



Contractor Safety Handbook

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TABLE OF CONTENTS

1. PURPOSE	5
1.1 RI&S Points of Contact	6
1.2 Emergency Telephone Numbers	6
2. GENERAL	6
2.1 Scope	6
2.2 Commitment to Safety	6
2.3 Regulatory Requirements	6
2.4 Contractor Employee Training	7
2.5 Inspections	7
2.6 Conduct & Controlled Substances	7
2.7 RI&S Disciplinary Action Policy	8
2.8 Cardinal Rules	8
2.9 Roles and Responsibilities	9
2.10 Restricting Access to Work Areas	10
2.11 Occupied Areas	11
2.12 Housekeeping	13
2.13 Asbestos-Containing Material (ACM)	13
2.14 Asbestos and Lead	14
3. EQUIPMENT AND TOOLS	15
3.1 Policy	15
3.2 Machine Guarding	15
3.3 Hand and Portable Tools	16
3.4 Tool Control	17
3.5 Powered Industrial Vehicles	18
3.6 Noisy Equipment	18
3.7 Hoist and Crane	18

4. HAZARDOUS MATERIALS AND WASTES	19
4.1 Policy	19
4.2 Paints, Sealant, Adhesives and Mastics	19
4.3 Solvents and Flammable Materials	20
4.4 Spent, Unused or Surplus Hazardous Materials	20
4.5 Hazardous Materials Releases or Spills	20
4.6 Hazardous Wastes	20
5. ENVIRONMENTAL REQUIREMENTS	21
5.1 Environmental Permits, Registrations and Notifications	21
5.2 Refrigerant Management	21
5.3 Air Emissions	22
5.4 Storm Drains/Sanitary Sewer	22
6. COMPRESSED AIR AND GAS CYLINDERS	23
6.1 Compressed Air	23
6.2 Compressed Gas Cylinders	23
7. PERSONAL PROTECTIVE EQUIPMENT	23
7.1 Policy	23
7.2 Eye Protection	23
7.3 Foot Protection	24
7.4 Hand Protection	24
7.5 Head Protection	24
7.6 Respiratory Protection	24
8. HEAT ILLNESS PREVENTION	24
8.1 Take the following steps to prevent heat illness:	24
9. ELEVATED WORK	25
9.1 Policy	25
9.2 Overhead Work	25

9.3 Fall Protection Systems	25
9.4 Ladders	26
9.5 Scaffolding	27
10. ELECTRICAL WORK	28
10.1 Policy	28
10.2 Shock Protection – Ground Fault Circuit Interrupters (GFCI's)	29
10.3 Energized Electrical Work	29
10.4 Control of Hazardous Energy	29
11. HOT WORK	30
11.1 Policy	30
11.2 Cutting, Brazing, and Welding	30
12. EXCAVATIONS AND CONFINED SPACES	31
12.1 Policy	31
12.2 Open Trenches and Pits	31
12.3 Barricades and Warnings	32
12.4 Confined Space Entry "Permit/Hazardous"	32
13. TRAFFIC AND PARKING	33
14. EMERGENCY PROCEDURES	33
14.1 First Aid and Medical Emergencies	33
14.2 Accident Reporting	33
14.3 Emergency Evacuation	34

1. Purpose

The Contractor Safety Handbook is provided to:

- Remind all contractors that they are expected to perform their work in a manner that minimizes the risk of injury and property damage.
- Promote and ensure dissemination of required on-site environment, health and safety requirements.
- Remind contractors that, at a minimum, they must comply with the General Conditions of the Contract for Construction, Occupational Safety and Health Administration (OSHA) standards, requirements of the Environment Protection Agency (EPA), local regulations and defined RI&S Company requirements.
- Remind contractors that they must practice good housekeeping on the job site and promptly report injuries, incidents and unsafe conditions.
- Explain that safety is important to RI&S, and failure to follow safe work practices may disqualify a contractor from working at RI&S.
- Ensure all accidents and near misses are reported to a contractor's supervisor and RI&S Environment, Health, Safety & Sustainability (EHS) by calling the appropriate numbers.
- Although some items discussed in this handbook may not directly apply to the job you will be performing, make sure that your supervisors, employees, and subcontractors understand and comply with applicable information. If you have questions, call your local EHS representative or Facilities Project Manager.
- RI&S will periodically review the work of contractors. However, RI&S will not direct the day-to-day activities of contractors or supervise contractor employees. Any noncompliance issues will be reported to the RI&S project manager or contractor's home office. If repeated violations are observed, work may be stopped. RI&S will demand corrective action and/or pursue termination or suspension of the contract per the General Conditions of the Contract for Construction.

1.1 RI&S Points of Contact – see appendix

1.2 Emergency Telephone Numbers – see appendix

2. General

2.1 Scope

RI&S is dedicated to providing a safe and healthy workplace for its employees, contractors and visitors. We believe that accident prevention and compliance with EHS programs are an integral part of our success. This handbook will assist you in understanding RI&S's commitment to safety.

Contractors and temporary workers are expected to follow all applicable safety, health and environment regulations during their daily routines. Following the rules outlined in this handbook will help you maintain standards of quality and safety while working at RI&S facilities. While the handbook addresses the most common questions asked by contractors, it is not all-inclusive of safety, health and environment requirements you must follow while working at RI&S sites, nor is it intended to preclude more stringent or specific rules that you or your company may already follow.

2.2 Commitment to safety

The Voluntary Protection Program (VPP) is an OSHA certification program recognizing businesses and worksites that demonstrate excellence in their safety programs and performance. VPP Star certification is highly recognized and respected industry wide. Many of RI&S's major sites are already VPP Star certified, and are very proud of this achievement. All contractors who perform work onsite at RI&S facilities are expected to demonstrate this same level of commitment to safety.

2.3 Regulatory requirements

Contractors and subcontractors working at RI&S sites must follow applicable federal, state and local requirements. This includes, but is not limited to, having a current hazard communication program, injury and illness protection program or company safety program, electrical safety program in accordance with NFPA 70, and a fall protection program.

EHS may ask to review these programs at any time. Contractors will be held responsible for ensuring that all subcontractors follow all federal, state and local requirements applicable to the work being performed.

2.4 Contractor employee training

Contractor employees performing work for RI&S must have completed appropriate documented training or obtained necessary certification prior to commencing work. Such training may include, but is not limited to: hazard communication, fall protection, confined space entry, powered industrial trucks (forklifts), asbestos, electrical work (lockout/tagout, high voltage training, etc.).

RI&S reserves the right to request training records from contractors to verify that contractor employees are properly trained for the work being performed. Contractors must provide applicable training records prior to award of a contract involving work on or near a process covered under OSHA process safety management (PSM) regulations.

2.5 Inspections

Environment, Health and Safety representatives, Facilities Services project managers (PMs), and other designated RI&S representatives (DRR) may inspect your job site or project to evaluate compliance and to help ensure the safety and health of your employees and ours. In cases that present an imminent hazard to the safety or health of personnel, or where damage to property or the environment appears highly probable, EHS or the PMs have the authority to order immediate cessation of work.

2.6 Conduct and controlled substances

The following activities and materials are prohibited on RI&S property: horseplay, fighting, gambling, swearing, alcoholic beverage consumption, weapons, narcotics, explosive materials, radios, cameras and tape recorders. Displaying inappropriate and offensive language or insignias on clothing or on personal items such as toolboxes is also prohibited. Any contractor suspected of being under the influence of drugs or alcohol will be escorted off the property and will no longer be permitted to work at any facility.

2.7 RI&S Disciplinary action policy

Each contract company is responsible for complying with local, state and federal regulations as well as all applicable RI&S requirements. RI&S expects each contract company to have its own EHS policies and procedures and expects each contract company to communicate those policies, as well as any rules, requirements or procedures contained in the Contractor Environment Health and Safety handbook, to all of its employees who perform work at RI&S.

Contractors are responsible for their own actions while at RI&S. They are also responsible for ensuring that the work they perform does not endanger RI&S employees, other contractors, visitors or any other person on-site.

Isolated instances of failure to follow RI&S EHS rules or requirements by a contractor can result in disciplinary action and/or permanent removal from RI&S property. Systemic instances of failure to follow RI&S EHS policies by contractor company employees or sub-contractors or blatant disregard of safety requirements can result in removal of the contractor company from RI&S property and the contractor may not be allowed to bid on future projects.

2.8 Cardinal rules

RI&S has established Cardinal Rules that all employees and contractors must follow. Cardinal Rules are rules, that if violated, have the potential for causing a fatality or serious injury. Because of their serious nature, any contractor who violates a cardinal rule will be subject to disciplinary action which may include permanent dismissal from the RI&S site or project.

In the event of a cardinal rule violation, an investigation will be conducted by the contractor project lead, RI&S project manager and EHS who will determine appropriate actions.

The following cardinal rules will be expanded upon throughout this handbook. Contractors are required to follow these Cardinal Rules when working on RI&S facilities or projects:

- Confined spaces: Contractors must follow written procedures for entry into confined spaces.

- Control of hazardous energy: Contractors must follow machine/equipment specific energy control procedures to bring all forms of hazardous energy to a Zero Energy State and secure them prior to performing work on machines or equipment.
- Fall protection: Contractors must use fall protection when exposed to a fall hazard (working at an elevated level of 2 meters/6 feet)
- Hoist and crane: Contractors must use appropriately rated devices and safe lifting techniques for all rigging, hoist, and crane lifted loads.
- Machine guarding: Contractors must use and not tamper with or disable machine/equipment guarding while operating under normal conditions.
- Electrical safety: Contractors must be qualified and follow documented electrical safe work practices when working with or when exposed to energized electrical circuits 50 volts or more AC/DC.
- Powered industrial vehicle drivers must not operate a powered industrial vehicle unless trained and must not use personal electronic devices while operating any powered industrial vehicle.

2.9 Roles and responsibilities

Contractors and subcontractors are responsible for complying with all regulations, notifying the project manager (PM) of unsafe conditions, ensuring their employees have appropriate safety training and holding routine safety meetings. All employees must be properly trained and adequately certified/qualified for their specific line of work.

All work must be done in accordance with site permits (e.g., hot work, fire riser shutdown, live electrical work) and applicable regulations.

Contractors must ensure that any subcontractor hired to do work also meets these requirements.

Contractors must ensure that all contractor employees, subcontractors and subcontractor employees understand the information in this handbook.

The EHS department is responsible for environment, health and safety compliance programs at RI&S sites. All contractors that will perform high

risk work must be pre-qualified to meeting RI&S EHS and Insurance standards. Elevated risk generally refers to services requiring the use of tools, chemicals and/or activities covered by a specific regulation. Examples include construction, HVAC contractors, electrical/electronic services, industrial machinery repair, scaffolding/lifts, welding/soldering, building maintenance or office rearrangement, metal working, material handling, remediation and waste management, janitorial services and painting services. RI&S (EHS or PM) will conduct random inspections of construction sites and have the authority to stop any work deemed unsafe or out of alignment with requirements. Work cannot resume without EHS, PMs or designated RI&S representative (DRR) approval.

Facilities Fire Prevention or a designated RI&S representative is responsible for fire safety compliance programs and issuance of hot work and fire riser shutdown permits at RI&S sites. Fire Prevention or a designated representative conducts random inspections of construction sites and will stop any work deemed unsafe. Work cannot resume without Fire Prevention and PM approval.

Facilities Services project manager or designated RI&S representative is responsible for the overall project and contractor coordination. This includes inspecting construction sites and stopping any work deemed unsafe or out of alignment with requirements. Such work deemed unsafe cannot resume without EHS and PM approval.

Supply Chain is responsible for establishing and awarding a purchase order to the contractor. SC and EHS ensure that only pre-qualified contractors are used to perform construction and maintenance projects.

Security is responsible for the physical property and ensuring all RI&S security regulations are enforced. Access to the plant site may be denied per Security, EHS or PM instructions. Contractor employees performing high risk work will be required to complete the Contractor Safety Awareness Orientation posted on the Supplier Portal prior to receiving a "no escort badge."

2.10 Restricting Access to Work Areas

It is the contractor's responsibility to install warning signs, safety cones, caution tape or other barricades to prevent unauthorized access to

contractor work areas. This effort must be coordinated with the PM. In addition, if the work is to be done on the roof near antennas, or in a marked radar test zone, work with the PM to ensure that it is safe to enter before work.

The contractor and contractor's employees are granted the right to question RI&S employees who might enter the work area to determine if they have a need to be there.

If a RI&S employee does not have a need to be in the designated work area or is not wearing appropriate personal protective equipment (PPE), the contractor may ask the person to leave the work area. Incidences of unauthorized access should be reported to the PM or an EHS representative.

2.11 Occupied Areas

Activities that may potentially harm RI&S employees must be properly controlled. Any area where RI&S employees may be exposed to potentially hazardous activities must be secured.

Performing demolition, repair work and construction within occupied areas can present a variety of hazards to nearby personnel and make it difficult or impossible for them to accomplish necessary work. Making provisions for these issues so that normal RI&S operations can continue safely and productively and minimizing interruptions to the construction project caused by employee complaints is critical to project success.

The following steps are required unless written approval to do otherwise is obtained from the PM and EHS to ensure the protection/welfare of nearby occupants:

1. Post a project notice at various observation points around the work area advising of the work under way, expected duration of the project and a name and mobile phone number of a point of contact for all contractors.
2. For work that involves construction/demolition/rearrangement:
 - a) Perform work off-shift whenever possible.
 - b) Prior to any demolition, inspect the area for signs of mold growth, water damage, asbestos or possible lead-containing

materials. Contact the PM if such signs are observed. These areas must be assessed and corrected before demolition begins.

- c) Enclose demolition/construction areas with fire retardant plastic sheeting from the floor to the ceiling when required:
 - i) Ensure that enclosures provide adequate sealing around the work area, and that the integrity of the enclosure is maintained for the duration of the project. Acceptable fire retardant sheeting must be used, when required by local fire code or the EHS representative.
 - ii) Provide an area for project personnel to clean their shoes before exiting the enclosure.
 - iii) Provide the appropriate equipment to control dust and provide fresh air into the enclosure during project work.
 - iv) Inspect the integrity of the enclosure daily.

- d) Protect the HVAC from dust, fumes, odors, etc., that may be produced during the project.
- e) Ensure proper housekeeping is maintained daily throughout the project.

NOTE: Wax-based floor sweep products must NOT be used on conductive floors.

- f) Package and transport materials and debris prior to removing them from the enclosed area to prevent contamination of non-project work areas outside the enclosure. Materials may be wrapped in plastic, bagged and/or transported on a carrier as appropriate.
- g) Do not store flammable materials in the enclosure when work is not in progress.
- h) Cover desks, chairs, bookcases, furnishings, fixtures, etc., in the enclosure with fire retardant plastic sheeting.
- i) The contractor must inspect the work area daily to ensure these work procedures are effective.

2.12 Housekeeping

Contractors are responsible for keeping their work areas orderly and neat. If work areas pose tripping or slipping hazards, proper warning signs must be posted. At the close of each workday, the contractor must clean the work area of trash, debris, tools, equipment, dust, extension cords and similar hazards.

For extremely dusty work, sweeping must be done throughout the day. Use moistened (non-kerosene based) sweep products.

Follow these general housekeeping rules:

1. Compressed air must not be used to clean floors, clothes or any surface.
2. Contact the PM for temporary storage areas.
3. Consult with your local project manager for waste and trash disposal procedures. Some contracts will require the contractor to provide a construction waste container.
4. Use drip pans or mats for oily equipment (e.g., pipe thread equipment).
5. Areas around fuse boxes, electrical switch panes, fire extinguishers and other emergency equipment must be kept clear and readily accessible, at all times.

2.13 Asbestos-Containing Material (ACM)

RI&S contractors are not allowed to use asbestos-containing construction materials in any RI&S facility. Building materials such as fire proofing, pipe insulation, vinyl floor tile, mastic, roofing materials, spray-on decorative ceilings, and walls may contain asbestos. Contractors are expected to consult with RI&S to review the ACM site surveys prior to commencing work. Contractors must be knowledgeable about asbestos materials and able to recognize if this suspect material is encountered.

Because asbestos-containing material may be encountered before, during or after construction projects, the contractor has the duty to question whether a substance contains asbestos and may halt work until such a determination can be made. If suspect material is encountered, work must stop immediately, and the project manager must be notified.

The project manager or the DRR will then call EHS. Damage to the building's ACM that are a direct result of contractor activities will be the responsibility of the contractor.

Contractor work areas will be inspected for such damage prior to final acceptance of project completion. Contractors are required to inspect their work areas on an ongoing basis and report damage immediately to the project manager.

2.14 Asbestos and Lead

Asbestos and lead may be present in buildings where the contractors work. Prior to any renovation or demolition project, an asbestos survey is required to identify all ACM and lead in the area. In California, a lead survey is also required to identify lead containing surfaces. Only a licensed and bonded asbestos and lead contractor must perform disturbance or removal of ACM and lead, respectively. Contractors must consult with the Facilities project manager/designated representative or EHS staff to determine if scope of work will involve the disturbance of asbestos and/or lead. Contractor's conducting asbestos or lead abatement work must meet all eligibility requirements established by regulatory agencies and RI&S.

All work must, at a minimum, comply with requirements specified by the Environmental Protection Agency pertaining to asbestos or lead and RI&S asbestos and lead management standards.

Contractors must submit a copy of their work plan to the RI&S project manager and EHS prior to commencing any abatement projects. The work plan must include, at a minimum, the scope of work, all up-to-date training and medical records, all required licenses, material safety data sheets of chemicals used for the project, housekeeping and decontamination procedures, waste disposal method, and all regulatory notifications and permits.

The RI&S project manager will determine if RI&S, the contractor or a designated third party company will obtain necessary permits or registrations from applicable environmental agencies **prior** to beginning any work that will require such a permit. Copies of all permits/registrations will be included in the work plan and submitted to the RI&S

Facilities project manager and EHS in advance of such work.

Prior to beginning any work that will require such a permit, copies of all permits/registrations will be included in the work plan and submitted to the RI&S Facilities project manager and EHS in advance of such work.

3. Equipment And Tools

3.1 Policy

Contractors must not operate RI&S-owned equipment such as forklifts, man lifts, tools, company cars, trucks, ladders, work stands, cranes, hoists or any other RI&S owned equipment or tools unless authorized by RI&S in the PO/contract.

If use is authorized by the contract, the contractor will be required to inspect and provide the appropriate training to contract personnel.

All electrical equipment and powered hand tools used on RI&S sites must be certified with a nationally approved OSHA testing laboratory.

Internal combustion engines may not be used inside any RI&S sites without prior EHS approval. Check with EHS for local site requirements.

3.2 Machine Guarding

Contractors must use and not tamper with or disable machine/equipment guarding while operating under normal conditions. All machines or equipment brought onto RI&S site by contractors must have required safeguards in place to prevent employee exposure to hazards such as moving parts or points of operation. Before using equipment, the contractor must assess machines and equipment to ensure adequate guarding is in place.

Mechanical (full or partial revolution clutch) press brakes and full revolution clutch power presses must not use hand-in-die feeding operations. Remove all such units from service. Non-hand-in-die operations may use full revolution clutch mechanical power presses, if undefeatable fixed safeguards or Category 3 or 4 interlocked moveable safeguards are in place. Safeguards must ensure that work or maintenance on the press does not place employees in the point of operation during the operating cycle.

The following controls and control systems are set in place to ensure safety:

- a. Machine/equipment control systems must have safeguards or be positioned so that the machine/equipment only starts or cycles by the intentional act of an operator.
- b. Sites must safeguard operating controls, including foot pedals, against unintentional activation.
- c. Sites must ensure energy control devices associated with the machine/equipment (such as electrical switches and pneumatic or hydraulic supply valves) are provided with a means to lock-out the energy source during maintenance, set up, changeover or repair operations.
- d. Machines/equipment that have a point of operation must be equipped with a clearly visible and appropriately marked emergency shutdown switch or control (emergency stop button/device), outside the danger zone and easily accessible to the machine operator(s) and other employees.
- e. The location of emergency stop buttons/devices for machine/equipment that have a point of operation must be such that it prevents inadvertent operation. Emergency stop buttons/devices coloration must meet local codes or regulations and require a positive action to enable restart of the machine/equipment.
- f. On partial revolution mechanical power presses, operator controls must only be used on machines with a brake monitoring system and control system constructed so that a failure within the system does not prevent the normal stopping action from being applied to the press when required but does prevent initiation of a successive stroke until the failure is corrected.

3.3 Hand and Portable Tools

Because damaged tools may result in injuries, all tools brought onto RI&S sites must be in good working condition. Tools must only be used for the purpose for which they were designed (e.g., screw drivers must not be used for prying). All tools must be collected at the end of each shift and locked in appropriate toolboxes or bins. RI&S is not responsible for lost or

stolen tools. Tools requiring certification for use must be used in accordance with the manufacturer's certification.

When using hand tools, follow these rules:

1. Tools must be in good condition. Electrical cords must not be frayed or damaged.
2. Portable tools must be connected to the electrical supply by means of a 3-wire cable and 3-pin plug and socket (double insulated tools excepted). Where a 3-phase power supply is used; 4-wire cable and 4-pin plugs and sockets with ground connections must be used.
3. Only non-sparking tools may be used in areas when an ignition source may cause a fire or explosion (e.g., flammable liquid storage areas, paint booths).
4. Use appropriate personal protective equipment when using powered hand tools.
5. GFCI protection must be used when operating corded power tools outdoors, on roofs, in wet areas, or at construction sites where temporary wiring is present.
6. Never disable any safety devices or guards from power tools.
7. Tools that have been altered or modified may not be used.

3.4 Tool Control

This requirement is applicable to all subcontractor personnel permitted access to an RI&S facility, and who are conducting work within a hangar space, or otherwise in the vicinity of an aircraft.

If subcontractors are performing activities with a hangar space, or in the vicinity of an aircraft, tool control procedures which are accountable and verifiable must be in place. Tools may not be left in an unsecured manner at the end of a shift. All tools temporarily secured at the end of a shift in a hangar facility or in the vicinity of an aircraft must have approval by the RI&S escort. The RI&S escort will inform the local EHS point of contact (POC).

No tools may be introduced into or around an aircraft without authorization by the RI&S escort, as well as the local EHS POC. All tools

introduced to an aircraft area must be logged in and out per the RI&S site tool control process.

3.5 Powered Industrial Vehicles

All mobile lifts, including forklifts, person lifts, scissors lifts and cranes must be in good working condition. Only trained and authorized personnel may operate these vehicles. Daily pre-use inspection documentation is required on all mobile lifts. Documentation must be maintained on site. If fall protection is required to operate mobile lifts, the contractor will provide the appropriate fall protection systems and train employees as required.

Contractors using scissors lifts and man lifts will employ such protection as barricades, warning signs or spotters to protect employees working below from falling objects as required.

Contractors must not use personal communication devices while operating mobile lifts.

3.6 Noisy Equipment

Equipment that will emit enough noise to exceed OSHA action levels must be used in isolated areas, off site or outside normal working hours. Such equipment includes grinders, saws, drills, powder-actuated tools and jackhammers.

Contractor employees operating equipment that exceeds the OSHA action level must wear appropriate hearing protection, as required by their Company Safety Plan. Use of powder-actuated tools requires (approval of the PM and EHS). The contractor must ensure that employees using powder-actuated tools are trained and certified.

3.7 Hoist and Crane

Contractors must use appropriately rated devices and safe lifting techniques for all rigging, hoist and crane lifted loads. Contractors must understand how to properly approach material lifting activities and the systems designed to do so in order to prevent the potential for a fatal or serious injury.

When material lifting systems, such as rigging, hoists and cranes are used, knowledge of the equipment, proper techniques and appropriate

behavior are essential in managing the hazards associated with these system activities.

All mobile crane lifts performed on site must be coordinated with the PM Security, and EHS. A mobile crane lift plan is normally required unless specifically exempted by site EHS. When required, the completed plan must be submitted to the Facilities PM, Security, Fire Services (If applicable) and EHS for review and validation prior to crane lift operation. The review of the plan is made to lower the risk of injury or damage to RI&S employees and property.

4. Hazardous Materials And Wastes

4.1 Policy

Hazardous material used on RI&S sites must have appropriate identification and warning labels and must be stored and transported properly within the facility. Incompatible hazardous materials (e.g., acids and bases) must be stored and/or used separately. Contractors must read and understand the material safety data sheets for the hazardous materials they are using. The contractor must remove unused hazardous materials from all RI&S sites at the end of each project. Hazardous materials must be reviewed and approved by EHS prior to use onsite, and an SDS provided to EHS prior to commencing work.

4.2 Paints, Sealant, Adhesives and Mastics

Contractors must only use EHS-approved paints, sealant, adhesives and mastics on RI&S property. The application of this group of materials (water and/or solvent based) should be reviewed and approved by project manager and EHS prior to usage. Some work may need to be done during off-hours to ensure RI&S employees are not exposed. Mastics containing asbestos must not be used.

RI&S California sites only: No person must apply, evaporate or dry an architectural coating containing photo-chemically reactive solvents, thin or dilute an architectural coating with a photo-chemically reactive solvent or surface clean with a photochemical reactive solvent, without prior approval from EHS.

4.3 Solvents and Flammable Materials

Contractors must not use solvents or any other type of similar flammable material without the prior approval of the PM, DRR and EHS.

4.4 Spent, Unused or Surplus Hazardous Materials

All spent, unused and surplus hazardous or contaminated materials (such as contaminated rags, containers, brushes, clothing, etc.) remain the property of the contractor and must be removed from RI&S sites by the contractor. RI&S does not assume responsibility or liability for the materials identified above because they remain the responsibility of the contractor.

The contractor is responsible for the proper management, packing, collection, transportation and disposal of these hazardous materials in compliance with applicable federal, state and local regulations. Spent, unused or surplus chemicals and contaminated material must not be disposed of in RI&S trash dumpsters, left on site or discarded in any storm or sewer drain.

4.5 Hazardous Materials Releases or Spills

The contractor must immediately call the appropriate site-specific emergency phone number (listed at the front of this handbook) when chemicals, paints, resin or other hazardous materials belonging to and under the control of the contractor are spilled at an RI&S site.

In the event of a spill, RI&S Security or a designated representative will notify EHS, and EHS will determine if regulatory or emergency-response agencies are required to be notified in order to protect employee health and safeguard the environment.

The contractor must be responsible for the management of any spilled material, which may include cleanup costs, containers and movement of the material off site under the contractor's name. The contractor assumes all liability for hazardous material used, spilled, or released while working on RI&S sites.

4.6 Hazardous Wastes

All hazardous and universal waste generated from RI&S-owned equipment (e.g., waste solvent, waste oils, batteries, fluorescent lamps,

ballasts, and refrigerants) must be properly placed in appropriate containers. Contractors must coordinate proper container labeling and storage with the PM. The management of waste generated from RI&S-owned equipment is the responsibility of RI&S.

5. Environmental Requirements

5.1 Environmental Permits, Registrations and Notifications

In the event an environmental permit, registration or notification is required for work by a contractor on RI&S sites, the contractor must provide such documentation to EHS for review and approval.

5.2 Refrigerant Management

All contractors must comply with U.S. EPA, state and local regulations governing refrigerant management. Contractors must check with the site EHS representative to confirm site or RI&S business refrigerant management requirements before commencement of any work.

The contractor must use only trained and certified refrigerant management technicians and U.S. EPA-approved equipment. Copies of technician certification must be provided to the RI&S refrigerant coordinator or DRR, PMs, and EHS the commencement of any work.

The contractor must provide written documentation of all repairs attempted or completed to the RI&S refrigerant coordinator, PMs and EHS. These records must include the volumes of refrigerant that are added, lost or recovered from all systems and verification of no refrigerant leak.

Purged-refrigerant must be appropriately collected and stored either on site or off site at a third-party refrigerant storage vendor in compliance with all federal, state and local regulations.

All refrigerant-containing equipment that is being decommissioned and sold for scrap must be properly purged of all refrigerants, oils and other Environmentally hazardous materials prior to removal from RI&S premises. Documentation must be provided to the RI&S refrigerant coordinator and project manager.

All hazardous materials must be turned over to the DRR, PMs and EHS for

proper disposal. This does not apply to equipment being resold to be used for its original purpose.

Copies of records and reports of all refrigerant service must be maintained by the contractor and will be readily available for RI&S or any regulatory agency.

5.3 Air Emissions

Any operation or procedure that will involve the release of significant quantities of dust, vapors, fumes or mist must be approved prior to start of work by the DRR, PMs and EHS. Examples are large applications of floor, wall or roof coatings, spray applications, cement cutting, sandblasting, generator or boiler service work, etc.

If required by local air regulation, all portable engines rated at 50 HP or greater brought on site must have the required regulatory agency registration and a current copy of the registration must be submitted to EHS prior to use.

Portable engine run-time hours must be documented on a log sheet that shows start and stop hours for the day. A copy of these logs should be given to EHS at the completion of the job to show total hours used.

5.4 Storm Drains/Sanitary Sewer

No liquid or solid material must be discharged to the on-site storm drain and/or sanitary sewer system that violate federal, state or local regulations, RI&S directives or site permit conditions if applicable. Rinsing of an area (or piece of equipment) MUST NOT be used as a cleaning method for work residues including but not limited to metal filings, spilled material or leaking equipment.

Contractors must follow proper clean-up procedures to remove work residue from the area.

Care must be taken during chemical storage and transfer to prevent the possibility of accidental spillage of chemical products. If storage of 55 gallon drummed (or larger) chemical products on site is approved by RI&S, secondary containment must be used, and the containment must have 110% containment capacity of the largest container.

6. Compressed Air And Gas Cylinders

6.1 Compressed Air

Operators must use only hoses and couplings with safety relief holes that are designed to reduce dead-end pressure to 30 psi or less. Compressed air is not to be used for self-cleaning purposes. Couplings are not to be altered and must be inspected prior to use. Automotive-style (worm-gear) hose clamps must not be used on compressed-air hoses. Air hoses must never be supported from conduit. Before uncoupling hoses, shut off valves and bleed the hoses of residual air.

6.2 Compressed Gas Cylinders

Gas cylinders must be secured in a vertical position to a stable structure. Valve protection caps must be on and secured when cylinders are not in use.

Flammable gas cylinders must be kept at least 20 feet from flammable liquids, highly combustible materials (such as oil and grease) and oxidizers and at a safe distance from arcing electrical equipment, open flame or other sources of ignition.

Acetylene and oxygen cylinders may be located together only on carts with proper hose connections and regulators in place.

7. Personal Protective Equipment

7.1 Policy

Personal protective equipment (PPE) such as hard hats, respiratory protection and hearing or eye protection must be worn if required for the job. Furnishing PPE is the responsibility of the contractor, not RI&S. It is your responsibility to train your employees in the proper use of PPE, provide required medical surveillance, and enforce the wearing of PPE by your employees. The equipment you provide must be in good condition and carry the appropriate American National Standards Institute (ANSI) and/or National Institute of Safety and Health (NIOSH) approvals.

7.2 Eye Protection

Safety glasses must be worn when cutting, drilling, spraying or mixing

hazardous material or during any type of work that may cause eye injury, such as construction or demolition activities.

7.3 Foot Protection

Safety shoes with steel/composite toes and impermeable soles must be worn in construction zones or on construction sites, when moving heavy objects, working in the presence of metal fragments, using heavy tools, etc. All safety shoes must be ANSI-approved.

7.4 Hand Protection

Appropriate hand protection must be used when welding, using hazardous materials, handling sharp objects, using cutting utensils, conducting electrical work and/or other hazardous operations.

7.5 Head Protection

An ANSI-approved hard hat must be worn while working in areas where overhead demolition or construction is being conducted. Hard hats or approved bump caps must also be worn when there is a low ceiling or the potential of workers bumping their heads.

7.6 Respiratory Protection

Respirators and filtering facepieces must be worn when sanding, spraying and/or applying a material which requires such equipment. All respirators must be NIOSH-approved, and employees must be properly certified and included in an OSHA-approved respiratory protection program.

8. Heat Illness Prevention

8.1 Take the following steps to prevent heat illness:

- Training: Train all employees and supervisors about heat illness prevention
- Water: provide enough fresh water so each employee can drink 1 quart per hour, or four 8-ounce glasses, of water per hour, and encourage them to do so.
- Shade: Provide access to shade and encourage employees to take a cool-down rest in the shade for at least 5 minutes. They should not wait until they feel sick to cool down.

- Planning: Develop and implement written procedures, including high heat procedures.

9. Elevated Work

9.1 Policy

Elevated work, as noted in RTX policy FCP-OPSC-EHS-15, must be coordinated in advance with the PM and EHS. Areas below elevated work sites must be properly barricaded, and appropriate signs must be posted prior to beginning work. Employees must be trained in the use of all work-related equipment and must wear appropriate PPE. All equipment must be in good working condition. Any employee who violates this rule is subject to disciplinary action up to, and including dismissal, consistent with local legal requirements.

9.2 Overhead Work

Coordination with the PM, DRR and EHS must take place prior to overhead work being conducted. Coordinated carefully with the PM, if required the PM, DRR, and EHS will coordinate with the contractor to provide an appropriate fall protection plan to mitigate potential hazards. If required the PM, DRR, or EHS will coordinate with the contractor to provide an appropriate fall protection plan to mitigate any potential hazards.

9.3 Fall Protection Systems

Contractors involved in non-construction work (Ref: Occupational Safety & Health Standards, subpart D Walking Working Surfaces, ref: 29CFR 1910.28 (b)(1)(i) or State OSHA requirements), must ensure that each employee on a walking-working surface with an unprotected side or edge that is 4 feet (1.2 m) or more above a lower level is protected from falling by one or more of the following:

- Guardrail systems: Safety net systems; or personal fall protection systems, such as personal fall arrest, travel restraint, or positioning systems
- When the employer can demonstrate that it is not feasible or creates a greater hazard to use guardrail, safety net, or personal fall

protection systems on residential roofs, the employer must develop and implement a fall protection plan that meets either state OSHA requirements or the requirements of 29 CFR 1926.502(k) and training that meets the requirements of 29 CFR 1926.503(a) and (c).

Contractors involved in construction activities must comply with State OSHA requirements or Occupational Safety & Health Standards, subpart D Walking Working Surfaces, ref: 29CFR 1910.28 (b)(1) or State OSHA requirements when employees are on a walking/working surface (horizontal and vertical surface) with an unprotected side or edge which is 6 feet (1.8 m) or more above a lower level shall be protected from falling by the use of guardrail systems, safety net systems, or personal fall arrest systems.

Where convenient or accessible tie-offs are not available, further coordination with your project manager and EHS is required.

Contractors utilizing fall protection systems must meet the fall protection requirements identified in ISN Written Program Review Criteria for Fall Protection and maybe required to provide their fall protection plan and training records to site EHS for review and validation. Contractor must develop an emergency preparedness plan for tasks using fall arrest system and include at a minimum falls, entrapment, and prompt rescue.

In accordance with OSHA 1910 Subpart D, & F, anchorages used for attachment of personal fall arrest equipment shall be independent of any anchorage being used to support or suspend platforms and capable of supporting at least 5,000 pounds per employee attached, or shall be designed and installed as follows:

- a. As part of a complete personal fall arrest system which maintains a safety factor of at least two.
- b. Under the supervision of a qualified person.

Engineering controls such as guardrails, should be used in lieu of fall protection systems, whenever possible.

9.4 Ladders

Use the appropriate ladder for the task being conducted. Wooden and metal ladders are not permitted on the sites, except when approved by

EHS. All ladders must be in good condition and inspected prior to each use. Defective ladders must be removed from service. Contractors are not permitted to use RI&S ladders. Do not use A-frame ladders as extension ladders or lean to ladders.

9.5 Scaffolding

All scaffolding must be constructed in accordance with OSHA 1926, Subpart L. Contractors must be licensed to erect and dismantle scaffolding.

The regulations include the following:

- **Contractors** performing work on RI&S Sites or for an RI&S managed project at customer location, must erect scaffolding under the supervision of a competent person. At a minimum, erection of scaffolds must be in accordance with all applicable local, regional and national regulations.
- **Contractors** responsible for scaffold erection must take all necessary precautions to prevent falls. **Contractors must provide fall protection equipment** and ensure personnel wear the equipment during the erection of scaffold equipment.
- A competent person must inspect a scaffold after erection and before any employee or contractor can begin working on that scaffold and before each work shift for visible defects, and after any occurrence that could affect the structural integrity of the scaffold.
- **Contractors must take out of service** any scaffold part or component that is in poor condition until repaired or replaced by a competent person.
- **Contractors must restrain scaffolds** with a height-to-base of more than 4:1 from tipping by guying, tying, bracing or the equivalent.
- **Contractors must install guardrail systems** and toe boards on all open sides and ends of scaffold platforms where a fall hazard exists. Toe boards must also be required where people may be working under or passing near the scaffold position. Lower-level employees who need to be within the danger zone must wear hard hats.
- The footing for scaffolds must be sound, rigid, and capable of carrying

the maximum intended load.

- Planking for scaffolds must be of approved scaffold grade and in good repair. Planking must be full width of scaffold work surface and applied per manufacturer requirements.
- Erection of scaffolds must be on the level and periodically checked to ensure it stays level.
- **Contractors must temporarily remove scaffolds** from service during poor weather conditions such as wind, rain, ice or snow, until determined by the job supervisor scaffolds are safe for use. Access to scaffold upper levels must be by ladders or stair scaffolding. Sites must not allow scaffold climbing as means of access, unless so designed.

The use of suspended scaffolds must meet all 1926.451 and 1910.28.

10. Electrical Work

10.1 Policy

Electrical work must comply with the National Electric Code (NEC), OSHA, and any other applicable codes. Electrical components must be used in accordance with their UL listing. Electrical contractors are required to provide electricians on site who are certified by their local State Agencies, as apprentices registered in an approved electrical apprenticeship program, or workers registered as electrician trainees. Non-certified electricians are required to work under the direct supervision of a certified Journeyman or Master electrician at all times.

Safe electrical work practices must be adhered to at all times. Refer to NFPA 70E, and FED-OSHA CFR1910 Subpart R and S for further information. Lock-out/tag-out (LOTO) must be utilized prior to working on electrical circuits and components. When there is potential for employees to be exposed to energized conductors or components, suitable non-conductive barriers must be erected with proper warning signs to keep unauthorized employees clear of hazards.

Panel board/electrical equipment covers and guards must be replaced every night and/or when work is suspended for a day or more. Unused

conductors must be properly identified and terminated. All circuit breaker panel boards must have their circuit breaker schedules updated whenever there is a modification to the electrical distribution system. Disconnects must identify the branch circuit of equipment that they control. Refer to the NEC 110 for further information.

10.2 Shock Protection – Ground Fault Circuit Interrupters (GFCI's)

GFCI's must be used by personnel using temporary wiring installations to supply power to equipment used during construction, remodeling, maintenance, repair or demolition of buildings, structures, equipment or similar activities. All 125 volt, single-phase 15-, 20-, and 30-ampere receptacle outlets that are not part of the permanent wiring of the building or structure and are being used by personnel must have ground-fault circuit- interrupter protection.

10.3 Energized Electrical Work

An electrical work permit is required to perform modification or repair to energized electrical components or systems operating at 50 volts and greater. Requests for energized electrical work must be coordinated through the RI&S project manager or EHS for validation. Justification for energized electrical work must meet the regulatory requirements stated in OSHA and NFPA 70E. Some examples of justification include: creation of additional hazards, infeasible due to equipment design or operational limitations, interruption of life support equipment, deactivation of fire/life/safety systems disrupting an integral part of a continuous industrial process, or shutdown of ventilation equipment in a hazardous location. Electrical contractors and sub-contractors are required to have their own energized electrical permit system meeting the requirements of NFPA 70E.

10.4 Control of Hazardous Energy

Contractors must follow machine/equipment specific energy control procedures to bring all forms of hazardous energy to a Zero Energy State and secure them prior to performing work on machines or equipment.

This includes but is not limited to mandatory use of lockout/tagout procedures when working on any electrical, mechanical, hydraulic, pneumatic, compressed gas, chemical, or thermal sources.

Contractors must inform their assigned project manager of their lock-out/tag-out procedures. Contractors must implement and maintain an effective lock-out/tag-out program to protect employees from the unexpected energization, activation or start-up of machines (e.g., lathes, drill presses, band saws, belt drives, etc.) and/or equipment during service or maintenance. Contractor personnel must use their own lock-out/tag-out (locks, tags, nylon ties, multihasps, etc.) to perform general and specific lock-out/tag-out procedures per their written lock-out/tag-out plan.

The basic elements of a written lock-out/tag-out plan are promulgated in OSHA 1910.147, The Control of Hazardous Energy (Lock-out/Tag-out). Lock-out/tag-out information concerning the service or maintenance of machines and/or equipment will be provided by your designated project manager upon request. At no time will contractors be allowed to utilize RI&S company lock-out locks and tags.

11. Hot Work

11.1 Policy

All hot work (such as cutting, welding, brazing and soldering/sweating and/or use of open flame devices) must be coordinated in advance with an RI&S PM, or DRR hot work coordinator.

11.2 Cutting, Brazing, and Welding

The contractor must be issued a hot-work permit by the RI&S PM or DRR for the use of any devices that generate sparks and/or open flames prior to the start of any hot work. All off-hours hot work, including weekends, must be arranged prior to the start of any hot work. All permit requests, including requests for off-hours work, will be reviewed on a case-by-case basis.

Additionally, all contractors must possess the appropriate equipment required to complete the task, as well as possess any required safety equipment. Required minimum equipment includes fire extinguishers, fire blankets, etc. All equipment must be in good working condition. Fire watch personnel must also be provided. If hot work is done in an open

area where passers-by may be present, shielding to protect from associated hazards such as arc flash must be used.

The hot-work permit includes a printed list of dos and don'ts. Each permit is signed by the worker performing the work, committing the worker to follow the pre-arranged requirements.

Hot-work permits are part of RI&S's fire insurance requirements. Therefore, we can tolerate no exceptions to hot-work permit requirements.

Failure by the contractor to obtain a hot-work permit or failure to abide by a permit requirement or condition can result in immediate job shutdown or warning. It may also be cause for removal from the plant site.

Some hot work may require that life safety systems (fire alarms) be taken off line. This is done to prevent false fire alarms. The PM or DRR can assist you in identifying areas or situations where this may be of concern. To temporarily disconnect life safety systems, you will need to coordinate with your local site Asset Protection Coordinator.

12. Excavations And Confined Spaces

12.1 Policy

All excavations five feet or more in depth which are to be entered by personnel must be protected by a system of shoring, sloping of the ground, benching, or an alternate method which meets the requirements of OSHA construction. All excavations must be barricaded and appropriate warning signs posted. No excavating must be done without the knowledge of your project manager. The contractor must have current drawings for the job being performed.

12.2 Open Trenches and Pits

Open holes created by the removal of trench plates are to be appropriately barricaded with warning cones, warning signs or the equivalent.

Appropriate means of entry and egress must be provided at all open trenches and pits for employee safe access. Entry/egress ladders must

be positioned and secured properly in accordance with OSHA 1926, Subpart P.

12.3 Barricades and Warnings

All excavations must have appropriate barricades and warnings to alert employees to the danger in the immediate area and physically stop them from coming too close to the opening. Doors leading into the area must have warning signs. Barricades must be red or orange objects which employees will recognize.

12.4 Confined Space Entry “Permit/Hazardous”

All contractors whose employees may enter “permit-required/hazardous” confined spaces must submit their confined space program to EHS for review and validation of program prior to commencing work. Entry into any permit required/hazardous confined space with the potential of having a hazardous atmosphere (i.e sewer, electrical vault, pit manhole, etc.) requires advance testing for percentage oxygen, toxic vapors and explosive/flammable atmospheres.

Ventilation equipment, two workers in a “buddy system,” emergency retrieval equipment and training in rescue operations are also required. Contractors are responsible for obtaining and using all required confined-space entry safety equipment including, but not limited to, air testing meters, fall protection, PPE, etc. Confined-space entry permits issued by the contractor must be completed prior to entering a confined space and posted at the job site. All employees must be included in the contractor’s confined space entry program in compliance with OSHA standards. A list of confined spaces is located at each RI&S site. The DRR, PMs, and EHS office must be consulted prior to entering a confined space. Approval will be needed from EHS prior to entering the confined space.

RI&S does not provide confined-space entry permits for outside contractors.

Any work activities to be conducted within a confined space by contractors that may introduce a health or safety hazard into the space, non-hazardous or permit required, will result in the space being reclassified as a “permit-required” confined space. This reclassification will require contractors to meet all requirements outlined above prior to

and during entry into the space.

13. Traffic And Parking

Vehicle traffic and parking at RI&S sites is regulated and enforced. If your job requires special parking, check with your PM. Do not park in restricted or reserved parking areas unless you have obtained the permission of the Security Department. Access for emergency response vehicles must be maintained at all times.

Personnel may not be transported in the rear of a truck unless they are seated and only when permanent seats and seat belts are provided. Secure all loads to prevent accidental spills.

Obey posted speed limits. Due to the amount of vehicles and pedestrian traffic, RI&S strictly enforces traffic and parking rules.

14. Emergency Procedures

14.1 First Aid and Medical Emergencies

Except where agreed upon in advance by contract, the contractor is responsible for the provision of first-aid treatment, emergency medical treatment and for coordination of transportation of their injured employees to the contractor's designated medical facility for each of his employees. The contractor is responsible for assuring that each of his employees knows how to contact the arranged provider of these services prior to commencing work. Contractors are advised to contact the appropriate RI&S site Emergency Telephone Number listed to ensure RI&S Security personnel are aware of the emergency so they can facilitate and direct emergency response services to the specified location.

14.2 Accident Reporting

Contractors are required to report any and all accidents involving their employees and/or subcontractors to the responsible project manager immediately. A written report delineating specifics of the accident must be prepared by the contractor and submitted to EHS within 48 hours of each occurrence. The contractor must report any accidents that meet the

reporting requirements to OSHA.

14.3 Emergency Evacuation

Contractors must adhere to all building evacuation alarms by evacuating to designated areas when:

- Either fire or smoke is visible.
- Any audible alarms are activated.
- Any visible alarms activated during an evacuation:
 - Leave the building immediately via the nearest exit.
 - Proceed to the nearest designated assembly area away from the building.
 - Remain at the designated assembly area; DO NOT leave or go back into the building until instructed to do so by Security personnel.

Appendix

Aberdeen, MD — Wendy Collins

EHS: 443-558-5452 Security: 443-558-5341 Emergency: Dial 911,
then Security 5340

Anaheim Hills, CA — Ed Murcia

EHS: 310-863-6703 Emergency: Dial 3210 or 408-740-1888

Annapolis Junction, MD — Ed Murcia

EHS: 310-863-6703

Debbie Shows EHS: 571-220-8114 Security: 443-422-9670
Emergency: Dial 9-911

Aurora, CO — Amy Ridder

EHS: 720-858-5027 Security: 720-858-5555
Emergency: 9-911, or call security

Billerica, MA — Janet Kaczenski

EHS: 781-238-2752 Security: 781-402-4254 Emergency: 911

Burlington — Janet Kaczenski

EHS: 781-238-2752 Security: 781-402-4254 Emergency: 911

Cambridge, MA — Carin Segal

EHS: 617-873-6329 Security: Tiago Pereira, 978-482-6899 (c)
Emergency: Dial 911 or Security

Chesapeake, VA — Ashley Fincher

EHS: 202-834-0651 Security: 757-690-5305
Emergency: Internal, dial 0

Chesapeake, VA — Christopher Johnson

EHS: QA/EHS Technician, Reggie Carty Security: 757-421-8407
Emergency: Northwest Annex Naval Base 911

Cityline, TX — Moe Marquis

EHS: 214-236-0704 Emergency: 911

Colorado Springs, CO — Jennifer Kehn

EHS: 719-337-4690 Emergency: 9-911

Columbia, MD — Carin Segal

EHS: 617-873-6329 Security: Holly Hollis, 410-830-9584 (c)

Emergency: 911

Dulles, VA — Nicholas Giordano

EHS: 571-250-2347 Emergency: 571-250-4444

El Paso, TX — Bernice Lopez

EHS: 915-490-8120 Emergency: 911

El Segundo, CA — Nitelle Levers

EHS: 310-343-5415 Emergency: Dial 77777 or 310-607-7777

Expressway, TX — Jerry Philippon

EHS: 214-263-7954 Security: 972-344-3787

Emergency: 972-344-2222

Forest, MS — Hal Ethridge

EHS: 769-274-1337 Emergency: 911

Fort Wayne, IN — Elizabeth Noll

EHS: 260-429-8559 (o) 260-402-2796 (c) Security: 260-429-6495

Emergency: 911 (Medical), 260- 429-5911 (Non-Medical)

Goleta, CA — Agustine Ortiz

EHS: 805-562-4299 Security: 805-562-2110

Emergency: 562-4444 (RVS), 740-4444 (Lompoc), 879-2911 (SPS)

Herndon, VA — Ashley Fincher

EHS: 571-220-8114 Security: 703-480-4777/703-345-1261

Emergency: 911/703-480-1220

Huntsville, AL — Jolean Wilcox

EHS: 571-220-8114

Indiatlantic/Riverview — Jolean Wilcox

EHS: 321-728-6203 Security: 256-653-8701

Emergency: 321-412-7246/321-536-8484

Largo, FL — Tracy Maguire

EHS: 727-465-8562 Security: 727-280-4371

Emergency: 727-302-4400

Louisville, KY — David Dipalma

EHS: 254-702-3215 (c) Emergency: 254-690-1290

McKinney, TX — Marcus Payton
EHS: 972-529-8720 Security: 972-952-2007
Emergency: 972-952-2222

Middletown, RI — Carin Segal
EHS: 617-873-6329 Security: Jennifer Nash, 401-479-1169 (c)
Emergency: 911

Nashua, NH — Janet Kaczenski
EHS: 781-238-2752 Security: 781-402-4254 Emergency: 911

O'Fallon, IL — Carin Segal
EHS: 617-873-6329 Emergency: 911

Omaha, NE — Amy Ridder
EHS: 720-858-5027 Security: Kyle Williams, 402-390-8956
Emergency: 911 or security

Orlando, FL — Paul Smith
EHS: 407-453-2709 Emergency: 911

Richardson, TX — Liz Geiger
EHS: 214-298-1698 Security: 972-670-8743
Emergency: 972-344-2222

Riverdale, MD — Ato Aidoo
EHS: 401-269-1284 Security: 301-851-8078
Emergency: 301-851-8333

Rosslyn, VA (BBN) — Carin Segal
EHS: 617-873-6329 Security: Karen Potter, 781-430-9608 (c)
Emergency: 911

Rosslyn, VA — Debbie Shows
EHS: 571-250-2046 Security: 703-284-4305/703-930-2134
Emergency: Dial ext. 4305

ROTHR Freer, TX — Christopher Johnson
EHS: QA/EHS Technician, Arnold Zamora Security: 757-421-8407
Emergency: 911

ROTHR Juana Diaz, PR — Christopher Johnson
EHS: QA/EHS Technician, Gladiarys Figueroa Security: 757-421-8407
Emergency: 911

ROTHR New Kent, VA — Christopher Johnson EHS: QA/EHS Technician, Reggie Canty Emergency: 911	Security: 757-421-8407
ROTHR Premont, TX — Christopher Johnson EHS: QA/EHS Technician, Arnold Zamora Emergency: 911	Security: 757-421-8407
ROTHR Vieques, PR — Christopher Johnson EHS: QA/EHS Technician, Gladiarys Figueroa Emergency: 911	Security: 757-421-8407
Salt Lake City, UT — Ed Murcia EHS: 310-863-6703 Emergency: Dial 3210 or 408-740-1888	
San Antonio, TX — Jolean Wilcox EHS: 571-220-8114	
San Diego, CA — Matt Chung EHS: 310-616-8790 Security: Denise Jansen, 858-736-6351 Emergency: 911	
Springfield, IL — Lindsay Patel EHS: 571-329-9593 Security: 703-440-6137 Emergency: 703-440-7777	
St. Louis Park, MN — Carin Segal EHS: 617-873-6329 Security: Dan Escribano, 612-346-8182 (c) Emergency: 911	
St. Pete, FL — Tracy Maguire EHS: 727-465-8562 Security: 727-280-4371 Emergency: 727-302-4400	
State College, PA — Ashley Fincher EHS: 202-834-0651 Emergency: 8-911 or 814-278-2222	
Sunnyvale, CA — Ed Murcia EHS: 310-863-6703 Emergency: Dial 3210 or 408-740-1888	

