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## **General Safety Overview**

On behalf of Metro Door, Ltd. (“Metro Door” or “Company”), we extend our welcome. We recognize contract work plays an integral role in our Company’s success and look forward to developing a strong business relationship. Please be aware, Metro Door requires commitment, participation and cooperation from all parties involved in creating, implementing and sustaining a safe work environment.

Metro Door has developed and maintains a robust Environmental Health and Safety Management System that we expect our service providers to be an integral part of. We are dedicated to continuous improvement and abide by requirements in line with the International Organization for Standardization (ISO) 14001 & 45001. In accordance with these programs, it is the responsibility of Metro Door management to ensure that all vendors, Contractors and any other parties working for or on behalf of the Company (“Contractors”) are informed of our EHS policy and made aware of their individual obligations to the system. It is your responsibility to abide by all relevant OSHA standards and all customer requirements if requirements exceed OSHA standards.

## **Safety and Environmental Instruction Guide for Contractors**

### **INTRODUCTION TO SAFETY AND ENVIRONMENTAL GUIDELINES**

Metro Door has developed these Contractor Safety Guidelines to provide regulatory and Company guidelines for Contractors and their employees. Contracted groups should review the contents of this program carefully and apply each item thoroughly. Safe work practices are an integral part of each Contractor’s responsibilities and must be carried out fully, as with any other specification for the job.

This program is not all encompassing. Environmental, Safety and Health programs must be individualized, meeting the needs of the particular workplace. It is your responsibility, as a Contractor performing work for Metro Door, to implement safety programs that meet regulatory requirements and prevent injuries and illnesses from occurring. The guidelines contained in this manual are designed to represent the minimum of what is required. You are encouraged to expand your safety efforts as seen fit for the work that will be performed.

Thank you in advance for your review of this program and your commitment to maintain safe and healthy working conditions while working for Metro Door. Always remember that there is no job so important or any service so urgent that you cannot take the time to perform your work safely.

### **GENERAL REQUIREMENTS**

Contractor’s employees will be held accountable for awareness, knowledge, and full commitment in preventing pollution, injuries, or ill health as occasions may arise.

Contractors are responsible for providing the Company with individuals who are capable of competently performing their tasks while also fulfilling the vision within Metro Door’s

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Environmental, Health and Safety Management System. Contractors are expected to manage all environmental, health, and safety risks and programs for their employees. For safety purposes, all visitors and contract employees are required to enter customer premises through their designated visitor entry points and abide by all site identification protocols.

The Contractor shall actively and adequately promote safe performance on the part of its employees. The Contractor’s employees are expected to always conduct themselves in a safe and responsible manner, and to be aware of potential hazards in the work area that could result in employee injury. Failure to abide by these safety requirements could result in the suspension of your work activities or become grounds for the termination of your contract.

**SAFE WORK PRACTICES AND INSTRUCTIONS**

1. The Contractor shall assume full and independent responsibility for the safety and health of its employees while on customer sites. The Contractor agrees to perform its duties in full compliance with all site safety requirements, policies, and regulatory standards.

2. The Contractor will not expose any employees to any unsafe acts or conditions which can be reasonably predicted as hazardous or unsafe, or which otherwise violate a regulatory standard.

3. Contractors shall be responsible for identifying safety and health deficiencies and shall correct such unsafe conditions immediately and notify site contacts and Metro Door accordingly.

4. Safety deficiencies, which may, from time to time, be brought to the attention of the Contractor by Metro Door or a site representative, must be given immediate attention and priority to be corrected. Metro Door reserves the right to perform periodic safety checks throughout the life of the project.

5. Prior to starting each job, a Metro Door project leader and/or the Contractor supervisor will conduct a pre-job conference with the Contractor or an authorized representative. Metro Door requires that the Contractor leader conduct a tour of the work area to acquaint the Contractor with all recognized hazards to which the Contractor and its employees might be exposed.

**6. PRE-WORK REQUIREMENTS**

Contractor’s responsibilities will include:

- Orient all employees to the job site.
- Explain the specific guidelines, safety guidelines and policies to all affected personnel.
- Explain any personal protective equipment (PPE) requirements.
- Explain any permit program requirements. (if applicable)
- Explain facility emergency alarm system and emergency procedures.

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7. It is the Contractor’s responsibility to perform periodic jobsite inspections to ensure safe and quality work activity. A final inspection shall also take place at the completion of a project.

8. It is the Contractor’s responsibility to make sure that all injured/ill personnel receive prompt medical attention. It is the Contractor’s responsibility along with support from Metro Door to investigate all injuries and incidents. The customer may request a copy of the accident investigation report. All such inquiries by the customer should be immediately forwarded to the Metro Door project manager and/or Contractor supervisor.

9. Permitting Programs

A. HOT WORK: (refer to Metro Door policy for program requirements)

Hot Work permits are required for work that may create an arc, flame, or spark. Proper precautions must be taken during Hot Work operations in facilities due to the potential uncontrolled ignition sources that could contribute to an extreme fire situation. **If the site does not provide a Hot Work Permit the Contractor is required to use their own.** This permit must be completed and authorized prior to any temporary operation that involves cutting, brazing, grinding, welding, etc.

B. CONFINED SPACE ENTRY: (refer to Metro Door policy for program requirements)

10. Lockout/Tagout of Energy Sources: (refer to Metro Door policy for program requirements)

A. The Lockout/Tagout program establishes requirements for the controlling of hazardous energy. This program shall be used to ensure that equipment is de-energized, isolated from all potentially hazardous energy sources and locked out before employees perform any servicing or maintenance where expected energization, start-up, or release of stored energy could cause injury.

B. When the work of a Contractor involves machines or equipment with specified lockout/tagout procedures, the Metro Door project manager and/or Contractor supervisor ensures that there is an appropriate exchange of information regarding the lockout/tagout procedures between all employees involved. The lockout/tagout procedures must be agreed upon by both parties. It is preferable to use the site approved lockout/tagout procedure. The Contractor’s procedure may not be used if criteria in site procedures are not covered.

11. All welding work must have a separate and adequate ground. The ground lead must be pulled from the machine to the work location. Do not leave a rod in the electrode holder when it is unattended. Put used stub ends in the proper container, not on the floor. All eyes should be shielded in operating areas. Provisions for site employees’ vision protection in the general vicinity must be provided. The Contractor is responsible for turning off the machine before leaving. An approved welding helmet must be worn. Never do electrical welding from a metal ladder. Leads shall be adequately insulated from machine connection to electrode holder. The Contractor must provide a 20 lb. ABC fire extinguisher unit at each hot work location. Oxygen and acetylene cylinders must be disconnected, capped, separated, and properly secured at the end of each shift they are used.

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12. Medical, Industrial Hygiene and Environmental Requirements:

The Contractor shall be responsible for providing health and hygiene training when required which includes, but is not limited to the following:

- General training requirements under the Haz-Com Standard, 29 CFR 1926.59.
- Respiratory Protection (training required by OSHA, 29 CFR 1926.103.)
- Hearing Conversation training (Occupational Noise Exposure 29 CFR 1926.52.)
- Hazardous waste operations and emergency response training, 29 CFR 1926.65.
- Compound/Hazard specific training (e.g. Asbestos, Formaldehyde, etc.)

Training is the Contractor’s responsibility. Documentation must be retained, and Contractor records are subject to audit.

13. Contractors and their employees must confine their activities to immediate work areas and access ways covered by the contract. Work areas should be barricaded or signage in places identifying the affected area.

14. Good housekeeping is conducive to good safety practices. Contractor work areas must be clean and uncluttered. Nails protruding from scrap lumber shall be removed or otherwise rendered safe. All scrap shall be cleaned up or removed from the work site at the end of each workday.

15. PERSONAL PROTECTIVE EQUIPMENT (PPE): Contractor employees shall wear approved PPE to protect themselves from hazards which they may be exposed to while performing their work duties. ANSI approved safety glasses with side shields and safety toe footwear are minimum requirements. Hi-Vis is required in all facilities. Refer to the Metro Door Policy for program requirements.

16. Most customer sites are tobacco-free. Tobacco products & “vaping” is not permitted on most customer sites.

17. Safety and fire equipment, stairways, aisle ways and exits should never be obstructed in any manner.

18. The Contractor shall train its employees to operate emergency equipment provided by the Contractor. The Contractor is responsible for documented training on the use and operation of emergency equipment, i.e. fire extinguishers.

19. A. All employees of the Contractor shall conduct themselves in a proper manner. Horseplay, practical joking, firearms, straight knives, ammunition, explosives, cameras, etc. are prohibited.

B. Any employee of the Contractor, who is in an impaired condition from whatever source, shall be immediately removed from customer property and the appropriate authorities contacted. Substance abuse, illegal drugs and intoxicants are prohibited.

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20. Flammable and combustible liquids brought in by the Contractor shall be kept in approved UL safety containers. Special permission must be obtained before quantities in excess of 25 gallons of a flammable or combustible liquid may be staged on site. No amount of flammable or combustible liquids shall be stored in areas used for exits or stairways or disrupt/hinder the safe passage of pedestrian or vehicular traffic. All containers are to be clearly labeled as to their contents and the hazard it represents. SDS's shall be provided for these products.

21. Compressed gas cylinders shall be properly marked with the name (trade or common) and hazard of the gas content. When transporting, moving, and storing compressed gas cylinders, valves shall be closed, and protecting caps shall be in place and secured. All cylinders shall be secured in an upright position by chains or other approved means to prevent accidental falling. The number and location of cylinders is subject to Metro Door and customer approval.

22. All portable electrical tools shall be maintained in a safe operating condition.

23. Temporary electrical wiring used for lights and power shall comply with the National Electrical Code and OSHA installations. All temporary electrical wiring must be approved by customer project leader.

24. A ground fault circuit interrupter (GFCI) is required when using any electrical equipment or extension cord. The GFCI is to be installed at the electric receptacle to protect the extension cord and the tool being used.

25. All branch circuits, including equipment receptacles, fixtures and switches installed, modified or repaired by the Contractor, shall be grounded by using a continuous green ground wire which shall extend from each equipment receptacle, fixture or switch leg to the ground buss. These shall be the same size as the power lead at minimum. Mechanical grounding through conduit or flexible encasement is not considered to be an equivalent or acceptable means of grounding.

26. All electrical panels, disconnects and switches installed, repaired or modified by the Contractor shall be labeled or marked with the voltage existing in the equipment and the location controlled.

27. Wheels, belts, cutters, etc., shall be properly guarded. Abrasive wheels and rotating blades shall not be operated more than the manufacturers rating or recommended speeds.

28. Straight ladders shall have safety feet and shall be tied, blocked or otherwise secured to prevent slipping or falls. Working from the top two steps of a ladder is prohibited. The use of metal ladders is prohibited when working on electrical equipment. The handrails of ladders in use shall extend not less than 36 inches above the work surface landing.

29. Non-sparking tools and equipment shall be required in all areas identified to be hazardous because of a potentially explosive atmosphere. The Metro Door project manager or local site representative shall identify these hazardous areas.

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30. Hard hats shall be worn on all construction sites where overhead, hazardous work is performed. Hard hats must be ANSI approved. Personnel in the vicinity must be kept clear of all overhead work.
31. The Contractor shall furnish all safety equipment and apparel, tools, and lift equipment unless otherwise provided in the contract.
32. Walking, climbing or working on elevated equipment or piping in place of ladders, stairways and/or work platforms is prohibited.
33. Handrails are to be used at all times when ascending or descending stairs.
34. Signs and barricades to give warning of a potential or existing hazard must be in place and provided by the Contractor to eliminate the identified unsafe condition.
35. Any unsafe conditions, such as leaks, spills, or other abnormal situations, shall be reported promptly to the Metro Door project manager.
36. Do not operate any equipment, switch, valve, or other device that has a tag with wording such as “DANGER”, “DO NOT OPERATE”, or lockout device attached.
37. Truck and auto traffic shall be kept to a minimum. All signage and traffic instructions shall be followed.
38. When working around overhead power lines, safeguards must be in place to identify and communicate the hazard to all affected personnel before permitting any work to be performed.
39. All excavating and trenching jobs must meet OSHA standards as required in CFR 1926.650, 1926.651 and 1926.652. On excavations more than four feet deep, the Contractor must provide a written plan showing how employees will be protected upon request. Plans of the project will be provided to customer Engineering Services for a complete review.
40. All Contractor employees are required to wear identification badges at all times while on customer property.
41. The Contractor is required to meet all requirements as outlined in OSHA standard for fall protection, 29 CFR 1926.500, Subpart M. Any employee that may be exposed to a fall of four (4) feet, or greater, must be trained in the requirements of this regulation. Refer to Metro Door policy for program requirements.
42. Only trained and authorized persons shall operate an aerial lift. Belting off to an adjacent pole, structure or equipment while working from an aerial lift shall not be permitted. Persons shall always stand firmly on the floor of the basket and shall not sit or climb on the edge of the basket or use planks, ladders or other devices for a work position. A full body harness shall be worn, and a lanyard attached to the boom or basket when working from an aerial lift. Boom and basket load limits specified by the manufacturer shall not be exceeded.

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43. Only trained and authorized employees can operate any powered industrial vehicles. Seat belts must be worn at all times. Contractors must conduct a daily pre-shift inspection and document the condition of the equipment.

44. Scaffolding will be constructed by following the guidelines from OSHA 1926.450, Subpart L. Scaffolds shall be substantially constructed to carry the loads imposed and to provide a safe work platform. The footing and anchorage shall be sound and rigid. Makeshift substitutes shall not be used.

45. Explosive actuated fastening tools must be used with caution. Contractors shall ensure that employees are adequately trained and certified with the brand name of the tool being used.

46. Standard guard rails or covers are OSHA required around excavations, holes or openings in floors or roofs, elevated platforms, around certain types of overhead work and whenever necessary to warn/protect people against falling and from falling objects.

47. The Contractor will comply with all applicable federal, state and local regulations, laws and ordinances concerning handling of hazardous and non-hazardous waste and prevention of air and water pollution.

48. Contractor personnel will possess a level of training sufficient to identify a waste generating process under their control. The Contractor will maintain continuous control over all materials used and all waste generated. Metro Door will not be responsible for disposal of any hazardous or non-hazardous wastes generated by the Contractor. If there is a question as to whether or not a waste meets the legal definition of a waste, or who is responsible for the proper disposal of waste, the Contractor can contact Metro Door EHS Director for help.

A. The Contractor will contact the Metro Door project manager when suspected soil contamination is found.

B. The Contractor will be prepared to clean up spills from Contractor vehicles. Changing oils or automotive fluids on customer property is prohibited.

C. The Contractor will prevent conditions that can create a situation in which chemicals/contaminants can flow into streets, ditches, vegetation, sewers or storm drains. This includes residues that may be carried by storm waters.

D. If the project disturbs more than one acre of land, the Contractor will develop and implement a Storm Water Pollution Plan (SWPP) for the site. A copy of the SWPP will be provided to Metro Door's EHS Director to provide to the customer.

49. Security **must** be notified prior to any work or activity with any fire protection equipment (underground systems or overhead sprinklers).



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The above-listed specific safety requirements are for the benefit of the Contractor, as well as Metro Door. These guidelines should in no way alter, void, change or infer changes to local, city, state, federal guidelines or contract requirements.

In cases where there is no written procedure, contact the Metro Door project leader or the Metro Door EHS Director before proceeding with the task. This safety instruction guide is not intended to be an inclusive list of all safety requirements. Each Contractor is expected to develop safety guidelines for each specific job.