


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

**R-Indicates Revision**

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## 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.

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## 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.

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## 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.

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## 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.

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## 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

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**SAFETY RULES AND REG'S FOR CONTRACTORS**

1. Hard hat must be worn at all times on the job.
2. Safety glasses with side shields, and/or applicable added face protection must be worn at all times on the job. **R-** Two departments, Leach/Purification/Cd Plant/Metals Recovery and the Cell House, have additional eye protection requirements. Foam rimmed safety glasses or regular safety glasses with a face shield are the minimum eye protection required in these areas. No dark tinted glasses are to be worn indoors or at night.
3. EH rated metatarsal safety top cap (steel, aluminum, composite) shoes slip resistant sole (ANSI Standard 241.1-1987) are required. Wearing of canvas shoes, moccasins, loafers, slippers, or any open-toed shoes on the plant site is prohibited. Gloves are required in all PPE zones 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. **R-** 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. (So2)

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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.
- B. Scaffolds must be inspected and tagged daily by a competent person.

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## 13. 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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## 14. 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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## 15. 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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## 16. 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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## 17. 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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## 18. 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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## 19. 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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## 20. 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-

## **21. 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- OSHA 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- Drug Screens- Good for the calendar year, if received in December the drug screening will be good for the following year. 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. ANSI Z87 approved safety glasses with side shields. (No contact lenses are allowed to be worn inside the plant except in offices). **R-** Two departments, Leach/Purification/Cd Plant/Metals Recovery and the Cell House, have additional eye protection requirements. Foam rimmed safety glasses or regular safety glasses with a face shield are the minimum eye protection

- required in these areas. No dark tinted glasses are to be worn indoors or at night.
- c. High Vis long sleeve shirts, or long sleeve shirt with reflective vest. (Must be ANSI type 2 reflective stripes.)
  - d. Long pants.
  - e. Safety footwear must be EH rated, safety toe with metatarsal protection and have slip resistant sole.
  - f. Gloves are to be worn in all PPE zones and appropriate for the task.
- 8- Fall protection must be inspected by a competent employee.
- 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. Gas cylinders will be furnished by Nyrstar Clarksville.
- 12-Mobile cranes brought onsite must have at a minimum of three-month prior monthly inspections, along with a current annual inspection.