

SUBCONTRACTOR INFORMATION SHEET

Health, Safety and Environmental Guidelines for Subcontractors – (Contractors, Vendors and Suppliers performing work on site)

A SIGNED AND DATED COPY OF THIS FORM MUST BE MAILED OR FAXED TO THE DAKKOTA MRO BUYER FOR AUTHORIZATION TO COMMENCE SERVICES OUTLINED IN THE PURCHASE ORDER.

All aspects of M.I.O.S.H.A., O.S.H.A., M.D.E.Q/E.P.A. and A.N.S.I. will be strictly adhered to, as well as the following safety guidelines:

1. Hazard Communication "Right to Know".

- Labeling and M.S.D.S. sheets must be supplied by subcontractors on all chemicals and hazardous material used while on the premise.
- Containers must be clearly labeled with Product and Chemical name and include the hazard degrees.
- Any chemicals or waste materials generated by the subcontractor must be put in labeled containers provided by the subcontractor and must be taken off of the premises for disposal by the subcontractor. Disposal of any waste material at the facility generated by a contractor must receive prior approval by the host and the EHS Coordinator or designee.
- All gas bottles and pressurized containers must be properly handled and secured as outlined in the MIOSHA and OSHA regulations.

2. Lockout/Tag out.

- Subcontractors must follow MIOSHA's lockout procedures with the manufacturer's machine specific lockout procedures when working on equipment.
- In no cases may a lock out belonging to someone else be removed from any equipment without express permission from the Facilities Manager or his designate.

3. Personal and Equipment Protection

- Safety glasses and closed toe shoes must be worn throughout the plant.
- When grinding, face shields must be worn.
- When welding, flash curtains must be used to protect bystanders.
- No gloves, loose clothing, loose jewelry, or long hair are to be worn while using lathes or spindles.
- Hearing protection must be worn in designated areas.
- Assure proper barricades and signs are installed to warn others of potential hazards associated with your contracted work.
- Ladders must be securely fastened to prevent them from slipping or falling.

4. Housekeeping is Key.

The area worked in must be kept clean and orderly. All supplies, equipment and debris must be removed from the facility upon completion of work. The subcontractor will be charged back for any clean up costs if it is required after they leave.

5. The subcontractor shall assign responsibility for the safety of work undertaken by the subcontractor to an employee who will be on-site during the contract term.
6. The subcontractor shall ensure that all equipment brought onto the property is in safe working order and that all safety features are in operation order and that the equipment is maintained in this condition.
7. The subcontractor will provide first aid and supplies as appropriate to the nature of the work and that meet regulation requirements. In the event of an accident, the subcontractor is encouraged to seek assistance from their Occupational Health Provider during normal hours and Emergency services for after hours.
8. The subcontractor shall promptly notify the requesting Department responsible for the subcontractor of any incident, near miss or hazard, which could have resulted in injury/illness or property damage, and will assist the Division in any resulting investigation.
9. Subcontractors who are not trained and licensed in confined space shall not enter a confined space area. The facilities management must be aware and approve all confined space entry.
10. No Operating Division* materials, tools, or equipment may be used without prior arrangement and signed approval on this form (i.e. Hand tools, Fork truck, Tools etc.) from an Operating Division* representative.
11. Only approved pedestrian travel areas may be used while walking through the plant. If you have questions regarding authorized routes, ask area supervisors.
12. Observe the smoking policy. Smoking is allowed only in designated areas outside.
13. All subcontractors must follow the Standard Practice Instructions for machine and fixture specifications and general conditions.
14. No alcoholic beverages or firearms allowed on the premises.

I have read, understand and will provide protective equipment and Supervision sufficient to ensure compliance of my personnel to the Operating Division * safety guidelines. Failure to comply with the safety guidelines will be regarded as a violation and I will be asked to leave the premises. I have been made aware of the significant aspects based on the scope of my work and potential impacts that may be imposed.

* NOTE: Operating Division shall represent Dakkota.

If you are using chemicals or equipment owned by the Division to perform work, you must complete the back side of this form.

Company Name: _____

Company Representative(s) anticipated at site:

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Name: _____ Date Reviewed: _____

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Subcontractor Information

All subcontractors or suppliers using chemicals while performing work on-site must complete the following disclosure prior to performing work. (This operating division determines sub contractors to be service organizations, suppliers, contractors or subcontractors)

Date: _____

Company Name: _____

Address: _____

Subcontractor's Manager Name: _____ Phone #: (____) _____

Planned time work is planned: (date and time)

Begin: _____ End: _____

Permits required? Yes No what type? _____ Licensed? _____

Chemical information

Chemical usage while performing scope of work: _____

Where will the chemicals listed above be used? _____

- 1) Material Safety Data Sheet(s) (MSDS) must accompany this form.
- 2) When a sample chemical is used, it must be clearly labeled with product and chemical name.
- 3) **Chemicals WILL NOT be allowed out of the Receiving area without #1 being met**

Equipment Information:

Operating Division tools or machine usage required for use while performing scope of work:

Operating Division Approval:

Name: _____

Title: _____

Date: _____