SUBJECT: CONTRACTOR’S SAFETY MANUAL

Compliance with the Harris Contractor’s Safety Manual is mandatory for all contractor personnel performing work at a Harris location/site.

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I. INTRODUCTION

Harris Corporation’s policies and programs reflect a strong commitment to the environment, and to the health and safety of employees and visitors. In addition, Harris is dedicated to being a company of the highest quality in every aspect of its business activity.

As an individual or entity (contractor or subcontractor) performing work or services for Harris, and as a member of the Harris team, all actions must reflect that same high level of commitment to quality, including compliance with all Federal, State, and local environmental, health, safety, and fire laws and regulations.

Compliance with the requirements outlined in this manual does not relieve the contractor of responsibility for compliance with all Federal, State and local environmental, health, safety and fire requirements; rather, it highlights Harris policy, with which the contractor must be familiar. Questions regarding requirements, should be directed to the contractor employee’s supervisor or company representative, the Harris Corporation project manager, or the appropriate site Safety and/or Environmental personnel. It is the responsibility of the contractor to acquire appropriate contact personnel phone/emergency numbers prior to commencing work at any site. Failure to comply with the provisions of this manual or falsification of any entry and/or documentation may result in immediate suspension or termination of the contractor’s contract.

The procedures in this manual encompass all contractor work done on behalf of Harris Corporation, both on and off of the Harris facility site(s).

Upon submission, compliance with and acceptance of the terms and conditions of the Contractor’s Safety Manual is mandatory for all contractors performing work at a Harris site/location. All contractor safety plans shall be made available to the Harris Environmental Health & Safety (EH&S) group upon request.

II. GENERAL REQUIREMENTS

A. Unauthorized removal of Harris materials or property is prohibited.

B. Carrying or use of weapons, intoxicants, illegal drugs, or controlled substances, on Harris property, including parking lots, is strictly prohibited.

C. Any use of the camera capability of the cell phone is strictly prohibited. The cell phone may only be used for voice, audio, or text purposes per GCS policy S-027, Use of Cell Phones with Photographic or Video Camera Capabilities.

D. Playing audio equipment on the work-site, without the written permission of the Harris contact is prohibited.

E. All contractor employees shall dress in a neat and professional manner and conduct themselves properly at all times. Tricks, practical jokes, horseplay, and any form of harassment are prohibited. Required attire is long pants, shirts with sleeves, and shoes appropriate to the work being performed. No open-toed or high heel shoes are permitted on the work site. No short pants or tank tops are permitted on the work site. Deviations require written authorization from the Harris representative.

F. Smoking is permitted only in designated areas.

G. Prior to commencing work, the contractor must obtain all fire, safety, or environmental permits required by federal, state, or local agencies associated with work to be performed on Harris property. Pre-job assessment or a Job Safety Assessment (JSA) is to be conducted by the contracting organization to identify potential hazards and the precautionary steps necessary to control the hazards identified, including use of safety equipment.

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H. Fall Protection is to be worn based on a pre-job assessment conducted by the contractors’ designated supervision for work required on articulating booms, roof edges, skylights, or heights greater than 6 feet.

I. Questions regarding the safest way to accomplish a job, should be directed to the supervisor/lead for instruction before work commences. Think before you act and be alert at all times.

III. ACCIDENT REPORTING

A. Any accident or property damage—no matter how small or minor—shall be reported to the Harris contact and an Incident/Accident Investigation Report shall be filed with the Harris Environmental Heath & Safety (EH&S) department or with the local plant’s EH&S personnel.

B. Site Security must be contacted by dialing the site posted emergency numbers (or cell or office number of site Security or the Harris site’s project manager). It is the responsibility of the contractor to obtain contact names and numbers prior to commencing the job.

IV. ASBESTOS

A. There may be Asbestos Containing Materials (ACM) on the site where a contractor’s services are rendered.

B. When contracted to remove ACMs, the contractor hereby warrants and represents that it has provided the training required by applicable sections of the Occupational Safety and Health Act and the regulations promulgated thereunder, and hereby agrees to indemnify and hold harmless Harris from any liabilities that may arise from any failure to do so.

C. It shall be deemed a breach of this procedure, and the contractor shall be held liable for any and all damages, to perform work in any part of the facility which is likely to disturb ACM without first obtaining prior written approval from the Harris project manager, the EH&S department, or local plant Safety personnel. Information regarding the location of ACM can be obtained from the Harris Facilities contact or EH&S personnel.

D. Asbestos removal by contractor personnel on any Harris site is prohibited unless the contractor has been specifically contracted for the purpose of removing the asbestos.

E. Do not work with, or disturb, any materials labeled as asbestos containing without approval from the Harris EH&S department or local plant EH&S personnel.

F. Report any material suspected to be asbestos containing to the Harris project manager, the EH&S department, or local plant EH&S personnel.

V. BARRICADES AND TAPE

A. Barricades shall be erected around excavations, openings in floors or roadways, exposed electrical conductors, or whenever handrails have been removed.

B. All barricades shall conform to the latest revision of ANSI D6.1, "Manual on Uniform Traffic Control Devices for Streets and Highways" and, if necessary, have suitable warning lights.

C. If there will be an impact on traffic flow, the contractor will notify the Facilities site manager or project manager at the appropriate phone number(s).

D. All signs and tags shall conform to OSHA 29 CFR 1926.200, Accident Prevention Signs and Tags.

   1. Tape marked "DANGER" shall be used to designate any life threatening area.
   2. Tape marked "CAUTION" shall be used to warn anyone entering an area of a potential hazard or unsafe condition exists (i.e., men working overhead, hot work, etc.)

E. Once the hazard is gone, all tape and barricades shall be removed immediately.

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VI. CHEMICAL SAFETY

The contractor shall ensure personnel are trained in Hazard Communications and ensure compliance with the OSHA Hazardous Communications Standard 1910.1200 prior to commencing work at any Harris location.

Chemical shall mean any element, chemical compound, or mixture of elements and/or compounds.

A. Material Safety Data Sheets (MSDS) or Safety Data Sheets (SDS)

1. An MSDS/SDS are to be available for each chemical substance being used in a work area.

2. An MSDS/SDS for chemicals being used in a work area can be obtained from the Harris project manager or supervisor in that area.

3. The contractor must ensure employees working with chemicals are able to read and understand applicable MSDS/SDS. If an employee has not received training, he/she should report to the supervisor.

An MSDS/SDS must be on file at the work site prior to the use of any chemical or chemical product associated with the work the contractor will perform at a Harris site. The contractor is required to submit an MSDS for each chemical product to be used to the Harris project manager.

B. Review of Hazards

Before commencing work, a conference must be held with the appropriate Harris personnel to review any potential chemical hazards that may be encountered during normal operations or any foreseeable emergency.

VII. CONFINED SPACE

A. Entry into any confined space, as defined in OSHA 29 CFR 1910.146, is prohibited without approval from the Harris project manager, EH&S department, or local site EH&S personnel.

B. Only employees trained per OSHA 29 CFR 1910.146 will be permitted to enter confined spaces. Training is the responsibility of the contractor.

C. Completion of the confined space permit is the responsibility of the contractor.

D. Providing emergency extraction devices, forced ventilation and environmental monitoring of the space is the responsibility of the contractor.

VIII. CUTTING AND WELDING

A. Under no circumstances will any cutting, welding and/or burning be permitted without prior authorization from Harris Facilities personnel or project manager.

B. Cutting, welding, or any operation using an open flame or producing sparks capable of igniting combustibles, is not permitted without a Hot Work permit.

C. A Hot Work permit shall be obtained from the Harris Facilities department or the local site EH&S personnel or project manager.

D. The signed Hot Work permit shall be posted in the work area and returned to the Harris Facilities department, local site EH&S personnel, or project manager when the work is completed.

E. The contractor shall provide fire-extinguishing equipment when required.

F. Building fire extinguishers provided throughout Harris shall not be used as the primary source of fire protection unless there is a fire emergency.

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G. If the object to be welded or cut cannot be moved, and if all the fire hazards cannot be removed, then guards shall be used to confine the heat, sparks, and slag, and to protect the immovable fire hazards.

H. Workers or other persons adjacent to the welding areas shall be protected from the rays by noncombustible or flameproof screens or shields or shall be required to wear appropriate eye and face protection.

I. Use of a fire watch is also required.

J. Compressed gasses for torch cutting shall be used, handled, and stored per the guidelines established by the Compressed Gas Association (CGA).

IX. ELECTRICAL

A. Inexperienced employees working on or around energized equipment shall work under the direct supervision of an experienced and qualified person on the site where the work is being performed.

B. All electrical equipment shall be considered to be energized. Before starting work on equipment, verification of a zero energy state shall be accomplished (i.e., voltage tests shall be performed to ensure that electrical powered equipment is not energized).

C. Whenever working around batteries such as Uninterruptable Power Supply (UPS) systems, safety goggles and protective clothing shall be worn.

D. All electrical power tools shall have a dedicated ground wire (in 3 wire cords) or be a two wire insulated system.

E. When working in the vicinity of energized lines or equipment, do not wear any exposed metal articles such as keys, sunglasses, watches, rings, etc.

F. Lockout/Tagout (LOTO) procedures must be followed whenever required under OSHA 29 CFR 1910.147. If the contractor personnel has not received lockout/tagout training and safe electrical work practices training, the contractor personnel are not permitted to work on any electrical equipment greater than 50 volts to ground.

G. Electrical equipment must not be left open or accessible to unauthorized employees and the general public. When it is necessary, barricades shall be installed to obstruct accidental contact of the electrical equipment.

H. Before commencing underground trenching, the contractor must check with the Harris contact in order to locate all utilities.

I. Any personnel working on any life safety systems (i.e., fire alarms, pumps and sprinklers, emergency generators, etc.), shall contact the Harris project manager, the local EH&S department, or site EH&S personnel prior to commencing work. Under no circumstances shall anyone disarm a fire protection system or remove a fire alarm device without prior authorization from Harris Facilities personnel.

All electrically powered equipment, used outside or in wet areas, shall be provided with ground fault circuit interrupter (GFCI).

X. EMERGENCY RESPONSE

A. In the event of a fire, chemical spill, or other emergency, immediately dial the posted site emergency numbers or the cell or office number of site security or Harris site facility project manager as requested by contractor. It is the responsibility of the contractor to obtain contact number(s) prior to beginning the job. When placing an emergency call from any telephone, be prepared to report the following:

   a. Your name.

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b. What the emergency is.

c. Where the emergency is located.

B. If the fire alarm sounds, stop work, proceed to the nearest exit, move upwind or crosswind of any airborne contaminants. Muster at a designated Emergency Assembly Area (EAA) or 50 to 100 feet away from the building. Remain at the EAA until authorized to return to the work site by Harris Security.

XI. ENVIRONMENTAL

A. Chemicals and other regulated wastes shall not be poured, dumped, or spilled into/onto the ground, ponds, storm sewers, garbage cans, manufacturing baths, sinks, floor drains, or any unauthorized location.

B. Contractors shall notify the Harris project manager and local EH&S personnel immediately in the event of a chemical release to the environment. All regulated waste and empty chemical containers associated with work performed on Harris property must be managed as directed by the Harris project manager or local EH&S department.

C. Contractor work performed for Harris on non-Harris owned property that will generate "regulated waste" must be managed according to applicable Federal, State and local environmental regulations.

D. The use of chemicals and/or detergents to clean the outside of buildings is prohibited without written approval from the Harris project manager or EH&S department or the local site EH&S department.

E. Any contractor performing painting activities (indoor or outdoor) must notify the Harris project manager or EH&S department or the local site EH&S Department prior to commencing work. All painting of outdoor equipment or structures must be brush and roll applied only.

F. Any outdoor sand blasting and spray-painting requires prior written approval from the Harris representative with overspray control and stormwater system protection.

G. Equipment cleaning (brushes, sprayers, pans, etc.) is prohibited on Harris property without prior written approval from the Harris project manager or Harris EH&S department.

H. The contractor must minimize excess air emissions associated with volatile organic compounds (VOCs) such as paints and solvents.

I. Open air-drying of VOC containers is prohibited.

J. Preparatory/Cleaning activities (liquid/solid) used on buildings, antennas, tractor-trailers or large surfaces must receive written approval from Harris project manager or the site EH&S coordinator.

K. Controls must be established to prevent chemicals, residue/by-products and rinse waters from intentionally or inadvertently being directed to the environment.

L. Subsurface digging is prohibited without written approval from the Harris project manager or EH&S department.

Certain jobs that contact soils and groundwater may require contract employees to have specialized OSHA 40-hour Hazardous Waste site certification. Therefore, it is paramount that all subsurface work (three feet or deeper) be reviewed by the Harris project manager or EH&S personnel.

M. Portable fuel tanks used for temporary power must have secondary containment to prevent inadvertent leaks/spills.

N. All refueling of tanks shall be performed to prevent spillage onto Harris property. Only tanks that meet DOT requirements are authorized to be used and brought on site.

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O. Environmental permits required for the contractor's job must be obtained by the contractor and a copy must be provided to the Harris project manager or Harris EH&S prior to commencing work.

P. Permits may include, but are not limited to, stormwater systems alteration, dewatering, special waste disposal, etc.

Q. Contractors are financially liable for damages to Harris property including, but not limited to, remediation required by the release of chemicals to the environment and fines or penalties incurred due to the subcontractor/supplier action/lack of action.

R. Releases of chemicals may also include fuel or fluids from equipment and/or vehicles.

S. If a dumpster is required for non-regulated material disposal, contractors shall obtain and utilize dumpsters supplied by a Facilities designated company.

T. Upon completion of the work, the contractor must contact the project manager or the Facilities designated local contact, to have dumpster picked up.

XII. EXCAVATIONS

A. Excavations must be properly sloped or shored.

B. Any excavation must be properly barricaded.

C. Any excavation more than four feet deep is considered a confined space. Excavations 5 feet or deeper shall be properly shored.

D. Before underground trenching is done, the contractor must check with the Harris contact in order to locate all utilities.

E. A competent person is required for all trenching and excavation work.

F. Use silt screen barriers to prevent run-off of surface water into drains and waterways in locations where the ground is excavated. Contractor is responsible for proper installation, maintenance, and inspection of this barrier.

XIII. FLAMMABLE LIQUIDS

Also see Chemical Safety Section IV.

A. All flammable liquids must be sealed when not in use and stored in proper containers/flammables cabinets.

B. Flammable wastes must be stored properly and disposed of in accordance with the requirements listed in the Chemical Safety Section.

C. Handling and use of flammable chemicals shall be segregated from areas where ignition sources are present.

XIV. HOUSEKEEPING

A. Work areas must be kept clean and all rubbish and debris shall be removed daily.

B. Only required tools and materials shall be stored in work areas.

C. All equipment and materials must be stored in a safe manner and out of aisles or walkways.

D. Electric cords, air hoses, and other tripping hazards must be removed daily, and/or safely covered or strung overhead and supported to prevent falling.

E. Concrete cutting/drilling shall be performed by wet processes for equipment designed for this activity to reduce dust associated with silica.

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F. All debris generated by contractor shall be contained and removed daily. Contractor shall be liable for any environmental impacts and regulatory fines associated with such work.

XV. PERSONAL PROTECTIVE EQUIPMENT

A. Prior to performing any task, a hazard assessment should be performed by the contractor. As a result of this hazard assessment, personal protective equipment shall be specified, provided, and utilized in accordance with its intended use. At a minimum, the personal protective equipment being worn should be equivalent to the personal protective equipment being worn by Harris employees performing similar tasks.

B. All personal protective equipment will be supplied by the contractor.

C. Training on the use of personal protective equipment shall be done by the contractor.

D. All protective equipment will be used as the task requires and shall be in good working order. Any defective equipment shall be removed from service.

E. Use of respiratory protection shall be in accordance to OSHA 29 CFR 1910.134. No person shall use respiratory protection unless it meets the requirements of this standard.

F. Use of protective equipment is required for protection of eye and face, noise from drilling/cutting activities and inhalation of silica dusts.

G. Fall Protection

Contractors shall appoint a “Competent Person” in Fall Protection as defined by OSHA 29 CFR 1926.32(f) when working on a walking/working surface with an unprotected side or edge 4 feet or greater from the next level.

1. The “Competent Person” shall assess the workplace to determine:
   a. The OSHA standard applicable to the work environment (Construction 29 CFR 1926 Subpart M or General Industry 29 CFR 1910),
   b. The walking/working surfaces on which contract employees are to work have the strength and structural integrity to safely support workers, and
   c. If fall protection is required.

2. If fall protection is required, the “Competent Person” shall develop and implement a fall protection plan to execute the work safely.

H. All other protective equipment shall be used in accordance to OSHA 29 CFR 1910 Subpart I.

XVI. MACHINERY

A. Never operate any machine or equipment unless authorized and trained to do so.

B. Keep clear of all moving parts on any machinery and do not remove or alter any safety device or operate any machinery without mechanical guards in place.

C. Only authorized personnel can operate forklifts, cranes, and hoists. Contractors must be able to show proof of being trained and certified to operate forklifts, cranes and hoists.

D. Never walk under a raised load. Use the forklift’s horn to warn when backing, approaching walkways, and blind corners.

XVII. COMPRESSED GAS

A. Compressed gas cylinders must be chained and secured.

B. Close valves when not in use.

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C. Oxygen and acetylene cylinders, when not in use, must be separated by a minimum of 20 feet or by a noncombustible barrier at least 5 feet high with a fire-resistance rating of at least 1/2 hour.

XVIII. BUILDING ENTRY
A. Do not enter any area where there is a:
   1. Lit or flashing red emergency light
   2. Lit or flashing blue, Low-Level Oxygen light
   3. Lit or flashing Laser-In-Use light
B. Contact the Harris building landlord, area lab custodian, project manager, or local EH&S contact prior to doing any work in, above, below, or beside designated facilities and labs.

XIX. LADDERS
A. Contractor personnel shall be trained in proper ladder use.
B. All contractor ladders brought on site will follow a periodic inspection program.
C. All contractor ladders shall be in good working order,
D. Ladders found to be damaged or unsafe shall be removed immediately from service and tagged “Do Not Use.”
E. Ladders shall be stored properly when not in use.
F. No wooden ladders or painted ladders are to be used on site at Harris.
G. Use only authorized ladders near electrical sources. No metal ladders may be used near electrical sources.
H. The correct ladder shall be used for the task including the correct size of ladder.
I. No one shall stand on either of the top two steps of any step-ladder.
J. Extension ladders shall be used to access roof edges and not step ladders.
K. Extension ladders shall extend 3 feet above the edge of the roof.
L. Secure all ladders to prevent from falling.

XX. DEMOLITION
A. All demolition work shall be done in accordance to OSHA 29 CFR 1926 Subpart T.
B. Major building or area demolition shall have an Engineering Assessment/Survey completed prior to demolition activities commencing.
C. Demolition area shall be barricaded off to deter unauthorized personnel from entering the area.

XXI. AERIAL LIFTS AND POWERED PLATFORMS
A. Contractor personnel shall be trained in the use of aerial lifts. No untrained personnel shall operate an aerial lift, man lift, or powered platform.
B. Fall protection shall be used on lifts such as boom or articulating lifts.
C. All aerial lifts will be inspected prior to use. Controls will be tested. Defective lifts will be removed from the job site.
D. Lifts will not be used near power lines. Exception: High voltage contractor working on Harris overhead lines.

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E. Barricade areas to prevent personnel from walking under elevated lifts.
F. Do not overload lifts.
G. Do not use lifts on uneven areas or unstable ground.
H. Do not add devices in any lift to gain additional height such as a ladder or box or other device.

XXII. SCAFFOLDING
A. A competent person is required for inspection of scaffolding.
B. All personnel working from and building scaffolding will be trained.
C. Scaffolding will have inspection tags affixed.
D. Scaffolding will be used on stable and level surfaces.
E. No contractor employee will be authorized to ride any mobile scaffold on wheels.
F. Mobile scaffolds will have wheels locked when in use.
G. Access ladders will be provided for scaffolding.
H. Approved scaffolding planks will only be used.
I. Scaffolding will not be overloaded.
J. Approved fall protection will be used when working from scaffolding. Safety/hand rails will be used.

XXIII. MOBILE CRANES
A. Contractor operators shall be certified from an accredited crane operator testing organization. A competent person will supervise crane operations. Coordinate crane operator certification with Harris project manager prior to lift.
B. All cranes used on Harris property will be in current inspection and in good repair. No defective cranes will be used on site. Pre-operational tests of the crane will be performed prior to use.
C. Do not exceed the load chart capacity while making lifts.
D. No person shall stand under a suspended load or fall zones. Areas shall be barricaded off and identified as a hard hat area. Do not move lift over workers.
E. No crane shall be used in threatening weather (e.g., thunderstorms or high winds, excessive wind velocities, or gusting).
F. Be sure the crane is level and on a firm/stable surface.
G. The operator will not leave the load unattended at any time.
H. A lift plan shall be designed for all mobile crane operations. Coordinate the lift plan with the Harris project manager prior to commencement of the lift.
I. Minimum clearance zones shall be maintained around power lines. Maintain at least a 10-foot safe working clearance from the lines.
J. Rigging shall be in current proof load. All shackles, lift straps, or other rigging shall be inspected prior to use and marked with lifting capacity.
K. Communications and signaling shall be established prior to lift commencement.
L. Safety observers shall be used. Crane operator will obey all stop notifications irrespective of who gives it.

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XXIV. CLOSING

A. Contractor will ensure that all workers are physically capable of performing assigned tasks.

B. The supervisor is responsible for instructing contractor personnel on the safe way to perform the job before the work commences.

C. Think and plan before the job begins.

D. Contact the Harris project manager or local EH&S department representatives with any questions, issues, or concerns regarding the information contained in this manual.

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