices,
- Fall and Retrieval Rescue Harnesses (Shall be non-conductive coated D-loops for electrical manhole use),
- Atmospheric Testing Monitor capable of at least measuring Oxygen, Carbon Monoxide and Lower Explosion Limit (LEL) and those for the specific chemical hazard,
- Personal atmospheric monitors for entrants that measure at least Oxygen, Carbon Monoxide and Lower Explosion Limit (LEL) and the specific chemical hazard
- Personal Protective Equipment,
- Confined Space Entry Permit equal or greater than the Cummins Confined Space Entry Permit,
- Ventilation equipment,
- Energy Control.

45.1.6 The Contractor shall ensure that those individuals who perform confined space entry operations at a Cummins Site are medically fit, trained, authorized, and skilled in hazard assessment, equipment use, and rescue as required by applicable standards.

45.1.7 The Contractor shall provide written documentation, upon request, to the Cummins Field Contact and Safety Professional that its personnel meet this requirement. A copy of the Contractors Confined Space Entry Procedure shall be available during the pre-entry coordination meeting.



45.1.8 The Cummins Field Contact shall provide the Contractor a copy of the Cummins Confined Space Entry procedure and permit requirements during the pre-entry coordination meeting.

45.1.9 The Contractor Confined Space Entry Permit, equipment and written Confined Space Entry Procedures shall comply with 29 CFR 1910.146.

45.1.10 The Contractor shall comply with Cummins Confined Space permitting and all regulatory agency requirement specific to confined space entry.

45.1.11 The Cummins Emergency Response Team and Security shall be notified prior to the initiation of confined space work.

45.1.12 The monitoring shall include a check for oxygen level, percent (%) LEL, and any other atmospheric hazards which may be reasonably expected.

45.1.13 The Contractor personnel are required to perform continuous monitoring during the entry.

45.1.14 The space shall be monitored after all breaks, lunches and continuously upon initiation of work.

45.1.15 The Contractor shall order immediate evacuation for any change in conditions which could reasonably impact the safety of the entrants.

45.1.16 The Contractor Representative shall authorize or deny the permit. If authorized, the permit shall be posted at the entry to the confined space during work activity.

45.1.17 The Contractor shall review the entry permit with the Cummins Field Contact and the Cummins Safety Department.

45.1.18 While the work is being performed the Contractor shall ensure an attendant is always stationed outside the space as outlined in the OSHA standards.

45.1.19 The environmental industrial hygiene monitoring results shall be within the established threshold limit values.

45.1.20 If a confined space is evacuated notify the Cummins Emergency Response Team, Security, and the Cummins Field Contact.

45.1.21 At the completion of the Permit Entry Work, the permit shall be closed signed and returned to the Cummins Field Contact.

45.2.0 Hot Work Permits

45.2.1 A hot work permit shall be issued before:

- Using any spark producing device in a hazardous area.
- Performing high spark producing activity (grinding, chop saws, etc.).
- Performing open flame activity (welding, cutting, heating, tar pots, roof work, etc.).
- Shall expire in 8 hours from the time of issue.



45.2.2 Work performed in areas designed for welding and hot work and Isolated or protected areas designated as a construction hot work area do not require the issuance of a Hot Work Permit.

45.2.3 The Contractor shall provide fire extinguishers and fire watch for all operation requiring Hot Work Permits.

45.2.4 Permits shall be issued prior to the start of work and at the beginning of each shift (these permits shall be filled out in their entirety and displayed prominently at the job location). Only the Cummins Field Contact or designated area Hot Work Resource shall issue these permits.

45.2.5 The Contractor shall ensure that its employees understand the basic anatomy of fire, extinguisher use, and the Hot Work Permit procedure. Fire suppression shall be limited to incipient level.

45.2.6 All Hot Work permits are null and void in the event of an emergency or fire service interruption.

45.3.0 Roof Entry Permit

45.3.1 A roof entry permit is required for access to roofs of most operating facilities (some administrative buildings are exempt from this rule).

45.3.2 Roof Entry Permits can be obtained from your projects Cummins Field Contact or by notifying the building representatives.

45.3.3 All Roof Entry Hot Work permits are null and void in the event of an emergency or fire service interruption.

46. Radios and Electrical Communication Device

46.1 Personal communication devices including radios, pagers, cell phones, etc. are allowed on site, however, they may not be used during work activities.

46.2 Electrical equipment, tooling or other device used in hazardous environments shall be explosion proof and rated for the hazard classification.

47. Sand Blasting

47.1 Signs and barricades shall be posted around the perimeter of the work area.

47.2 Proper personal protective equipment is mandatory. All training documentation for PPE shall be available on request.

47.3 The blasting agent shall be contained, equipment shall be in proper working order, and hoses should be secured using a secondary means. Blasting agents shall comply with agency standards and comply with Cummins SDS and Chemical Hygiene Plan and shall not contain any prohibited chemicals.

47.4 Disposal of waste blasting agent shall be coordinated with the projects Cummins Field Contact and Environmental resource. Disposal of the agent is the sole responsibility of the Contractor and shall comply with regulatory requirements.



48. Scaffolding

48.1 The Contractors shall have sole responsibility for compliance to OSHA and other regulatory standards specific to scaffolding. The Contractor shall provide a competent person to manage erecting and dismantling scaffolding.

48.2 All scaffolding shall be erected on solid footing, rigid, and be capable of carrying the maximum intended load without settling or shifting.

48.3 Scaffolds shall only be erected under the supervision of a competent person (as defined by OSHA).

48.4 Scaffolding shall only be altered or dismantled by the person or persons who erected it and/or an alternate competent scaffolding resource as outlined in the OSHA standards.

48.5 Scaffolds shall be equipped with a top rail, mid rail, toe-board and be fully planked. Guardrail shall be able to withstand a 200-lbs. force in any direction.

48.6 All planking shall be scaffold grade and shall not be cracked, painted or chipped in any way.

48.7 Scaffold planks shall not extend over their end supports less than 6 inches or no more than 12 inches.

48.8 Employees may not ride manually propelled scaffolds.

48.9 Supported scaffold with a height to base width ratio of more than four to one shall be restrained to prevent tipping.

48.10 The Contractor shall train all Craftsperson's and other personnel who may be working from a scaffold per OSHA standard requirements (29 CFR 1910.28).

48.11 The responsibility of all scaffolding is solely that of the Contractor.

49. Security Inspections

49.1 Cummins Plant Security or Cummins agent with authority shall have the right and may inspect any personal tool box, gang box, purse, bags or vehicle while on Cummins Property.

49.2 The Contractors Cummins Access Badge shall be displayed and visible while on Cummins site.

49.3 The Contractors shall make available and provide access to Security for any requested inspection.

50. Spills

50.1 All spills shall be immediately reported to the Contractor supervisor and the Cummins Field Contact.

50.2 The Contractor shall provide spill containment for hazardous chemicals and nonhazardous chemicals and products.

50.3 All spills shall be investigated, and a 7-step Incident Investigation report completed.



51. Static Grounding

51.1 Employees working in areas deemed as a hazardous or flammable area shall wear body static electricity elimination straps.

51.2 Process areas that require static grounding shall be identified by signs.

51.3 All employees who are to be static grounded shall be tested at the start of each shift and a log of this test shall be kept on file for a period of 30 days.

51.4 All flammable liquids, flammable liquid transfer equipment and associated equipment shall be grounded and constructed of non-spark producing materials and the equipment shall be designed for use in hazard areas.

52. Temporary Buildings

52.1 Temporary buildings shall be illuminated and shall be clean and neat.

52.2 Entry and exit stairs shall be provided for temporary buildings as outlined by code and standards.

52.3 Fire Extinguishers shall be provided for temporary buildings.

53. Welding and Cutting Operations — Hot Work Permit Required

53.1 The area surrounding or below a cutting or welding operation shall be free from combustible materials such as paper, wood, cardboard, flammable liquids, etc.

53.2 A fire extinguisher and a fire watch shall be assigned to all cutting or welding operations except when performed in identified welding areas.

53.3 The Contractor is responsible for contacting the Cummins Field Contact for all Hot Work Permits.

53.4 Welding cables and connector shall be properly insulated, flexible and rated for the type of current that is to be used.

53.5 Only welding cables with no splices or repaired areas are to be used.

53.6 Welders shall not be grounded on pipelines containing flammable gases or liquids or conduit containing electrical current.

53.7 Welders shall not be grounded to fences due to possible damage to security systems or electrical equipment.

53.8 Electrodes shall be removed from holders when left unattended.

53.9 Employees shall be protected with the proper eye protection and PPE according to OSHA standards when performing cutting or welding operations.

53.10 Shielding curtains to contain flash shall be erected to protect surrounding workers.

SDS Label

NFPA Symbol



NFPA Definition

<p>Health Hazard</p> <p>4 – Deadly 3 – Extremely Dangerous 2 – Hazardous 1 – Slightly Hazardous 0 – Normal Material</p>	<p>Fire Hazard / Flash Point</p> <p>4 – Below 70°F 3 – Below 100°F 2 – Below 200°F 1 – Above 200°F 0 – Will Not Burn</p>
<p>Specific Hazard</p> <p>OX – Oxidizer ACID – Acid ALK – Alkali COR – Corrosive W – Use No Water  – Radiation</p>	<p>Reactivity</p> <p>4 – May Detonate 3 – Shock & Heat May Detonate 2 – Violent Chemical 1 – Unstable if Heated 0 – Normally Stable</p>



Appendix 1

As a general principle, Cummins safety standards are based on the Occupational Safety and Health Administration (OSHA) standards, and will be applied, unless there are other applicable regulations, in which case the higher of the two standards shall apply.

Title VI of the Civil Rights Act of 1964 (Pub. L 88-352)

- Section 16 of the Federal Energy Administration Act of 1974 (Pub. L. 93-275).
- Section 401 of the Energy Reorganization Act of 1974 (Pub. L. 93-438).
- Title IX of the Education Amendments of 1972 as amended, (Pub. L. 92-318, Pub. L. 93-568, and Pub. L. 94-482).
- Section 504 of the Rehabilitation Act of 1973 (Pub. L. 93-112).
- The Age Discrimination Act of 1975 (Pub. L. 94-135).
- Title VIII of the Civil Rights Act of 1968 (Pub. L. 90-284).
- The Department of Energy Organization Act of 1977 (Pub. L. 95-91).
- The Energy Conservation and Production Act of 1976, as amended, (Pub. L. 94-385).
- Title 10, Code of Federal Regulations, Part 1040.
- 10 CFR Part 1036 “New Restrictions on Lobbying.”
- 10 CFR Part 1036 “Government wide Debarment and Suspension (No procurement).
- Government Requirements for Drug-Free Workplace (Grants).
- Drug-Free Workplace Act of 1988 (Pub. L. 100-690), Title V, Subtitle d). Nondiscrimination and fair labor standards.



Appendix 2

A. The Contractor Management

The Contractor Management plays a key role in ensuring an injury free work environment. If its determined that the Contractor Management at the site has not:

- Acted promptly in correcting identified unsafe behavior,
- Complied with applicable regulatory requirements,
- Promptly responded to and documented discipline actions,
- Considered safety as a number one priority, or
- Promptly reported injury, spill and asset damage to the Cummins Field Contact then a corrective action shall be initiated by Cummins and the Contractor Management.

B. The Contractor Firms

The Contractor firms will be assessed for continued listing as an approved Contractor based upon the safety performance of their employees, including Sub Contractors. Cummins will use a progressive system for Contractor companies involved in safety violations. Like individual employees, companies will be assessed as to whether the violation(s) may result in situations or hazards affecting the health and safety of employees, the public, Cummins assets, the environment, and if there is nonconformance to regulatory requirements and Cummins safety standards. The progressive system used by Cummins includes but is not limited to:

1. Company Warning and/or Company Probation

Company Warning notice may be issued when an employee or group of employees are cited for safety violations, have repeated violations, or are dismissed from the job site. A company may also be placed on probation for cumulative violations which are determined by the site Cummins Field Contact to indicate the need to re-evaluate overall Contractor safety performance. Cummins Field Contact and the site management will determine the period of probation.

Company warning and/or probation notices will consist of written notification issued to the company at the local job site with copies to the company's corporate office. If a company, while on probation status, receives continued safety violation(s), then the next step may be:

2. Company Suspension

Suspension of the Contractor company may be invoked when a violation has occurred that results in injury and/or damage to property or nonconformance to regulatory requirements and Cummins safety standards. The Contractor company may be required to suspend operations at the facility where the violation occurred for a period of at least 1-year. The suspended company may also be placed on automatic probation at all Cummins sites. Depending on the severity of the issue, the company may receive a suspension at all Cummins sites. Company suspension notices will consist of written notification from Cummins and a meeting with the Cummins Field Contact, the site management, the Contractor project manager and the Contractor's principle owner.



3. Company Barring

A company may be barred from contracting with Cummins and removed from the Approved Contractor List based upon its employee's safety records and/or its overall safety performance demonstrated.

4. Compliance Management

The following criteria are set forth for contract firms, and their employees, including Sub Contractors.

4.0.1 Individuals (Contractor Employees)

4.0.1.1 A safety violation is defined as any act which may result in a situation or hazard affecting the health and safety of employees, the public, which may result in damage to property, or is non-compliant to regulatory standard and Cummins safety standard.

4.0.1.2 Based on observations or circumstances that indicate a safety violation had occurred, the following actions shall occur:

- A determination of the potential severity and/or severity of the violation will be made using the 7-step problem solving incident investigation process.
- If the violation is determined to be one that could have severe consequence or is non-compliant with Cummins policy, then the individual may be immediately dismissed from the job site. It is the responsibility of the contractor manager to escort the dismissed worker from the Cummins site.

4.0.1.3 A meeting between Cummins (Cummins Field Contact/Pant Manager and Site Safety Professional) and the Contractor Management will be called to determine appropriate action. This may include, but is not limited to, verbal warnings, written warnings to the individual and/or company, work suspension, and dismissal from the property. It should be noted that the Cummins Field Contact and Site Safety Professional shall document and communicate in writing the required action. It is the responsibility of the Contractor Management to carry out the determined course of action.

4.0.1.4 Examples of safety violations that may lead to eviction or barring from Cummins sites include:

- Failure to control hazardous energy.
- Smoking in unauthorized area. (Note: Many Cummins sites are tobacco free) the use of any tobacco products is prohibited at those location and in posted areas.
- Use and/or possession of alcohol and/or drugs on Cummins property.
- Possession of firearms or other dangerous weapons on Cummins property.
- Sexual harassment and disrespect for others.
- Fighting on Cummins property.
- Endangering life and/or limb of self and/or others.
- Compromise of the environment.
- Failure to comply with energy control regulations.



- Failure to respect others.
- Working without appropriate permits.
- Compromising or disregarding safety devices or equipment.
- Working without appropriate fall prevention/ protection which places a person in imminent danger.
- Entering/working in excavations/trenches (greater than 4 feet in depth) that have not been properly sloped or shored.
- Failure to report work-related injuries, environmental compromise and/or damage to Cummins equipment or property.
- Operating equipment (e.g. cranes, motor vehicles, mechanical mobile lifts, etc.) without valid licensing or training certification.
- Use of electrical equipment, which do not meet the required electrical area classification.
- Other acts which indicate the Contractor employee's disregard toward his/her safety, or the safety of others.
- Repeat safety violations.
- Environmental compromise.
- Failure to comply with regulatory requirement and Cummins safety standards.

4.0.1.5 In the event that the Contractor company is barred from the approved supplier list, the Cummins Field Contact shall notify in writing the Cummins purchasing department, facilities management, Site Safety Professional, and Shop Operations staff of this action.

4.0.1.6 The contractor shall have a designated safety officer and all equipment required to safely complete the project. The Contractor will be monitored by the Cummins Field Contact, the area safety representative and the Cummins Site Safety Professional. Any associated cost and/or delay in the contract which are the result of work stoppage for safety issues are the responsibility of the Contractor.



Appendix 3: Definitions

Contractor Safety Officer: A competent person whose primary responsibility is to manage compliance and safety process related to the contractor's scope of work.

Cummins Area Safety Coordinator (also understood to be the Site Safety Professional): The Cummins site representative designated to lead and coordinate safety for the site or area.

Contractor: Anyone contracted to perform services for Cummins.

Confined Space: A space which by design has limited or restricted means for entry and egress but is large enough for human occupancy to perform assign work. These spaces are not intended for human occupancy and may contain hazardous atmospheres or other unique job site hazards.

Construction Manager: A firm contracted to perform management services on construction projects for Cummins.

Existing Process: Equipment or systems used for production and/or building support by Cummins.

Hazardous Area: An area classified electrically as Class I, Division 1 or 2 or Class II, Division 1 or 2.

Cummins Field Contact (Understood to be interchangeable with the Cummins Project Engineer): The Cummins representative designated to oversee and coordinate construction and maintenance work for Cummins.

Cummins Coordinator: See Cummins Field Contact/Cummins Project Engineer.

Cummins Project Engineer: The engineer assigned to a Cummins project for leadership, technical and managerial support. The engineer is responsible for the project planning, execution, compliance, acceptance, final inspection, turnover training of production staff and project closure.

Operating Area: Area in which Cummins processes are located or run, or any area occupied with Cummins personnel. Some examples of Cummins operating areas are: existing process areas, tank farm modules, administrative, research facilities and functional utility buildings. Direct any question to your Cummins Field Contact.

Weld Booth or Designated Shop Area: Areas of a Cummins plant site where an open flame or spark producing tools may be used without first completing a Fire Hazard Permit. These areas are free of flammable and combustible materials and designed for hot work activity. Work performed external to this area requires a hot work permit.

Platform Ladder: A self- supporting ladder with two legs, or with steps, and a platform located at the top of the ladder.

Site: The confines or boundaries of all Cummins organizations including, subsidiaries, joint ventures and other alliance partnerships in which Cummins has fifty percent (50%) or more ownership or leadership of operations.

Contractors Work Area: Area in which Contractor occupies to execute contracted scope of services.

Cummins Inc.