


<b>CONTRACTOR/SUBCONTRACTOR SAFETY RULES &amp; REGULATIONS</b>		
NYRSTAR CLARKSVILLE INC		
Department	Safety & Health	
Document number TP – 563-00062		

**R-Indicates Revision**

## 1. Purpose

To ensure that all contractors/subcontractors and their employees follow all State and Federal OSHA standards applicable to work on Nyrstar Clarksville Incorporated's property.

## 2. Policy

It is our policy to require that all contractors, engaged by the Clarksville facility, adhere to all our applicable Safety Rules & Regulations, and to acknowledge this compliance in writing. This policy contains many plant rules, but it is not all-inclusive. All work practices must comply with all Site Safety Policies, Occupational Safety and Health Standards (OSHA) for Construction and General Industry.

## 3. Procedure

All contractors/subcontractors must be furnished with a copy of the attached Contractors/subcontractors Safety Rules and Regulations with correct Emergency Phone List attached, prior to beginning work at the Nyrstar Clarksville Facility.

## 4. Responsibility

### Compliance

Failure to comply with these or other Federal and State Regulations may result in expulsion from the plant site.

The contractor's/subcontractor's safety awareness will be evaluated for consideration for future projects.

## 5. General Safety Rules & Regulations

Whenever entering a Department Area, or building for the first time, and daily thereafter, always contact the operating Superintendent and /or their designated assistant, so that you are aware of Departmental Safety Rules. OSHA regulations must be followed in all cases.

## A. Personal Protective Equipment

1. Hard hat must be worn at all times on the job.
2. Safety glasses with side shields are the minimum eye protection required. No dark tinted glasses are to be worn indoors or at night. No contact lenses are allowed except in office areas. More protective eye wear is required in some areas per the eye protection matrix below.

Task/Condition	Minimum Eye Protection	Examples
Potential exposure to concentrated acid	Chemical Goggles with face shield	<b>Roaster/Acid:</b> All work in acid plant, acid tank farm, loading acid trucks or rail cars.
Potential exposure to leaching solution, purified solution, spent solution	Safety glasses with face shield, or chemical goggles. Rascal-type respirator satisfies face shield requirement	<b>Leach/Purification and Cadmium Plant:</b> Cleaning launders, flushing screen boxes, collecting solution samples. <b>Cell House:</b> Cell or launder cleaning, working in/on cooling towers, cell house basement area
Potential exposure to hot materials, molten metals, or high-pressure cleaning equipment, when loading/unloading corrosive chemicals, or when grinding	Face shield with safety glasses or goggles	<b>Roaster/Acid:</b> Lancing boiler or working in roaster/boiler regulated area (requires PAPR with integrated face shield). <b>Cast House:</b> Working within 10 feet of molten metal. <b>Cadmium Plant:</b> Working within 10 feet of molten metal. <b>Maintenance:</b> Grinding.
Welding	Welding helmet with safety glasses or goggles	Welding
Potential exposure to a dusty environment or where dust generation is reasonably likely	Safety glasses with full foam rim or chemical goggles that seal to face	Concentrate shed/mix pad/oxide wash, unloading a barge, transloading/handling dry oxide material, Cast House dross handling, cleaning dry material with compressed air, working on dry material conveyors such as boiler drag chain or redlers, working with friable insulation.
Other tasks/conditions not included in other categories where the risk of eye injury or material in the eyes is low	Safety glasses with side shields	

3. EH rated safety top cap (steel, aluminum, composite) shoes with slip resistant sole (ANSI Standard 241.1-1987) are required. Met-guard protection is also required at the Cast House, Cell House, and Cadmium Plant. Wearing of canvas shoes, moccasins, loafers, slippers, or any open-toed shoes on the plant site is prohibited. Gloves are required to be in your possession in all PPE zones and worn while working with your hands except when the task requires manual dexterity that would be impeded by the use of gloves.
4. Approved hearing protection must be provided in posted high noise level areas.
5. Approved respirators must be worn in areas of harmful dusts, gases, mists, and vapors. (Consult written Respirator Program, TP-563-00022)
6. When a person is outside of established handrails at a height of 4 feet or more, or where a risk of a fall injury exists, personal fall protection is required. The use of self-retracting lifelines is strongly preferred; lanyards should only be used when the use of self-retracting lifelines is not feasible. Fall Protection must be inspected monthly and before each use. Monthly inspection must be documented.
7. Employees must be properly clothed for their work. Full-length trousers are required throughout the plant and long sleeved, high visibility shirts must be worn.
8. Hair length must conform to the safety requirements of the respective jobs and work areas. Must be clean shaven when negative pressure respirators are used.
9. Contractors are responsible for normal safety supplies such as hard hats, glasses, safety boots, glove and glove liners, coveralls and rain suits, welding helmets, rods and capes, and some respirators. Nyrstar Clarksville Incorporated will furnish, for normal usage only, such special supplies when required which are acid suits, boots, gloves, and face shields and specialized respirators such as for Sulfur Dioxide. (SO<sub>2</sub>)

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## 6. Housekeeping

1. All work areas, passageways and walkways must be maintained in an orderly manner.
2. Waste of all kinds, including empty bottles, shall be placed in the proper containers provided.
3. Scrap lumber must be piled orderly and projecting nails must be pulled to eliminate a hazard and disposed of accordingly.
4. Extension cords are a tool that is taken to the job by the employee and removed when he leaves the job.

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## 7. Fire Protection & Prevention

- A. "NO SMOKING" signs must be obeyed throughout the Plant and butts disposed of properly.

- B. All combustible or flammable materials must be stored, dispensed, and used properly.
- C. Contractors/subcontractors must be aware of the established alarm system and procedures.
- D. Contractors/subcontractors must maintain adequate fire protection for their equipment and be aware of Nyrstar Clarksville Incorporated fire extinguisher locations.

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## **8. First Aid & Medical Attention**

- A. Trained personnel are on site to render First Aid for serious injury.
- B. In case of serious accident -- See Emergency Phone Numbers List – attached.

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## **9. Handling and Storage of Materials**

- A. Materials must be stacked, racked, blocked, or otherwise secured to prevent sliding, falling, or collapsing.
- B. Rigging equipment must be used in accordance with OSHA standards.
- C. Safe working load must be marked clearly on all hoists, slings, chains, etc.

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## **10. Tools (Hand, Power, & Power-Actuated)**

- A. All mechanical safeguards must be in use.
- B. All tools must be grounded properly or double insulated.
- C. All tools must be inspected and maintained properly, including cords and wiring.
- D. All licensing laws and ordinances must be complied with.

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## **11. Electrical**

All electrical wiring and equipment must comply with NFPA, NEC and ANSI Standards. A Tennessee Licensed Electrical Contractor will be utilized to perform any electrical wiring projects on property controlled by Nyrstar Clarksville Incorporated.

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## 12. Ladders & Scaffolds

- A. All ladders (including ropes and cables) must be inspected monthly and before each use. Straight ladders must be provided with safety feet and properly secured to prevent slipping, falling, and sliding. All portable ladders will be made of fiberglass (non-conductive material).
- B. Scaffolds must be inspected and tagged daily by a competent person. Scaffold access ladders shall be equipped with a retractable lanyard for fall protection.

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## 13. R- Requirements of Safe Roof Work

This section applies to roof work, which consists of roofing material repairs such as patching leaks in a roof, or the demolition / installation of roofing material(s).

- A. All access to roofs that are not formally designated as safe walking/working surfaces will have to be locked and require a Roof Work Permit to access. The Roof Work Permit (TF-563-00037) will be completed and turned in to the Safety Department prior to authorizing work. It will take into account the maximum intended load and any other applicable risks. This will be indicated on the Safe Work Permit.
- B. Temporary edge protection, for personnel safety, will be required during roof work, equivalent to standard railings. On flat or gently sloped roofs, temporary barriers or danger barricade tape installed at least 6 ft. from the edge of the roof – are an acceptable alternative, or the use of an observer to warn of approaching the 6 ft. distance to the edge.
- C. When such protective measures cannot be taken, a personal Fall Protection Plan will be required (fall arrest or travel restraint). The fall protection plan will be prepared by a qualified person and specifically developed for the job. The plan will take into account:
- D. All the phases of the work, including roof access, material loading and unloading, rescue plan.
- E. It must describe the fall arrest systems and or fall prevention system.
- F. It shall indicate the maximum load and any other applicable risks.
- G. Where there is a danger of tools, materials, or equipment falling from a roof and striking workers below. The area below must be barricaded and workers must not enter the hazard area.
- H. Whenever possible work near energized electrical lines should be avoided. In the event that work is performed on roofs with energized live lines a method or system must be used to protect worker against coming in contact with energized live lines. A Formal Risk Assessment will be performed to determine what safety system to be used.
- I. Part of the Roof work Assessment requires that all debris be properly handled while work is performed from heights to prevent injury to those below. A method for the safe handling of waste and debris must be selected. If not managed properly, debris can become a trip hazard and contribute to falls.

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## 14. Floor & Wall Openings and Stairways

- A. All openings must be guarded properly.

- B. All stairs or platforms having four or more risers must be guarded by standard handrails.
- C. Open-sided platforms, four feet above the ground or floor, must be guarded, including toe boards.

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## **15. Cranes, Derricks, and Heavy Equipment**

- A. All equipment must be maintained properly and inspected, including cables, sheaves, slings, chains, hooks, eyes and the posting of load capacities, hand signals, operating speeds, and special instructions according to OSHA standards.
- B. Use of crane suspended man-baskets is limited to OSHA regulations and the approval of Nyrstar Clarksville Incorporated.

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## **16. Motor Vehicles**

- A. All motor vehicles admitted to the refinery must have qualified operators.
- B. All vehicles must be inspected and maintained regularly, and weight limits and load size controlled.
- C. All vehicles must be equipped with seat belts, which are to be used while on the plant site.
- D. All vehicles must be equipped with a flashing yellow light for additional visibility, and backup alarms.
- E. All Non-essential vehicles must remain in the employee parking lot.

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## **17. Excavations -- Shoring, Trenching and Forms**

- A. Ladders, barricades, shoring, forms, ramps, etc. must be in accordance with OSHA regulations. A separate excavation permit must be issued for each open excavation.
- B. Competent personnel must be on site when an open excavation exists.

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## **18. Explosive-Blasting**

- A. State regulations must be observed.
- B. Prior approval must be obtained from the Safety Department and the appropriate Operating Superintendent before blasting operations begin.

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## 19. Flammable Gases & Liquids

- A. Proper storage practices must be maintained.
- B. Fire protection must meet all standards for storage areas.
- C. All containers and storage areas must be identified properly. Only approved Safety Containers will be used for storage of flammable liquids.

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## 20. Miscellaneous

Compliance is required for the following:

- A. Safe Work Permit Policy. (Policy TP-563-00018)
- B. Permit for entering confined space policy (Policy TP-563-00009)
- C. Railroad and Blue Sign regulations (Policy TP-563-00038).
- D. Equipment Lockout Policy (Policy TP-563-00011).
- E. Other Nyrstar Clarksville Incorporated policies and job safe practices may apply for certain jobs and conditions.

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## 21. Emergency Phone Numbers

### NYRSTAR CLARKSVILLE INCORPORATED EMERGENCY

#### PHONE NUMBERS

AMBULANCE	3210 / or 3248
FIRE	3210 / or 3248
NURSE/MEDICAL DEPT. /FIRST AID	3249
SAFETY DEPARTMENT	3315
SECURITY (EMERGENCY)	3210 / or 3248
SECURITY (NON-EMERGENCY)	3210 / or 3248

PERSONNEL DEPARTMENT	3206
PURCHASING DEPARTMENT	3452 / or 3418
GENERAL MANAGER	3227
PLANT MAIN NUMBER	931) 552-4200
SWITCHBOARD OPERATOR	-0-

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## **22. Contractor/Subcontractor Requirements for Nyrstar Clarksville Site.**

- 1- Contractor's/Subcontractor's Certificate of Insurance.
- 2- Workers Comp. along with contractor's Experience Modifier Rate. This can be obtained from the contractor's insurance carrier.
- 3- Safety Training – Training or Refresher is only good for a year from the date when it was completed.
- 4- Department Specific Safety Inductions.
  - a. All Contractor/Subcontractor Employees must complete a Department Induction Checklist prior to starting work in a department and turn it in to the Site Training Department.
  - b. The Safety or Team Lead Representative from the Contracting Company will be briefed on the items listed on the check sheet prior to giving the induction training to their employees.



- c. Contractor Safety or Team Lead Representatives who administer this induction are responsible for making sure each one of their employees has received the correct Induction for the area.
- 5- **R- Drug Screens-** Drug screens are good for a year from the date when it was collected. Drug screens must be conducted by a certified lab. Screening for the following drug classes:
  - a. Amphetamines
  - b. Cocaine
  - c. Marijuana
  - d. Opiates
  - e. Oxycodone
  - f. Barbiturates
  - g. Benzodiazepines
  - h. Methadone
  - i. Phencyclidine
- 6- Mobile equipment brought onsite must fit the following criteria and have at a minimum functioning safety device; Back up alarm, flashing light, and must be white in color, or have reflective markings on all four sides.
- 7- **PPE-** Must meet the following site requirements.
  - a. Hard hat with reflective stickers.
  - b. Safety glasses with side shields are the minimum eye protection required. No dark tinted glasses are to be worn indoors or at night. No contact lenses are allowed except in office areas. More protective eye wear is required in some areas per the eye protection matrix below.

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Potential exposure to leaching solution, purified solution, spent solution	Safety glasses with face shield, or chemical goggles. Racal-type respirator satisfies face shield requirement	<b>Leach/Purification and Cadmium Plant:</b> Cleaning launders, flushing screen boxes, collecting solution samples. <b>Cell House:</b> Cell or launder cleaning, working in/on cooling towers, cell house basement area
Potential exposure to hot materials, molten metals, or high-pressure cleaning equipment, when loading/unloading corrosive chemicals, or when grinding	Face shield with safety glasses or goggles	<b>Roaster/Acid:</b> Lancing boiler or working in roaster/boiler regulated area (requires PAPR with integrated face shield). <b>Cast House:</b> Working within 10 feet of molten metal.

		<b>Cadmium Plant:</b> Working within 10 feet of molten metal. <b>Maintenance:</b> Grinding.
Welding	Welding helmet with safety glasses or goggles	Welding
Potential exposure to a dusty environment or where dust generation is reasonably likely	Safety glasses with full foam rim or chemical goggles that seal to face	Concentrate shed/mix pad/oxide wash, unloading a barge, transloading/handling dry oxide material, Cast House dross handling, cleaning dry material with compressed air, working on dry material conveyors such as boiler drag chain or redlers, working with friable insulation.
Other tasks/conditions not included in other categories where the risk of eye injury or material in the eyes is low	Safety glasses with side shields	

- c. High Vis long sleeve shirts, or long sleeve shirt with reflective vest.
- d. Long pants.
- e. Safety footwear must be EH rated, safety toe with metatarsal protection and have slip resistant sole.
- f. Gloves are to in your possession in all PPE zones and appropriate for the task. Gloves must be worn while working with your hands except when the task requires manual dexterity that would be impeded by the use of gloves.
- 8- Fall protection must be inspected by a competent employee. Retractable lanyards are required except in cases where their use is not practicable. A Risk Assessment signed by the safety department is required in these cases.
- 9- Lifting devices must be inspected by competent employee.
- 10-Hazardous Material- SDS must be with the chemical or material brought onsite.
- 11-No compressed gas cylinders are to be brought on site. Nyrstar Clarksville will furnish gas cylinders.
- 12-Mobile cranes brought onsite must have at a minimum of three-month prior monthly inspections, along with a current annual inspection.