



*Engineered for life*

# Contractor Guide

For access to the following ITT facilities

Night Vision  
Roanoke, Virginia

Power Solutions  
West Springfield, MA

Night Vision  
San Diego, California

Revision 8  
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**ITT**

*ITT Contractor Guide*

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# ITT CONTRACTOR GUIDE

## GENERAL RULES AND REQUIREMENTS



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### 1.0 GENERAL RULES AND REQUIREMENTS

The ITT facilities in Roanoke, VA are comprised of the following locations:

- Night Vision (NV)
  - 7635 Plantation Road (Building 1 - Assembly)
  - 7767 Lila Drive (Building 2 – Offices and Final Assembly)
  - 7669 Enon Drive (Building 3 - Offices and Machine Shop)
  - 7670 Enon Drive (Building 5 – Offices)
  - Buildings 4 and 6 are storage facilities only

The ITT facility in West Springfield, MA is comprised of the following location:

- Power Solutions (PS)

The ITT facility in San Diego, CA is comprised of the following location:

- Night Vision (NV West)

Any company approved to provide contract service to ITT shall present, in advance of their first visit, the following documents:

- A signed Consent Letter agreeing to abide by ITT's rules and regulations
- A list of cleared personnel/subcontract personnel, including those designated as supervisors, who will be assigned to ITT projects.
- Supplier Business Certification form

ITT will assign a Point of Contact (POC) through whom the contractor's supervisors will communicate. If approved, the contracting company will be added to ITT's Contractors List. The Contractors List is maintained by ITT Security and must be updated by both contractors and ITT as changes in personnel occur.

**The contractors must provide their employees with the necessary personal protective equipment (PPE)** required by the Occupational Safety and Health Administration (OSHA). All contractor employees must adhere to ITT's environment, health, and safety rules, including those requiring the use of PPE. ITT's requirements take precedence over those of the contractor unless the contractor's rules are more stringent. However, if those contractor rules pose a health or safety hazard because of particular circumstances, ITT can overrule the requirements of the contractor. Please refer to Section 3.4, Personal Protective Equipment, for additional information.



**ITT is a defense contractor and as such is required to adhere to strict security regulations. Please refer to Section 2.6, Security, for requirements. Also please read carefully Section 2.6.1 for U.S. Trade restrictions and Section 2.6.2 on providing proof of citizenship.**

**ITT is a tobacco-restricted facility.** See Section 2.7 on Tobacco and Open Flames for areas in which smoking is permitted. These rules are strictly enforced. Violation is cause for removal from the facility.

**Alcoholic beverages, regulated drugs, guns or other weapons, and ammunition are not permitted on ITT property at any time.**

Each contractor is responsible for removal of any unused material, scrap, or debris, created by his work for ITT. **Under no circumstances are chemicals or chemical wastes to be discharged to the ground, storm sewer or sanitary sewer system or placed into ITT trash receptacles or dumpsters.**

ITT will not permit use of its vehicles, tools, or equipment by anyone other than ITT employees.

The rules and regulations contained herein are not all inclusive. Where the Environmental Protection Agency (EPA), OSHA, or other regulatory agencies or building codes have more restrictive requirements, those requirements must be met.



### 2.0 INFORMATION NEEDED UPON ENTRY TO FACILITY

#### 2.1 Emergencies/Alarms

If a contractor employee is first on the scene of an emergency, he/she should go to the nearest safe phone and call Security at extension **4666 for NV, 0 for PS, and 0 for NV West**. This is true for fire, medical emergency, or any other type of emergency.

All ITT facilities are equipped with emergency signals with which contractor employees must be familiar.

##### 2.1.1 Night Vision (NV)

###### 2.1.1.1 Alarm System

Depending on the building you are in, the signal for **general building evacuation** is one of the following:

- A flashing strobe light and an audible “whoop, whoop” or “buzzing” sound
- A flashing strobe light and the following message preceded by three short alert tones:  
MAY I HAVE YOUR ATTENTION PLEASE? A FIRE EMERGENCY (OR EMERGENCY) HAS BEEN REPORTED IN THE BUILDING. LEAVE THE BUILDING BY THE NEAREST EXIT.

###### 2.1.1.2 Headcount

Exit the building you are in and report to Main Gate Security so they can account for you.

##### 2.1.2 Power Solutions (PS)

The signal for **general building evacuation** is an audible buzzing horn with a visual flashing strobe light located on top of the horn.

##### 2.1.3 Night Vision (NV West)

The signal for **general building evacuation** is a high audible tone with visual flashing strobe lights throughout the facility.

#### 2.2 Shelter in Place

In some situations, a hazard may threaten ITT Night Vision from outside the facilities and may not be under the control of ITT. Examples of such threats include tornadoes, physical disturbances, chemical releases outside the facilities, or terrorist attacks. This type of threatening event endangers those outside of our facilities making evacuation impractical. Sheltering in Place utilizes the building(s) itself to provide protection against an external threat. Threats are divided into two categories.



- Type 1 threats involve an airborne contaminant which requires that the building ventilation systems be modified to provide the maximum possible protection. These incidents may include chemical releases or fires. It is anticipated that the building may provide adequate protection for several hours if properly secured.
- Type 2 threats involve physical hazards to those people outside the buildings such as physical disturbances, tornadoes, or other severe weather conditions.

**2.2.1 Shelter in Place Notification (Signal)**

- Type 1: Security will make the following announcement over all facility PA systems:

ATTENTION! WE ARE IMPLEMENTING TYPE 1 SHELTER IN PLACE. STAY IN THE BUILDING. AIR HANDLERS WILL BE SHUTTING DOWN. SECURE WORK AREA AND PREPARE TO RELOCATE IF NECESSARY. STAY IN THE BUILDING!

- Type 2: Security will make the following announcement over all facility PA systems:

ATTENTION! WE ARE IMPLEMENTING TYPE 2 SHELTER IN PLACE. STAY IN THE BUILDING. STAY IN YOUR WORK AREA. AVOID OUTSIDE WINDOWS AND DOORS. STAY IN THE BUILDING!

**2.3 Site Evacuation of the Facilities**

In the event of a major disaster, it may be necessary to quickly move away from the buildings. The objective is to get people far enough away from a major disaster at the facility in an orderly manner while maintaining the ability to deploy resources and provide communications. The facilities are grouped into three sites as follows:

<b>Site</b>	<b>Designation</b>	<b>Facilities</b>	<b>Relocation Area</b>
A	Plantation Road	Building #1, #2, Cobham	Building #6, 7033 Walrond Drive
B	7669 Enon Drive	Building #3, Machine Shop	Building #6, 7033 Walrond Drive
C	7670 Enon Drive	Building #5	Building #6, 7033 Walrond Drive



### 2.3.1 Site Evacuation Notification

The directive for site evacuation will be issued through Security and the Emergency Response Team. It is anticipated that traffic will be restricted on Plantation Road. Depending on what site you are working in, the direction to the relocation area at Building 6 is as follows:

- Site A – Proceed through the perimeter fence in the northerly direction onto Lila Drive and then proceed westerly across Plantation Road to Building #6 parking lot regroup areas.
- Sites B and C – Proceed down Enon Drive to the parking lot area of Building #6.

### 2.3.2 Headcount

Report immediately to an ITT Security officer so you can be included in the headcount.

### 2.4 First Aid/Medical Information

Any injury or illness that occurs on ITT property must be reported immediately by calling Security at extension **4666 for NV, 0 for PS, or 0 for NV West**. Security will notify the Nurse or Emergency Medical Responder.

Prior to initial start-up of work at ITT facilities, the ITT POC will direct the contractor supervisor to the Medical Department in Building #2. He/she must provide to the Occupational Nurse the following information: the name and phone number of the contractor representative who should be notified in case of incident, preference of hospital or medical personnel to be notified, and information about potentially life-threatening conditions of any contractor employees on site.

At Power Solutions, the above information must be submitted to the Facilities Manager and will be kept on file in the contractor's information file. At NV West, the above information is kept on file in the Human Resources office.

Please note that, although the ITT medical personnel may provide first aid care, they will not dispense any medications (such as aspirin) to contractor employees.

### 2.5 Identification Badges

Every contractor employee who works on ITT premises will be issued a temporary identification badge which will designate him/her as a contractor employee authorized to enter an ITT building or area. The contractor employee must sign in with Security for Night Vision, the reception area at Power Solutions, or the front lobby at NV West. A temporary badge will be issued upon sign-in. He/she must wear this badge on the outermost garment of the upper front portion of his/her person.

The badge must be returned to the issuer at the end of each day. If the contractor employee is to return to the facility the next day, a new badge must be issued. Unauthorized use of a badge is prohibited--it **cannot** be transferred from one contractor employee to another.



### 2.6 Security

Because ITT is a defense contractor, entrance into all ITT buildings is restricted. Only those contractor employees assigned to a job within a designated building will be permitted in that building. Entrance into all other areas is prohibited.

Entrance into all **controlled areas** is restricted to only those ITT employees cleared specifically for those particular areas. If a contractor employee needs to be in a controlled area to perform his/her work, to locate supply lines, or for any other legitimate reason, he/she must be accompanied at all times by an ITT employee cleared for that area. Upon entering and leaving a controlled area, the contractor employee must sign the register located at the entrance.

**Recording devices are not allowed in the facility. Recording devices to include: cameras, cell phones with cameras, computers, camcorders, and tape recorders are not allowed in the facility.** Permission to use these items must be obtained from the ITT Security Management.

Emergency exits shall be used only in the event of an emergency. Doors secured against entry from the outside shall not be propped open without prior approval from the Security Management.

#### 2.6.1 U.S. Trade Compliance

ITT manufactures significant military equipment which is controlled by U.S. Export regulations. Whenever you enter our facilities, you may gain knowledge of our company's equipment and technical data (i.e., the design, development, production, manufacture, assembly, operation, repair, testing, maintenance and modification of significant military equipment).

Because this information cannot be provided to foreign persons and organizations without prior authorization from the U.S. Government, you must not reveal your knowledge to:

- Non-U.S. Citizens who are not lawful U.S. permanent residents (i.e. Green Card holders) or U.S. Protected individuals and
- Non-U.S. Companies, international organizations, and the agencies of foreign governments.

**Important:**

***Failure to comply could result in civil and criminal prosecution and penalties by the U.S. Government.***

#### 2.6.2 Proof of Citizenship

**All contractors must provide ITT proof of citizenship for their employees.** This must be provided to ITT on company letterhead prior to work being performed. Acceptable proof of citizenship is as follows: Birth Certificate, Passport, Naturalization Certificate, and or Green Card.

**2.6.3 Non-Disclosure Agreement**

- Proprietary Information and Confidential Matters
  - a. Contractor shall keep in strictest confidence all information relating to this Agreement or which may be acquired in connection with or as a result of this Agreement. During the term of this Agreement and at any time thereafter, Contractor shall not publish, communicate, divulge, disclose or use any of such information which has been designated by the Company as proprietary or which from the surrounding circumstances in good conscience ought to be treated as proprietary, without the prior written consent of the Company. Upon termination or expiration of this Agreement, Contractor shall deliver all records, data, information, and other documents generated, used or acquired in connection with the providing of services pursuant to this Agreement, including proprietary information, and all copies thereof, to the Company, and such shall remain the property of the Company.
  - b. In the event Contractor is provided, either in physical or electronic form, any proprietary material, Contractor shall handle and store such material in a secure manner that ensures the protection of such material. The Contractor shall protect Company's proprietary information/material in the same manner as it would protect its own sensitive material, but in no case shall less than a reasonable standard of care be used.
  - c. Contractor acknowledges that proprietary information is of significant value to the Company, and shall report any unauthorized use, or anticipated or suspected unauthorized use, of proprietary material or information to the Company immediately. Contractor shall not cause the Company's proprietary information to be used by any other person or entity without the prior, written consent of the Company.
  - d. Notwithstanding any other term or condition of this Agreement, the Company reserves the right to resort to any court or forum of competent jurisdiction, in either equity or law, to enforce this provision and protect its proprietary information.

**2.7 Tobacco and Open Flames**

ITT is a tobacco-restricted facility. Use of tobacco products is not permitted anywhere on ITT property except in designated areas. **Violation of this policy will result in the discharge of the offending person from ITT property and a warning letter will be sent to the contractor.**

There is absolutely no smoking or chewing of tobacco permitted inside any building or restricted area. Smoking areas have been designated outside each major building as follows:



### 2.7.1 Night Vision (NV)

- Building 1 - in the covered carport outside Building 2
- Building 2 - in the covered carport outside Building 2
- Building 3 - on the covered deck at the side of the building
- Machine Shop - Smoking shed beside the Shop
- Building 5 – Smoking area at the southeast corner of the building

### 2.7.2 Parking Lots (Inside Personal Vehicles)

- Southeast parking lot by Building 2 - Center two rows
- North parking lot by Building 2
- North parking lot by Building 1 - Center row
- Building 3 lot west of Machine Shop (across from the barn)

#### Note

***Smoking is not permitted while traveling between the Southeast parking lot by Building 2 and Plantation Road.***

### 2.7.3 Power Solutions (PS)

- Gazebo outside south entrance
- Inside personal vehicles
- At picnic tables

### 2.7.4 Night Vision (NV West)

- Outside in the parking area but not within 25 feet of any building entrance

## 2.8 Speed Limits

Contractor employees must observe the posted **10-mile per hour speed limit** when using ITT driveways both inside and outside the security fence. Speed of vehicular travel anywhere other than driveways (such as power driven material handling equipment in storage areas or inside buildings) is limited to the equivalent of an average walking pace.



### **2.9 Vehicles**

All contractor vehicles must be parked in the contractor parking lot only. Parking in reserved areas or roadways is prohibited. Improperly parked vehicles are subject to be towed away.

Vehicles will be permitted inside the security fence for loading and unloading only (entry must be arranged through Main Gate Security). Prior arrangement for use of ITT loading dock areas must be made through the contractor's ITT POC who will make necessary arrangements with the appropriate supervisor.

When any vehicle is backed up to a loading dock, brakes must be set, wheel chocks placed under the rear wheels, and engines shut down.



### 3.0 SPECIAL REQUIREMENTS

#### 3.1 Clean Room Areas

Before entering any clean room area, the contractor employee must check with his/her ITT POC. All gowning requirements for that area must be met. Because of the stringent cleanliness requirements of these rooms, contractor employees may need to modify normal procedures to generate as little dust as possible. If the special clothing creates a safety hazard or the work cleanliness requirements cannot be met, the contractor supervisor must contact the POC to schedule work at a time when the manufacturing line is not working.

#### 3.2 Chemicals

It is the responsibility of the contractor's supervisor to provide the ITT Environment, Safety, and Health Department (ESH) with copies of Material Safety Data Sheets (MSDS) for **all** chemicals the contractor's employees will bring into the ITT facility. A representative of ESH must approve all chemicals to be brought on site **prior** to the start up of work. If, after start-up, additional chemicals are needed, the same procedure must be followed.

All chemicals brought in and used by contractor employees must be in properly labeled containers and stored in an approved manner. Proper grounding and bonding practices must be followed any time flammable solvents are being used. Each contractor shall be responsible for proper removal of all chemicals that his/her crews have brought on site. Upon completion of the contracted work, all contractor-owned chemicals must be removed from the ITT site.

As stated in the general requirements section, contractors are responsible for removal of any waste material, chemical or otherwise, created by their work for ITT unless otherwise exempt. **Under no circumstances are chemicals or chemical wastes to be discharged to the ground, storm sewer or sanitary sewer system, or placed into ITT trash receptacles or dumpsters.**

Before entering a manufacturing area, the contractor supervisor's ITT POC shall contact the manufacturing supervisor in that area to learn what chemical hazards are present and what precautions must be followed by the contractor employees.

If the location of chemicals or hazardous materials interferes with the contractor employee's work or threatens his/her safety, the contractor supervisor shall contact the ITT POC who will contact ESH for instructions.

Contractor employees must know the locations of emergency showers and eyewash fountains. If splashed with a chemical, he/she must immediately wash it off. Splashes in the eyes are particularly critical. In the event of contact with chemicals, the contractor employee must flush eyes or skin immediately for a full fifteen (15) minutes, and **immediately** report the incident by calling Security at extension **4666 for NV, 0 for PS, or 0 for NV West**. Security will notify the Nurse or Emergency Medical Responder and the Emergency Coordinator.

Adequate ventilation must be maintained at all times when paints, solvents, or other chemicals are used. No spray painting inside the building is permitted without specific authorization from the ITT ESH and Facilities Engineering Departments.



Flammable solvents and materials must be used with extreme caution when possible sources of ignition exist.

Flammable paints and solvents must be stored in properly grounded, approved flammable storage cabinets when storage is required inside the buildings. Acids and flammables must never be stored together. If an approved flammable storage cabinet is not available, flammable paints and solvents must be removed from the building when not in use.

Personnel should use proper respiratory protection and protective clothing when toxicity of the material requires such protection. All OSHA-required testing, fitting, and training requirements must be met.

### 3.3 High Hazard Areas

There are areas and operations on the ITT site where, because of the nature of the hazards, extra precautions must be taken.

The contractor supervisor is required to check with the ITT Facilities Engineering Department before any work is done on a flammable gas or solvent line, a tank or vessel that contains or has contained a flammable material (refer to Lockout/Tagout, Section 4.6 and Confined Space, Section 4.1).

Before making any excavation on ITT property, inside or outside of buildings, the contractor supervisor or his/her ITT POC **must** contact the ITT ESH Department.

Before entering or starting work on an operation in any of the following areas, the contractor supervisor or his/her ITT POC must check with the ITT Facilities Engineering Department for a review of the safety and health rules that apply. The list of high hazard area includes but is not limited to:

- Areas containing arsine: OMVPE growth areas, scrubber rooms, and gas room
- Areas containing silane and/or ammonia: OMVPE SPA area, caged cylinder enclosure
- Compressed gas storage areas
- Confined spaces (refer to Confined Space, Section 4.1)
- Areas containing laser operations (refer to Laser, Section 5.8)
- Chemical use, storage, and dispensing areas
- Roof of Building 1
- Areas containing hydrofluoric acid: Waste Water Treatment Area at Power Solutions
- Compressed gas storage, chemical use storage and dispensing areas at NV West



### 3.4 Personal Protective Equipment (PPE)

In certain construction and maintenance operations, personal protective equipment such as safety glasses, goggles, steel-toed shoes, and other types of protective clothing are required. The type of protective equipment to be worn will be determined by the degree of exposure to the potential hazard. It is the responsibility of the contractor's ITT POC to inform the contractor about PPE requirements for the area in which the work is being done. When in doubt of the safety measures to be observed, the POC should contact the ITT ESH Department. PPE requirements for ITT must be strictly adhered to unless they present a safety hazard. All exceptions must be cleared through the ITT ESH Department. **It is the contractor's responsibility to provide their employees with all PPE required to perform the work safely.**

**Safety glasses with side shields are required in all manufacturing areas.** When engaging in such operations as the following, appropriate eye/face protection must be worn:

- Drilling, chipping, grinding, sawing, wire brushing, etc.
- Handling chemicals such as caustics and acids
- Breaking brick or concrete
- Hammering chisels, drift pins, etc.
- Cutting, brazing, burning or welding (appropriate filters required)
- Set-up, maintenance, or repair of lasers (appropriate filters required)
- Other operations which create possible eye hazards

Appropriate fall protection equipment and procedures must be followed by any employee who is potentially exposed to falls from a height of six feet or greater to lower levels.

### 3.5 Work Monitoring

Contractor employees will be monitored periodically for adherence to safety requirements pertaining to the work being performed. Observed safety violations and/or unsafe work practices will be corrected. Depending upon severity and/or frequency of violations, any or all of the following may result from unsafe work practices:

- Expulsion of contractor's offending employee(s) from the ITT site
- Temporary closure of contractor's project pending contractor's demonstration that they can execute the project safely
- Permanent closure of the project and denial of any future work at ITT for the contractor

Work monitoring will include both work practices and proper use of equipment.



### **3.6 Removal from Site**

Whenever a contractor employee is removed from the ITT site, Security will be provided with the following information in writing:

- Employee's name
- Contractor
- Nature of violation
- Whether previous warnings or corrections of the violation were issued

Security will place the write up of the violation in the contractor employee's file. Readmission to the site will be by permission of the Manager of ESH and the Director of Facilities Engineering.



### **4.0 PERMIT/AUTHORIZATION REQUIREMENTS**

#### **4.1 Confined Space Entry Permit**

All contractors who plan entry into any permit-required confined space must follow ITT's Confined Space Permit Program. ITT has posted signs at all such confined space sites. Before entering any confined space, the contractor supervisor must notify his/her ITT POC and the ITT Facilities Engineering Department of intent. It is the responsibility of the ITT POC to provide the contractor supervisor with ITT's Confined Space Permit Program and to assure their compliance with the program. **It is the contractor's responsibility to have provided confined space entry training to their employees.**

The Facilities Engineering representative will review with the contractor ITT's Confined Space Entry Program requirements. With information supplied by the contractor supervisor, the ITT representative will fill out and sign the Confined Space Entry Permit. This permit must be posted at the job site and is good for only the day and shift indicated. At completion of the job, the permit must be completed, filed, and a copy sent to ESH.

#### **4.2 Cranes and Hoists**

Contractor employees will not be permitted to use hoists and powered lifting apparatus belonging to ITT unless approval is obtained in each instance from the Facilities Engineering Department. Appropriate fall protection equipment and practices must be employed by an employee who is potentially exposed to falls from a height of six feet or greater to lower levels.

All cranes and hoists must be inspected regularly and must be marked with capacity limits.

#### **4.3 Emergency Equipment**

ITT fire equipment shall not be moved, blocked or otherwise rendered inaccessible unless specific permission is granted in each case by the ITT ESH Department.

Self-contained breathing apparatus, first aid equipment, fire blankets, stretchers, eyewashes and emergency showers are not to be moved, relocated or blocked without the express permission of the ITT ESH.

#### **4.4 Hot Work Permit: Welding, Burning, Etc.**

A Hot Work Permit must be obtained from the ITT Facilities Engineering Department for all operations involving the use of any spark-producing equipment such as gas or electrical welding equipment, cutting or soldering torches, etc., if that operation is to be performed outside an established welding booth.

Contractors must follow ITT's Hot Work Permit Program. The ITT POC is responsible for providing his/her assigned contractors with this program that includes protection of combustibles, use of a fire watch who is trained in the use of a fire extinguisher, and readiness of suppression equipment. Do not remove extinguishers from assigned locations, except in the event of an emergency. If non-assigned extinguishers are available, they may be used for fire



watch. If no spares are available, contractors may be asked to supply their own suppression equipment.

Use of open flames is strictly prohibited in areas where flammable liquids, gases, or highly combustible materials are stored, handled, or processed.

Upon completion of hot work, Security is to be notified at extension 4200, and they will perform a 4-hour fire watch of the hot work area. At Power Solutions and NV West, please contact the Facility's POC.

Appropriate PPE such as filtered safety glasses/shields must be used. In addition, the contractor will provide portable welding shields to protect other employees from potential exposure to welding hazards.

### **4.5 Tarpaulins**

When tarpaulins are required for the deflection of hot slag, dust, paint drippings, etc., or as security barriers, they shall be flame resistant and in good condition.

### **4.6 Lockout/Tagout and Electrical Safety**

The purpose of the ITT Lockout/Tagout program is to establish procedures that will safeguard employees from injuries caused by the inadvertent startup or operation of machines and/or equipment, or the release of hazardous energies while performing maintenance and service work on or in the immediate vicinity of machines and/or equipment.

All contractors are expected to adhere to ITT's Electrical Safety Policy and the ESH Lockout/Tagout of Machinery and Equipment (Section C-2). It is the responsibility of the ITT POC to provide the contractor supervisor with copies of the documentation. Also, contractors are required to also meet all applicable requirements of OSHA, NFPA, National Electrical Code and other related codes and standards in the performance of their work.

#### **4.6.1 Personal Protective Equipment (PPE)**

The use of proper PPE is an important component of our Electrical Safety Program. All of the items below have added margins of safety to the program. All contractors are required to use the appropriate PPE for the hazards involved with their work. Recommended PPE includes the following:

- Insulated hand tools rated for the working voltage
- 100% cotton clothing
- Flame retardant flash suit and hood as required per NFPA 70E
- Safety glasses
- Rubber gloves, sleeves and/or blankets as required, rated for working voltage
- Steel-toed shoes with electrical safety rated soles
- Hard hat as required



- Personal lock for Lockout/Tagout, red in color or marked with red paint or tape

### **4.6.2 Energized Work**

**All work is to be performed de-energized.** However, in some cases due to the nature of the work it may be necessary to perform energized work. Energized work if necessary requires the issuance of an ITT Energized Electrical Work Permit (EEWP). The EEWP can be obtained from the ITT POC and it must be posted in the area where the work is being performed.

In cases where a reasonable potential exists for a worker to come in contact with exposed energized parts of 600 volts or less, the work must be under observation at all times so that a person who is knowledgeable of the hazard of the work area and applicable emergency procedures, can reach the affected person within four (4) minutes. In all cases of emergency call: **4666 for NV, 0 for PS, or 0 for NV West.**

In cases where a reasonable potential exists for a worker to come in contact with exposed energized parts of over 600 volts the two man rule applies. This requires another qualified person to be in the immediate area. This person must be properly trained in First Aid and CPR. In all cases of emergency call: **4666 for NV, 0 for PS, or 0 for NV West.**

The term “reasonable potential” in relation to contact with energized conductors is defined as having a body part within the “prohibited approach boundary” as defined in NFPA70E. Within this boundary insulated tools, PPE and safe work practices (for energized parts) are required. See OSHA 1910.333-339 for safe work practices.

### **4.6.3 Lockout/Tagout Tracking Sheet**

Developed for multiple functions, this sheet shows which employees are locked out for multiple-shifts lockout. Other information contained on the tracking sheet includes:

- Time equipment was re-energized
- Task description
- Location
- Equipment number
- A preventative maintenance check-off box
- A check-off box to note if equipment has multiple energy sources

**This form must be used for shift work.**



### **4.7 Red Tag Permit: Fire Alarm/Sprinkler System Interruption**

Any time the ITT fire alarm system or sprinkler system operation is interrupted for **any** reason, the contractor supervisor must follow ITT's Red Tag Permit Program. Only pre-authorized contractors will be permitted to interrupt the fire alarm/sprinkler systems at ITT.

**It is critical that neither the fire alarm system nor the sprinkler system be interrupted for any reason without proper scheduling and until notifications have been made.**

Monthly inspections of these systems at ITT will be implemented as follows: the contractor supervisor shall fill out and sign the form provided to him/her by the Maintenance Supervisor responsible for these systems. The contractor must then deliver it to Main Gate Security who will notify the appropriate Maintenance Supervisor and the on-call Emergency Coordinator that work is about to begin. Upon completion of the inspection, the contractor supervisor shall return to Main Gate Security, sign the form to verify completion, and Security will notify the Maintenance Supervisor and the on-call Emergency Coordinator.

For repairs, modifications, or maintenance which require that either of these systems be shut down, the following procedure will be followed:

- The contractor supervisor must notify the responsible Maintenance Supervisor that work is to be performed.
- He/she must also notify Main Gate Security who will notify the on-call Emergency Coordinator, and the alarm company responsible for the system.
- The Maintenance Supervisor must fill out a Red Tag Permit and verify with the contractor supervisor that all alarms have been deactivated and all parties notified.
- When the work is completed, the contractor supervisor will advise all alerted parties that work is complete.
- The system must then be returned to normal operating status.



### 5.0 OTHER INFORMATION

#### 5.1 Compressed Gas Cylinders

As with all chemicals, compressed gases must be approved by an ESH representative prior to being brought on site. Normal safe handling procedures for cylinders must be used. These include but are not limited to the following rules:

- Valve protection caps shall be in place when compressed gas cylinders are transported, moved or stored.
- Cylinder valves shall be closed when work is finished and when cylinders are empty or are moved.
- Compressed gas cylinders shall be secured (roped or chained) in an upright position at all times.
- Cylinders shall be kept at a safe distance or shielded from welding or cutting operations. Cylinders shall not be placed where they can contact an electrical circuit.
- Appropriate gas regulators shall be used for specific gases.
- Cylinders should be permanently marked or stenciled to identify the type of gas contained within.

If a leak develops in a cylinder, immediately call Security at extension **4666 at Night Vision** for assistance from the Emergency Response Team, or **0 at Power Solutions** for Notification of Emergency Services, or **0 and/or extension 339 at NV West for the Director of Camera Operations**.

#### 5.2 Engines - Indoors

Gasoline, LP gas, or other internal combustion engines must not be operated inside ITT buildings unless they are equipped with approved oxy-catalyst exhaust purifiers, the exhaust is piped to an approved exhaust venting system, or the exhaust is piped outside the building through a flexible or permanent exhaust hose. Permission of a ITT Facilities Engineering representative must be obtained before using such equipment.

This applies to all engines.

#### 5.3 Excavations and Trenches

Before making any excavation on ITT property, inside or outside of buildings, the contractor supervisor or his/her ITT POC **must** contact the ITT ESH Department. Existence and location of underground pipes, electrical conductors, etc., must be determined. The contractor supervisor, through his/her ITT POC, must contact an ITT Facilities Engineering representative for that information. The contractor supervisor must ensure that the following requirements are met:

- The walls and faces of all excavations and trenches more than 5 feet deep shall be guarded by shoring, sloping of the ground, or some other OSHA-approved means. Trenches less than 5 feet will be guarded if soil is unstable or guarding is necessary



to protect employees.

- The contractor shall make daily inspections of excavations. If there is evidence of possible cave-ins or slides, all work shall cease until the necessary safeguards have been taken.
- Trenches more than 4 feet deep shall have ladders or steps located so as to require no more than 25 feet of lateral travel between means of egress. They shall extend from the bottom of the trench to at least 3 feet above the surface of the ground.
- Sawhorses, warning signs and any other appropriate barricade must protect all excavation sites and trenches.
- All appropriate fall protection requirements must be met.

### **5.4 Floor Openings**

Floor openings should be guarded by substantial barriers, railings and/or covering materials strong enough to sustain twice the load of pedestrian or vehicular traffic.

Where a danger of falling exists for personnel, elevated floor areas must be provided with guardrails. In addition, toe boards should be provided when the possibility of falling objects striking personnel below exists. Otherwise, other appropriate fall protection measures must be taken.

All access openings created by contractor employees, whether in walls, floors, or decks, must be closed in a permanent and safe fashion upon completion of work.

### **5.5 Housekeeping**

Before, during, and after each day's work, equipment and material should be carefully stacked and located so that it does not block aisles, doors, self-contained breathing apparatus, fire extinguishers, fire blankets, stretchers, emergency eyewash fountains, emergency safety showers, fixed ladders or stairways.

Additionally, the following good housekeeping practices must be used:

- Nails protruding from boards must be removed or bent over.
- Form and scrap lumber and all other debris shall be kept clear of all work areas.
- Combustible scrap, waste materials, and debris shall be removed at regular and frequent intervals.
- The contractor shall provide containers for the collection and separation by type of all refuse. Covers shall be provided on containers used for flammable, combustible or harmful substances.
- Overhead storage of debris, tools, equipment, etc., is prohibited. No loose material should be left in the area above suspended ceiling panels.



### **5.6 Ladders/Scaffolds**

All ladders used on the ITT site must be made of fiberglass (no wooden or metal ladders) and must have properly functioning safety feet. They must undergo a regular inspection that is documented. The use of ladders with broken or missing rungs or steps, broken or damaged handrails, or with other faulty parts is strictly prohibited.

Ladders must not be placed in front of a door that opens toward the ladder unless the door is locked, guarded, or blocked open.

Scaffolds must be equipped with locking wheels, kick plates, side railings and toe guards.

All appropriate fall protection requirements must be met.

Ladders must be stored lying down or, if standing, attached to its supporting structure.

### **5.7 Lasers**

Lasers are not to be used on ITT property unless specific approval is obtained from the Laser Safety Officer and all safety requirements for lasers are met. To obtain this approval, the contractor supervisor's ITT POC shall contact the ITT Laser Safety Officer.

No individual shall operate any mobile laser unless he holds a valid certificate of competence and the Laser Safety Officer approves its use.

Appropriately filtered safety eyewear is required.

### **5.8 Mobile Cranes**

Mobile cranes, including portable crane derricks, power shovels, or similar equipment, should not be operated within 10 feet of overhead electric power lines.

Prior to initiating mobile crane operations, an ITT "Crane Pre-Job Review" form must be completed.

All appropriate fall protection requirements must be met.

### **5.9 Overhead Work**

No overhead work shall be performed when, as a result of that work, the possibility of a falling object striking any person exists. Do not work over any person at any time.



### **5.10 Powder Actuated Tools**

Powder actuated tools and pressurized cartridge tools are not to be used on ITT property unless specific approval in each instance is obtained from the ESH Department. The contractor's ITT POC can assist in this process.

Explosive actuated fastening tools shall meet the design requirements in American National Standard Requirements for Explosive Actuated Fastening Tools (ANSI A10.3-1970). A tool that does not meet these design standards cannot be used on the ITT site. Additionally:

- A powder-actuated tool shall never be left unattended in a place where it would be available to unauthorized persons.
- The tool shall not be used in an explosive or flammable atmosphere.
- Each user shall have a current certification of training available for review.

### **5.11 Tools**

All tools and equipment used by contractors while on ITT property shall be safe, sound, and of the proper type for the job being performed. The contractor must supply all required tools and equipment.

Hand and power tools should be kept in safe operating condition. If extension cords are used, they must be in good condition and have a GFI in line. Mushroomed heads on cold chisels, star drills, etc., are unsafe and cannot be used. Hammer handles that are cracked, split or broken cannot be used. Wrenches should not be overstrained by extending the handle with a pipe or by other means. The jaws of pipe wrenches should be inspected to ensure that the teeth are not worn out.

Non-sparking tools may be necessary in certain areas where flammable solvents or gases are handled or where sparks could create an explosion. Prior to using any tool, the contractor supervisor must know the classification of the area in which work is to be performed.

All equipment guards must be in place and functioning properly.

### **5.12 Transporting Material and Equipment**

Piping, conduit, and other material over 10 feet long must be carried by two persons, each supporting one end of the material being transported.

When transporting piping, conduit and material less than 10 feet in length, the forward end of the material should be raised above head height to reduce the possibility of striking on-coming personnel.

**5.13 Warning Signs**

Warning, safety, and security signs and barriers are posted for ITT employees as well as contractor employees protection. They must be observed. Additionally, the contractor shall provide warning signs, barricades, etc., wherever such protection is needed.

Where signs and barricades do not provide adequate protection, particularly along a road or walkway, flagmen shall be used.

Tools or other equipment must not be stored in areas marked off with yellow tape.

