

CONTRACTOR SAFETY POLICY



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COMPLIANCE

- Giant Eagle is committed to providing a safe working and shopping environment. We believe that incidents are preventable, and we will promote the health and well-being of our co-workers, customers, contractors and vendors.
- All contractors are responsible for compliance with current OSHA Regulations - CFR 1910 and 1926, as they apply to your scope of work.
- All contractors are required to follow all other applicable Federal, State and Local Codes including: Safety, Environmental, Building, and Fire Regulations, as they apply to your scope of work.
- It will be every contractor's responsibility to ensure that their employees have been trained regarding all Safety and Health regulations pertaining to their discipline of work.
- Every contractor is responsible for ensuring that their employees comply with all applicable regulations, industry accepted safety practices and guidelines, as they apply to their discipline of work.
- Every contractor must supply a copy of the written safety programs, training records, and supporting documentation for their company and all sub-contractors when requested by the Giant Eagle Safety Department.
- It is the controlling contractor's responsibility to inform all sub-contractors of potential hazards associated with the work they will perform, and ensure that they apply appropriate safety practices.
- Any questions regarding compliance should be directed to the Giant Eagle Health & Safety Department at (412) 963-6200.
- Giant Eagle maintains the right to remove any contractor or contracted employee for non-compliance to any of these safety policies and guidelines.
- If you have any concerns regarding your safety or the safety of those working around you, please address these concerns with the Store Manager/Director, Warehouse Maintenance Manager, Facilities Manager, or the Health & Safety Department.

GENERAL SAFETY REQUIREMENTS AND HOUSEKEEPING

- Contractors are responsible for the removal and proper disposal of all old parts, equipment, packaging materials, and related items.
- Contractors must police the work areas and keep the areas clean, neat and free of any slip, trip and fall hazards at all times.
- Use of cones or other warning devices to alert employees and customers of contractor presence in a work area is mandatory.
- All floor openings, excavations, changes in floor grade, etc. must be guarded with adequate covers or barricades, and must be adequately marked and identified.
- Compressed gas cylinders must be secured on approved carts or chained to a support in the upright position. All cylinders not in use must be protected by a valve cap.

INSURANCE COVERAGE/BONDING

- The contractor must provide proof of coverage with an insurance company that has an insurance rating of A- or better from A.M. Best Co. The following types and amounts of coverage are required:
 - 1) **Commercial General Liability, under an "occurrence" policy form in the amount of at least:**

Bodily Injury/Property Damage Combined Single Limit of Liability:

\$1,000,000 per occurrence

\$2,000,000 general aggregate per location

\$2,000,000 Products-Completed Operations Aggregate

2) **Umbrella/Excess Liability in the amount of at least:**

Bodily Injury/Property Damage Combined Single Limit of Liability:

\$1,000,000 per occurrence

\$5,000,000 aggregate

The required amount may be higher dependent upon the scope of work

3) **Workers' Compensation-Statutory Limits**

Employer's Liability and/or Stop Gap Liability in the amount of at least:

Bodily Injury by Accident \$500,000 per Occurrence

Bodily Injury by Disease \$500,000 per employee

Bodily Injury by Disease \$500,000 policy limit

Evidence of insurance coverage, self-insured status and/or participation in a state fund must be provided.

4) **Comprehensive Automobile Liability in the amount of at least:**

Bodily Injury/Property Damage Combined in a Single Limit

\$1,000,000 per accident

- All insurance policies must be written by carriers having an A. M. Best rating of A-/VII. All insurance carriers must be licensed in the Commonwealth of Pennsylvania [State of Ohio, Maryland or West Virginia as applicable].
- Giant Eagle, Inc., subsidiaries, their officers, directors and employees shall be named as additional insureds with respect to Commercial General Liability and Comprehensive Automobile Liability policies.
- Certificates of Insurance and annual renewals thereof shall be furnished to Giant Eagle in compliance with the above insurance requirements.
- Certificates of insurance, evidencing the foregoing coverages, must be submitted prior to any work being performed.
- The Giant Eagle, Inc. reserves the right to change insurance coverage requirements based on the work being performed.

SIGN IN AND OUT

- All contractor employees must sign in and out as follows:
 - At Giant Eagle Retail Stores – report to Customer Service and log in to the designated Verisae System.
 - At RSC's – report to Guard Station and/or Maintenance Department.
 - At Corporate Offices – report to Receptionist and/or Facilities Management.

INCIDENT REPORTING

- Any incident involving personal injury, equipment damage, or property damage must be reported immediately to Giant Eagle Management and the controlling contractor.
- Every contractor will be required to complete and forward a copy of their company's incident report to the Giant Eagle Health and Safety Department within 48 hours of the incident. Fax 412-968-1588
- An Emergency Phone Numbers List is available at each location.

HAZARDOUS CHEMICAL PROGRAM - COMMUNICATION

- In accordance with the Federal Hazard Communication Standard, all contractors must:
 - List the hazardous chemicals in use and maintain a copy of the Material Safety Data Sheets (MSDS) for each chemical. MSDS must be readily available to Giant Eagle Management upon request.
 - Train their employees regarding the hazards of the chemicals they will use, and provide them with the appropriate Personal Protective Equipment.
 - Ensure that all chemical containers used on site are properly labeled and stored.

PERSONAL PROTECTIVE EQUIPMENT

- It is every contractor's responsibility to perform a Personal Protective Equipment Assessment for each task their employees will perform.
- Each contractor must provide their employees with the correct personal protective equipment and ensure that it is used consistently and appropriately.
- Each contractor must train their employees to use and maintain the required personal protective equipment.
- An appropriate hat/hair net, and if necessary a beard net, must be worn by all contractors who enter or work in a bakery, deli, prepared foods or meat/seafood department.
- Steel toe shoes are required when working in the warehouses and certain construction sites.

EQUIPMENT SAFETY

- Contracted employees are required to inspect their equipment to ensure that is in safe condition.
- The use of Giant Eagle equipment is strictly prohibited; unless authorization is provided by Giant Eagle Management.
- When use of Giant Eagle equipment is approved, the contractor is responsible for providing their employees with proper training on the specific piece of equipment.

- Contracted employees shall be responsible and are expected to follow all equipment safety rules and practices.

LOCKOUT/TAGOUT

- The contractor is responsible for developing and implementing specific lockout/tagout procedures, training their employees on lockout/tagout, and providing their employees with adequate lockout equipment. (i.e. locks, tags, specific lockout devices)
- The following general procedures should be followed whenever lockout/tagout is employed:
 - Notify Giant Eagle Management and the controlling contractor that lockout/tagout procedures will be utilized, what equipment will be affected, and why it has to be done.
 - All energy isolation devices must be locked out with an individually keyed lock. A signed and dated tag must also be applied to the isolation device.
 - Each person who will be servicing the equipment must attach their own lock and sign the tag.
 - After servicing is complete and the equipment is ready for normal production operations, inform Giant Eagle Management that the equipment is back in service.

EVACUATION

- If an Emergency Evacuation is announced, and/or an alarm is sounded, the following procedures must be followed:
 - Immediately shut down any equipment being used.
 - **Walk** (Do Not Ride Equipment) to closest exit.
 - Follow employees outside of the building to the designated gathering area.
 - No one will be allowed back inside the building until authorization is given by Giant Eagle Management or the controlling contractor.
- There will be a designated gathering area inside the building in case of a tornado (Instructions will be provided in an announcement).
- A contractor who identifies a fire or other emergency must immediately notify Giant Eagle Management. If it is not safe to do so, they should proceed to the nearest exit and activate a pull station on their way out.

FIRE PROTECTION AND SHUTDOWN NOTIFICATION PROCEDURES

- **Water Flow and/or Alarm Testing (Operating Facilities)**
 - 1) Giant Eagle Management must be notified, by the sprinkler contractor or testing agency, at least 24 hours in advance, of any Fire Protection System water flow or alarm testing. Testing must be in accordance with NFPA, Factory Mutual and local Fire Dept. requirements.
 - 2) Giant Eagle Management must be immediately notified when all testing is complete, and when the protection system is placed back into automatic service.
 - 3) Giant Eagle Management will be responsible to make all appropriate contacts. (Insurance, Alarm Monitoring, Fire Dept. and Water Dept., when required)

■ Maintenance and/or Repair

- 1) No modifications or repair work shall be made to the existing Fire Protection System without prior notification and approval from Giant Eagle Management.
- 2) Giant Eagle Management must be notified, by the sprinkler contractor, at least 24 hours in advance of any Fire Protection System shutdown or impairment.
(A shutdown or impairment is defined as a drained and inoperable system)
- 3) The FM Global Red Tag Permit procedure must be followed a Fire Protection System is shutdown or impaired.
- 4) Giant Eagle Management must be immediately notified when the system is placed back into automatic service.
- 5) Giant Eagle Management will be responsible to make all appropriate contacts.
(Insurance, Alarm Monitoring, Fire Dept. and Water Dept., if required)
- 6) No Smoking, Hot Work or Open Flame Work shall be performed while the system is out of service.

FLAMMABLE STORAGE

- Contractor's "flammable materials" must not be stored inside a Giant Eagle Facility without approval. If a contractor needs an area for material storage, they must discuss their requirements and concerns with Giant Eagle Management.
- All contractors must use approved "flammable liquid containers" that are clearly labeled with a company name and contents. Proper bonding and grounding must be in place.
- Contractors using propane cylinders, must store these cylinders outside the facility and have them properly secured at all times when not in use.

HOT WORK PERMIT PROGRAM

- **HOT WORK** activities for this program will be defined as: *any temporary operation involving open flames or producing heat and/or sparks including, but not limited to : brazing, cutting, grinding, soldering, arc welding, pipe thawing, floor tile repair and torch-applied roofing.*
- A Factory Mutual approved hot work permit must be completed for all hot work activities. Permits are located in the equipment room and at the fire sprinkler riser at the Giant Eagle Retail Stores
- **Giant Eagle Management** must be notified and sign-off authorizing hot works to be performed.
- **It is the contractor's responsibility to** comply with the following guidelines:
 - 1) **For demolition or installation work involving - welding, cutting, burning, grinding and/or other spark producing operations, the contractor will be responsible to:**
 - Notify facility management or controlling contractor of hot work location and requirements.
 - Complete a Hot Work Permit, in conjunction with Giant Eagle Management and post in the work area.
 - Remove or protect all combustible material within 35 feet of work area.
 - Provide a fire watch meeting the following requirements:
 - Always have an ABC fire extinguisher on hand and know the location of and how to activate the fire alarms.
 - Be present during hot work activities; continue the fire watch for 30 minutes after the hot work is completed.
 - If a fire starts: immediately notify Giant Eagle Management, activate a pull station (if present), and contact the local Fire Department.
 - After all Hot Work is completed, notify Giant Eagle Management for final check up on-going monitoring.

Note: Giant Eagle Management will periodically monitor the Hot Work area for the next 3 hours.

2) **For demolition or installation work involving - open flame, brazing, soldering (i.e. maintenance and repair), the contractor will be responsible to**

- Notify Giant Eagle Management of hot work location and requirements.
- Complete a Hot Work Permit, in conjunction with Giant Eagle Management, and post in the work area.
- Remove/protect all combustible material within 6 ft of work area/
- Always have an ABC fire extinguisher on hand and a supply of water available in the immediate work area.
- Know the location of and how to activate the fire alarms.
- Provide monitoring of Hot Work area for 30 minutes after work is completed.
- If a fire starts: immediately notify Giant Eagle Management, activate a pull station (if present), and contact the local Fire Department.
- After all Hot Work is complete, notify Giant Eagle Management for final check up.

- Every contractor is responsible for ensuring that their equipment is in proper working condition, and that the area is prepared as detailed in the hot work permit.

CONFINED SPACE ENTRY

- Any contractor whose employees will enter a permit required confined space is required to have a written confined entry program and permit system.
- The contractor must ensure that all precautions required by OSHA regulations are taken prior to an employee entering a permit required confined space.
- The contractor must notify Giant Eagle Management prior to entering a confined space.

PARKING

- Contracted employees must park in the employee parking lot or other designated area(s) determined by Giant Eagle Management. When required, temporary parking is allowed for unloading equipment and materials only.
- Do not park in handicap parking spaces.
- Do not park in assigned spaces indicated with a name plate.
- Park at your own risk. Giant Eagle is not responsible for lost or damaged property.

MISCELLANEOUS

- Contractors, sub-contractors and their employees are expected to treat all Giant Eagle employees, customers and vendors with dignity and respect.
- The use, possession, distribution, or sale of any controlled substance or alcoholic beverage is prohibited on Giant Eagle property.
- Firearms, firecrackers, explosive devices, or any other form of weapon is prohibited on Giant Eagle property.
- Smoking on Giant Eagle property is only permitted in designated locations.

