

# Choose ZERO



Environment, Health and Safety  
Handbook

**EAT•N**

*Powering Business Worldwide*

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## Introduction

Welcome to Eaton. It is our goal to provide a secure and safe work environment for all of our employees, contractors, and visitors. Eaton commits to meet or exceed regulatory and company requirements consistent with Eaton's policies on ethics and compliance. We will work to create a "zero incident safety culture" and to continuously improve our environmental, health, and safety (EHS) performance through the implementation of Eaton's EHS management system standard (MESH).



This Handbook applies to all third parties performing activities at Eaton locations including suppliers, contingent workers, contractors, vendors, visitors, and all other non-Eaton employees. The Handbook provides a brief summary of the EHS practices required for working for Eaton. For additional information, please contact the Eaton project coordinator or site EHS.

Compliance with the requirements of this Handbook and of all legal, site, and project-specific requirements is a condition of working for Eaton. All third parties must ensure that their employees and sub-contractors complete Eaton's EHS orientation training and any additional training required prior to commencing work.

## Eaton Safety Policy

Safety is fundamental to everything Eaton does. Eaton's Safety Policy outlines the expectation for a safe work environment and reporting obligations. All third parties must comply with Eaton's Safety Policy, available at Eaton.com "Safety" page.

Within the Safety Policy, we have included the Life Saving Rules, which are a set of rules that all who enter our sites are expected to follow. Those that are found to be in non-compliance of the Life Saving Rules will be removed from the facility. The Life Saving Rules are non-negotiable and must be followed while visiting or working at an Eaton facility.

### The Life Saving Rules:



**Safety Devices and Guards:** Devices installed to assure safe machine operation shall not be removed, tampered with or bypassed.



**Lock-out/ Tag-out:** Lock-out tag-out procedures must be followed.



**Electrical Work/Arc Flash:** Appropriate Personal Protective Equipment must be used when electrical work is being done or there is arc flash potential.



**Fall Protection:** Fall-arrest systems must be used when working at unprotected heights of 6 feet (1.82 meters) or greater.



**Permit-Required Confined Spaces:** No person shall enter a permit-required confined space without an approved permit.



**Seat Belts/Restraints:** All operators and passengers of powered industrial trucks and equipment must use available seatbelts and restraints.

## General

### EHS Compliance

Contractors have sole responsibility for the health, safety, and welfare of their employees, subcontractors, and agents providing the services. All third parties must ensure that they have the appropriate skills, qualifications, certifications, licenses, and training to conduct the services prior to the commencement of the work.

In addition, third parties must observe the following requirements.

Air: The use of non-toxic, low volatility paints must be considered for all painting operations. The use of solvent-based paints or coatings must be approved by the Eaton EHS. Third parties conducting refrigerant processes must be certified, and control and document all ODCs.

Storm Water: Storm water can carry pollutants. The following rules must be observed:

- Containers may not be stored outside or left exposed to the weather.
- Materials may not be stored outside, discarded or poured onto the ground or ditches.
- No garbage or trash may be left outside unless it is placed in the appropriate waste container.
- All scrap, trash, and debris must be removed on daily basis prior to leaving premises.

Wastewater Discharges: Special care must be taken to prevent oil or other chemicals from entering the sewer system or other wastewater conveyance system. No material may be discharged into a sewer or other wastewater conveyance system without prior approval from the Eaton EHS.

Waste Disposal: All waste must be placed in the proper receptacles. The management of hazardous and other regulated wastes generated on Eaton premises must be coordinated in advance with the Eaton EHS and may not be removed from the site without prior coordination with the Eaton. If third parties are removing hazardous waste from site, all third parties must be certified.

### Housekeeping Requirements

Construction debris must be removed and properly disposed of daily. Burn barrels are not permitted. Materials and tools that remain on site must be neatly stacked, properly stored and identified with the third party's company name. All work areas must be kept clean and in good working condition. Exit doors, exit routes, passageways, and emergency equipment must be

kept unobstructed. Hoses, cables, and other potential tripping hazards must be located so as not to present a tripping hazard.

### **Safety Signs, Signals, and Barricades**

Barricades must be 104 centimeters (42 inches) high and erected at least 1.8 meters (6 feet) from the edge of the hazard. Yellow barricade tape should be used where entry is permitted under certain conditions. A tag should be posted on the tape to indicate the potential hazards and entry requirements. Red barricade tape indicates that entry into an area is prohibited.

### **Reporting**

All work-related injuries and illnesses must be immediately reported to the Eaton project coordinator or EHS site leader. All releases, spills or environmental incidents must be immediately reported to the Eaton EHS. Third parties will cooperate with Eaton in its investigation of any environmental, health or safety incident.

### **Chemical Management**

All chemicals along with the estimated amount to be brought on site must be approved by the Eaton site leader prior to the material being brought into the facility. Safety data sheets for chemicals at the site plant are maintained and will be made available to third party employees upon request. Third party management must provide Eaton with a copy of a safety data sheet for each chemical brought on site. Chemicals must be labeled and stored in accordance to all applicable legal requirements and any additional direction by site EHS.

## **Tools and Equipment**

### **Overview**

All third parties may not use Eaton vehicles, equipment or tools without prior permission from the Eaton project coordinator. Third party management must provide documentation that employees are qualified to use loaned equipment or tools in accordance with applicable regulatory requirements. Eaton personnel will not repair tools or equipment for third party personnel. Defective tools must be removed from service immediately.

### **Hoisting Equipment**

#### Cranes

Only trained and qualified employees are permitted to operate a crane. The rated load capacity of the crane is never to be exceeded. Cranes are to be operated within the design limits specified by the manufacturer. Mechanical parts of the crane must be inspected by the operator prior to each shift. Rated load capacities, recommended operating speeds, special hazards, warnings, or instructions must be posted conspicuously on all equipment. All accessible areas within the radius of the counterweight swing must be barricaded to prohibit access. Outriggers must be fully extended on firm ground. Operator must maintain a safe working clearance of at least 3 meters (10 feet) from energized electrical lines. Personnel are prohibited from riding on crane hooks.

#### Hoisting Equipment

All hoisting equipment must be inspected before each use. All hooks must be equipped with safety latches. Suspended loads shall not be left unattended, nor shall personnel be placed under suspended loads. All lifting devices must be visually inspected before each use. Damaged lifting devices must be immediately removed from service.

## Tools

### Hand Tools

Defective hand tools must not be used. Tools must be kept in good condition – sharp, clean, oiled, and dressed. Tools subject to impact, such as chisels, must be dressed to avoid “mushrooming” of the head of the tool. Tools may not be thrown from one location to another, from one employee to another, or dropped to lower levels. Tools must not be forced beyond their capacity. “Cheaters” shall not be used to increase tool capacity. All defective tools must be removed from service until repaired or replaced.

### Portable Power Tools

Electrical power tools may not be used in areas where flammable or combustible liquids or dusts are stored or handled unless the tools are approved for service in a hazardous location. Electrical tools must be double-insulated or contain a ground. The use of ground-fault circuit interrupters is required for all outdoor locations or indoor locations that are wet or damp. Safety guards must be in place on all power tools before use. Extension cords must be maintained in good working condition and may not contain any slices. Electrical tape may not be used to repair extension cords. Cords must be kept out of walkways and other areas where they could present trip hazards or where they can be damaged.

### Pneumatic Tools/Compressed Air

Pneumatic tools and hoses must be secured together by a positive means to prevent the tools from becoming accidentally disconnected. Compressed air may not be used for cleaning personnel or clothing.

## Specific Hazards and Procedures

### Hot Work- Welding, Cutting, Brazing

Before starting any hot work activities outside of a designated hot work area, **a hot work permit must be obtained** from the designated Eaton representative. The hot work permit is valid for one shift and must be posted in the area where the work is being performed. Hot work requirements include:

- No hot work may be performed while plant fire protection systems have been disabled;
- All flammable and combustible materials within 10.7 meters (35 feet) of the hot work site must be removed or covered. Wall and floor opening within 10.7 meters (35 feet) of the hot work must be protected;
- A fire extinguisher and/or water hose must be provided at the job site;
- A fire watch must be present for the duration of the hot work plus 60 minutes after the hot work is completed. The area shall be monitored for an additional 4 hours following the fire watch.

All fuel and oxygen cylinders must be secured in an upright position. When oxygen and fuel gas cylinders are not connected for use, they must be separated by at least 6.1 meters (20 feet) or separated by a fire barrier with a 30-minute rating. Protective blinds must be used around welders. Local exhaust ventilation (LEV) must be used when welding or cutting in enclosed areas or confined spaces. Filter respirators or LEV must be used when welding or cutting on materials containing stainless steel, high-alloy specialty steels, galvanized steel, lead, zinc, cadmium, hexavalent chromium, or mercury.

## **Scaffolding and Ladders**

Scaffolds must be erected on solid footing. Scaffolds must be sound, rigid, and sufficient to carry the intended load without settling. Unstable objects, such as barrels, boxes, loose bricks or concrete blocks must not be used to support scaffold or planks. Scaffold must not be erected, moved, dismantled or altered except under the supervision of a competent person. Scaffolds must be equipped with guardrails, mid-rails and toe boards. Scaffold accessories such as braces, brackets, trusses, screw legs or ladders that are damaged or weakened from any cause must be immediately repaired or replaced. Scaffold platforms must be tightly planked with scaffold plank grade material or equivalent. A competent person must inspect the scaffolding upon completion and at least daily thereafter. Scaffolds must be at least 3 meters (10 feet) from electric power lines at all times. Scaffold must be accessed using ladders or stairs.

The use of portable metal ladders is prohibited at our sites. All ladders must be equipped with safety feet and erected on solid footing. Ladders should be erected in a 4:1 ratio and extend 1 meter (3 feet) beyond the top of a structure. Extension ladders should be footed at the base by another employee or tied off at the top to prevent tipping. Do not stand on the top step of the ladder. The use of fall arrest system is explained on page 1 under “Life Saving Rules – Fall Protection.”

## **Powered Industrial Trucks**

Forklifts used at our sites can present an unexpected hazard to third parties. While working at sites utilizing forklifts, stay in the designated walkways. Eaton-owned powered industrial trucks (PITs) may not be operated by third party employees. PITs and mobile equipment, such as backhoes, must be inspected prior to each shift the equipment is used or operated. These inspections must be conducted and documented in accordance with the manufacturer’s requirements. Defective equipment must be removed from service until repaired.

## **Trenching and Excavations**

A review of underground utilities must be performed before digging a hole. This review should occur at least 48 hours before the start of the project. Protective shoring or approved sloping techniques must be utilized to protect workers entering trenches 1.5 meters (5 feet) deep or greater. Soil must be kept at least 60 centimeters (2 feet) back from the edge of a trench. A ladder or ramp must be provided to exit a trench. Trenches must be inspected by a competent person on daily basis prior to entry and after any hazard-increasing event such as heavy rain, vibrations or excessive loads.

## **Demolition**

Prior to starting demolition operations, third party management must survey the structure to determine its condition. A written plan, identifying the safe work procedures to complete the demolition, must be developed. While conducting the work, the demolition area must be

barricaded. Crane operators involved must be able to see the work, or a signal person must be utilized to direct the crane operator. Employees may not work below other employees during demolition work. Unstable structures may not be left in place without temporary support. Do not throw materials to the ground; lower them by crane or chutes.

## **Painting**

Lead-based paints may not be used. Respiratory protection is required for painters during spraying operations. Spray-painting equipment must be cleaned in an open, well-ventilated area at least 10.7 meters (35 feet) from any ignition source. Static charge dissipation measures must be taken while cleaning spray-painting equipment.

## **Asbestos**

Any unknown insulation material or potential asbestos containing material (PACM) is to be treated as asbestos-containing material. Third parties may not remove or disturb material until the insulation is determined to be asbestos-free. Asbestos-containing material may only be removed by certified asbestos contractors and must be removed in accordance with local regulatory requirements.

## **Energy Control (Lockout)**

All third parties performing servicing and maintenance or line breaking activities at Eaton sites must follow the requirements outlined in this procedure. Equipment will be locked out by an authorized lockout supervisor using red or blue locks and a lockout hasp in accordance with the applicable equipment-specific lockout procedure. Initial lockout-tagout application shall be witnessed by an Eaton authorized lockout supervisor. Third party personnel shall then install their red locks on the appropriate energy isolation device prior to starting a job.

## **Closing**

This Handbook is an extension of Eaton's effort to care for all third party employees and visitors, and to achieve zero accidents in the work place. We commit to continuous improvement in our Environmental, Health and Safety performance. Conformance with this handbook is the responsibility of every third party performing activities at Eaton locations including suppliers, contingent workers, contractors, vendors, visitors, and other non-Eaton employees.