

**Applies to:** All Aerojet Sites**Doc Owner:** VP Environmental, Health and Safety (EH&S)

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## 1. Scope

This document defines the general EH&S standards that all Contractors must follow when working at Aerojet. It is imperative that Contractors understand that the health and safety of their employees and protection of the environment is their responsibility. This responsibility of the Contractor and its employees (collectively, "Contractor", if not otherwise indicated) cannot be delegated to others, nor should it be assumed that "safety visits" or other safety and work activities that may be conducted by Aerojet or any other Contractor fulfill this obligation.

It is Aerojet's policy to comply with all laws, regulations, ordinances and standards adopted by federal, state, and local governments. To assure maximum safety for all personnel concerned and protection of the environment, the Contractor and its employees are required to conform to this standard when engaged in work at any Aerojet site. Contractors shall comply with all provisions of federal, state, and local laws and regulations.

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## 2. Requirements

### 2.1 Contractor Compliance

1. Contractors are obligated to comply with all federal, state, and local government health, safety and environmental requirements and all Aerojet rules for health, safety, environmental, fire protection and other related work requirements (collectively, EH&S Laws and Regulations). It shall be the Contractors' responsibility to become fully acquainted with all applicable EH&S Laws and Regulations prior to commencing work at any Aerojet site. Specifically, Contractors in California will comply with the Cal/OSHA regulations pertaining to Construction Safety orders.
  2. Contractors shall ensure that their employees and subcontractors of every tier are trained in accordance with all federal, state, and local safety training requirements and are properly informed to function safely while working at an Aerojet site. Verification of all training shall be made accessible to Aerojet upon request. The basic elements of this training include, but are not be limited to:
    - a. Basic Safety and Environmental Orientation (Aerojet Site Rules)
    - b. Project Specific rules (e.g. HVAC, Electrical, Mechanical, etc.)
    - c. Special Work rules (e.g. hot work, asbestos, confined space entry, etc.)
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### 2.2 Contractor Safety

Contractors shall provide a safe working environment and will exercise necessary supervision to eliminate unsafe acts or damage to the environment on the part of their employees, including subcontractors of every tier.

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**2.3 Enforcement of Regulations and Aerojet Procedures**

1. Aerojet may discipline Contractors at any time for any failure to adhere to EH&S Laws and Regulations (including this standard). "Discipline" may include, but is not limited to, suspension of work or termination of contract. Aerojet's lack of enforcement of the EH&S Laws and Regulations shall not be construed as a waiver of their applicability or Aerojet's right to discipline Contractor for non-performance.
2. Contractors are responsible for compliance with this procedure and discipline its Subcontractors for non-compliance.
  - a. Contractors shall have available for review on site by Aerojet EH&S personnel a copy of the Safety Work Permit, Contractors' written Injury and Illness Prevention Plan and Code of Safe Practices.
  - b. Contractors are responsible for obtaining the applicable Safety Work Permit and Hot Work Permit prior to start of project.
  - c. Contractors shall complete the attached Contractor Checklist (Pre-Job) to assist in identifying the applicable hazards of the proposed job.

**3. Procedure****3.1 Contractor Injury & Illness Prevention Plan (IIPP)**  
(California Only)

Every Contractor is required to have a written "Injury and Illness Prevention Plan (IIPP)" or an "Accident Prevention Program (APP)" that conforms to the requirements of the Cal/OSHA regulations. In addition, the Contractors shall post or make accessible at the job site a Code of Safety Practices as required by Cal/OSHA. The IIPP shall be provided to and reviewed by the Aerojet EH&S department prior to initiating work.

**3.2 Protective Clothing and Equipment**

Contractor personnel shall obtain and utilize appropriate personal protective equipment (PPE) for the work performed and as required by OSHA. This includes but is not limited to the use of eye, face, head, foot, body, respiratory, and hearing protection.

**1. Eye or Face Protection**

Appropriate eye protection (safety glasses with side-shields as a minimum) shall be worn in all posted areas and on all jobs where there is a potential for eye injury whether or not the area is posted. Appropriate face protection shall be worn when applicable.

**2. Foot Protection**

Foot protection shall be worn in compliance with OSHA regulations.

**3. Respiratory Protection**

Appropriate National Institute for Occupational Safety and Health (NIOSH) approved respirators shall be provided and worn on all jobs and in all areas in which Contractors' employees can reasonably be expected to be exposed to toxic or harmful fumes, mists, dusts, or vapors or exposed to an oxygen deficient atmosphere. Contractor shall maintain and enforce a respiratory protection program, including training, where respirators are worn.

**4. Body Protection**

Protective clothing such as suits, aprons, boots, or gloves, shall be worn where there is a hazard to the body through contact with chemicals, dusts, heat or other harmful agents or conditions.

**5. Ear Protection**

Hearing protection (ear muffs or plugs) shall be worn in all areas posted to indicate a high noise level or where Contractors' employees are exposed to noise levels in excess of OSHA regulations.

**6. Head Protection**

Approved head protection (e.g. hard hats) shall be worn in all areas where there is a danger of impact to the head or hazard from falling or moving objects.

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**3.3 Use of Hazardous Substances**

1. Contractor personnel are prohibited from bringing any hazardous substances (as defined by EPA under 40 CFR 302) onto Aerojet premises unless the Contractors have in their possession current MSDSs for each substance. Products containing asbestos are prohibited for installation.
  2. Contractors shall ensure all containers of hazardous materials are labeled in compliance with OSHA and DOT (Department of Transportation) regulations with the product name, appropriate hazard warnings, and the name and address of the manufacturer.
  3. Contractors' use of chemicals or any operation that may create airborne levels of any contaminant shall be reviewed and approved by Aerojet EH&S before the start of the job.
  4. The Contractor Coordinator shall inform the Contractors of the identity of substances that Aerojet knows to be hazardous and to which Aerojet knows the Contractors' employees may be exposed from Aerojet operations. This information shall be reviewed by Aerojet EH&S and noted on the Safety Work Permit.
  5. Contractors shall ensure their employees are trained in the hazards of the substances they work with according to the OSHA Hazard Communication Standard.
  6. Contractors shall ensure their employees are trained in the potential damage to the environment by the hazardous substances they work with according to local, state, and federal regulations.
  7. Contractors shall ensure that all of their employees are medically qualified (as defined in OSHA regulations) perform the work assigned.
  8. Contractors that perform work associated with explosives, flammables or acutely hazardous materials at or above the threshold quantities identified in Process Safety Management Standards shall comply with the Process Safety Management Standards of this section and submit evidence of compliance.
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### 3.4 Asbestos Management

1. Asbestos-Incidental Contact
  - a. This section applies to all Contractors who incidentally come into contact with asbestos-containing materials.
  - b. Contractors shall immediately report to the Contractor Coordinator any release or suspected release of asbestos.
  - c. Contractors shall cease all operations in the immediate area of the release or suspected release. Approval from Aerojet's EH&S Department must be obtained before resuming operations.
  - d. Contractors shall not disturb any pipe insulation, boiler insulation, or any other material reasonably suspected of containing asbestos until the Contractor notifies the Contractor Coordinator.
2. Asbestos Removal Contractors
  - a. All Contractors working with asbestos will comply with applicable federal, state, local laws, regulations, rules and ordinances, specific contract terms and conditions, and specific instructions from the Aerojet EH&S organization regarding the handling, use and work involving asbestos.
  - b. Contractors shall have in their possession during job, the following:
    - Copy of the Contractor's OSHA Registration / Certification.
    - Copy of the written respiratory protection program (if respirators are used).
    - Copy of abatement procedures including air sampling and engineering controls.
    - Applicable notification to local air districts.
    - Employee medical exams, respirator fit test, and asbestos training as required by OSHA regulations.
  - c. Contractors shall minimize the creation of airborne asbestos dust by using appropriate work practices and procedures, including HEPA filter vacuums, wet methods, etc.
  - d. Contractors shall prevent the spread of asbestos contamination by appropriate measures, including enclosures, negative pressure, clean rooms, etc.
  - e. Contractors shall barricade and post warning signs complying with State, Federal, and other relevant regulatory requirements at all asbestos work areas.
  - f. Contractors shall manage the asbestos waste as defined in the Statement of Work.
  - g. Contractors shall ensure Contractors' employee exposure air monitoring is conducted as required by OSHA regulations.
  - h. Contractors shall allow Aerojet or its designated representative to inspect the work area.

### 3.5 Planned Interruption of Utility Services

Contractors shall notify Aerojet through the assigned Contractor Coordinator at least 24 hours prior to the planned interruption of any utility service.

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**3.6 Excavation**

1. Contractors shall not conduct any excavation without underground utilities having been identified and necessary precautions implemented to prevent accidental contact.
  2. It is the responsibility of Aerojet (may be designated to the Contractor via purchase order) to identify all underground utilities prior to any excavation
  3. Excavation at Sacramento involving more than one cubic yard of soil shall not proceed without expressed authorization by the Contractor Coordinator.
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**3.7 Warnings and Barricades**

1. Contractors shall isolate Contractor's work areas from Aerojet operations and employees by using warning tape or another effective means of isolation.
  2. Contractors are responsible for the procurement, placement and maintenance of all barricades and warning signs as appropriate for the nature of the job.
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**Sacramento Only****3. Test Area Operations**

**DANGER: Under no circumstances is anyone allowed to proceed beyond a red light.** Red lights indicate that a critical operation (test) is being conducted or that an emergency exists.

The test zones are equipped with a public address system to announce various activities. Entry and exit to each zone is controlled via traffic warning light system (green, yellow and red). Contractors are permitted to enter facilities when green or yellow lights are illuminated but **only after prior coordination with zone supervisor**. All Contractors will sign-in at each test area building and sign-out when leaving this area.

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**3.8 Electrical Safety**

1. Contractor personnel shall properly ground all electrical tools, mechanical digging or concrete breaking equipment and all other electrical equipment while in use.
  2. All electrical equipment shall be properly rated (under OSHA regulations and relevant electrical codes) for the work done.
  3. Electrical equipment including extension cords used in stacks, tanks, or other areas where flammable vapors or explosive atmospheres may be present shall have a Hot Work Permit and the electrical equipment shall meet the ratings of the National Electrical Code for the hazard.
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**3.9 Cutting and Welding**

1. All aspects of welding and cutting operations shall comply with the requirements of the applicable Fire Code, site specific fire / safety plan, and must comply with OSHA regulations.
  2. Prior to performing any welding, cutting or hot operations the Contractor shall obtain a Hot Work Permit.
  3. Contractor personnel shall secure all oxygen/acetylene cylinders in a manner complying with OSHA regulations. Oxygen and acetylene cylinders shall be stored separately. Cylinders of oxygen shall not be stored within 20 feet of cylinders containing flammable gases or highly combustible materials.
  4. When welding, Contractor personnel shall use welding curtains to
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protect persons from indirect exposure to welding flashes.

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### **3.10 Confined Space Entry**

1. Contractors shall comply with all OSHA confined space requirements if and when their employees and/or Subcontractors enter confined spaces.
  2. Contractors shall generate a confined space permit whenever entry is required into a "permit-required confined space" (PRCS).
    - a. Any Contractor that is to conduct a PRCS entry must submit its own confined space entry procedure to EH&S for review. A written statement must be included that specifies that the Contractor will comply with all aspects of the federal, state, or local regulations in effect for that location.
    - b. EH&S will conduct an initial assessment/atmospheric testing of the confined space and disclose any known or suspected hazards. A Safety Work Permit issued by EH&S may also be required.
  3. To ensure the safety of Contractor personnel during entry into confined spaces (such as tanks, man-holes and sewers, vessels, etc) where access and egress is difficult and the possibility of dangerous air contamination exists, Contractors should use the following to supplement established confined space entry:
    - a. Contractors shall furnish gas-monitoring equipment and perform appropriate testing procedures, which includes, but is not limited to, testing for oxygen deficiency and explosive gas levels.
    - b. Aerojet EH&S shall inform the Contractors of the identity of substances, including gases and vapors and other hazardous substances, that Aerojet knows to be or potentially be hazardous and to which Aerojet knows the Contractors' employees may be exposed from Aerojet operations.
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### **3.11 Lock Out / Line Breaking**

1. Contractors shall not perform work on electrical circuits, machinery or lines (or connected equipment) carrying hazardous liquids or gases under pressure until they institute appropriate protective measures. Such measures shall include ensuring that controlling switches and valves have been identified, positively locked out and appropriately tagged to prevent unexpected start-up of electrical or mechanical equipment.
  2. If Contractors need to lock out Aerojet equipment, Contractors will notify the Contractor Coordinator. Contractors shall not, under any circumstances, lock out Aerojet equipment without permission from Aerojet.
  3. Upon completion of the job, Contractors are to notify the Contractor Coordinator to re-energize the equipment after the lockouts have been removed.
  4. Contractors are prohibited from disengaging any warning device or alarm without prior approval from Aerojet EH&S and work area supervision.
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**3.12 High Hazard Work**

1. High hazard work shall be deemed as tasks that involve confined spaces, explosives and propellants, flammables, radiation, high voltage, energized systems, elevated work locations (higher than 7½ feet), excavations deeper than 5 feet, floor or roof openings and acutely hazardous materials, substances or waste, and industrial regulated chemicals.
  2. Contractors that perform “high hazard” work shall, prior to start of work, submit written job-specific work procedures, code of safe practices, certification of employee training and emergency procedures to Aerojet EH&S for review prior to the start of the job.
  3. When working elevated and/or on roof surfaces, Contractor will perform Foreign Object Damage / Debris (FOD) inspections prior to, during and post construction. All debris, construction material and waste will be removed daily. A full pre-inspection will be required through building structural members and all horizontal catch surfaces to floor. All loose equipment (i.e. pipe hangers, struts, supports, clamped devices, etc.) shall be re-secured. During construction, Contractors shall use best industry practices in accordance with regulatory requirements; the Contractor will not deliberately allow any material or debris to fall or drop to the floor. A final inspection of an area or job shall be conducted from floor to under roof membrane by the Aerojet Contractor Coordinator prior to releasing area back to Operations.
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**3.13 Housekeeping / Cleanup**

Contractors shall continuously clean up their work areas daily. Contractors shall maintain their work areas free from all tripping, slipping and FOD hazards at all times. Scattering of materials and debris and the disorderly handling, placing or use of tools, equipment, scaffolding, ladders, materials, and barricades shall not be permitted. All materials and construction waste used in the “work areas” shall be confined within the work area.

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**3.14 Material Storage Area**

1. Areas where materials are stored shall be designated as Material Storage Areas and defined as to boundaries by the Coordinator prior to the start of work. Such areas shall be provided adjacent to the “Work Areas” or as near as space or other conditions permit.
  2. Only material used in the work shall be stored in such areas.
  3. Debris, waste materials, tools, scaffolding, ladders or similar equipment shall not be co-located or stored in material storage areas.
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**3.15 Equipment and Tool Area**

1. Storage of Contractor’s equipment and tools shall have clearly defined boundaries referred to as Equipment and Tool Area. The term “equipment” includes items such as scaffolding, ladders and barricades.
2. Contractors shall provide tool boxes of sufficient capacity and with proper locking devices for the storage of Contractor-owned small tools. At the completion of each day’s work, Contractors shall store small tools in toolboxes and place those toolboxes in the Equipment and Tool Areas. Aerojet shall not assume responsibility for damage, loss or theft of any Contractor owned equipment and tools.
3. Equipment and tools kept in the designated areas shall be arranged in a neat and orderly manner and so maintained for the duration of the job.

4. Unless otherwise permitted by the Contractor Coordinator, Contractors shall remove equipment, tools, scaffolding, ladders, barricades, etc., from Aerojet premises within 24 hours after completion of the work for which they were required.
  5. Contractors shall furnish necessary equipment and/or receptacles to remove waste and rubbish from the job site unless otherwise specified.
  6. Contractors' tools used for cleaning operations in a flammable vapor or explosive atmosphere, or combustible residue areas shall only be of the non-sparking type.
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**3.16 Use of Aerojet Materials and Equipment**

1. Contractors' employees shall not use Aerojet tools, equipment, and materials or personal protective equipment unless specifically authorized by Aerojet.
  2. Contractors shall not start, stop, adjust or relocate any Aerojet equipment without the approval of Aerojet.
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**3.17 Accident / Incident Reporting**

Contractors shall immediately report all accidents/incidents (including a spill or release of hazardous chemicals) to the Contractor Coordinator or designee, and to Aerojet EH&S. Contractors shall be liable for the costs of Aerojet's response to any spill resulting from Contractors' actions, including, but not limited to, costs of containment, cleanup, and disposal.

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**3.18 Environmental**

1. Waste Management
    - a. Contractors shall not dispose of any hazardous substances or hazardous waste on the Aerojet premises. This prohibition includes, but is not limited to, drains, sewers, sinks, rest rooms, trenches, trash containers and the ground.
    - b. Contractors shall manage all wastes and materials generated by the Contractor operation (both inert and hazardous) as detailed in the Statement of Work and in accordance with all EH&S Laws and Regulations.
    - c. Contractors shall segregate hazardous from non-hazardous waste; all hazardous waste generated by their operations shall be labeled, handled and otherwise maintained in accordance with all EH&S Laws and Regulations.
    - d. Contractors required under the Statement of Work to transport hazardous waste generated in their operations to an off-site location, shall have their own EPA Generator Identification Numbers (EPA ID Number) for use on manifests.
    - e. If Aerojet determines that the Contractors' transportation or disposal arrangements are inappropriate and require Aerojet to dispose of any of the Contractors' waste, Aerojet reserves the right to bill Contractors for the reasonable costs of transportation and disposal.
  2. Non-Hazardous Waste Disposal
    - a. Contractors shall handle, transport and dispose of all non-hazardous wastes in accordance with the Statement of Work.
    - b. Contractors shall not dispose of any non-hazardous wastes on the Aerojet premises without the express written permission of Aerojet EH&S.
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3. Work Involving Air Emissions
    - a. If Contractors' operations require an air emissions permit, Contractors shall provide the Contractor Coordinator copies of the appropriate permit(s) for all equipment to be used by the Contractor.
    - b. Contractors shall maintain all records required by EH&S Laws and Regulations.
    - c. Contractors' operations shall comply with all EH&S Laws and Regulations.
  4. Work Involving Water Discharges
    - a. Contractors' operations shall comply with all EH&S Laws and Regulations.
    - b. Contractors shall request the Contractor Coordinator to obtain the approval of the Aerojet EH&S prior to discharging any material into storm drains or sewers.
  5. Hazardous Materials
    - a. Contractors shall manage their hazardous material containers in a manner that will prevent contaminated runoff occurring during periods of rain from entering any storm drains.
    - b. Contractors shall properly label all hazardous material containers and take sufficient measures to ensure such containers are kept closed except when adding or removing hazardous material.
    - c. Contractors' operations shall comply with all EH&S Laws and Regulations.
  6. Contractors shall verify that all compressed gas cylinders are secured and upright, and valve caps in place when not in use.
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### **3.19 Fire Prevention**

1. Contractors shall provide fire extinguishers for any of their work that is spark producing or that requires a Hot Work Permit. Fire extinguishers shall comply with the requirements of the applicable state, federal, and local Fire Codes. Extinguishers shall be rated 2A10BC as a minimum. Water extinguishers shall only be used for work in areas outside of buildings where the hazard is combustible vegetation.
2. Fire watchers shall be required whenever welding or cutting is performed in locations where other than minor fires might develop. The fire watch shall be maintained for at least a half hour after completion of welding or cutting operations to detect and extinguish possible smoldering fires.
3. In case of fire, Contractors shall call the applicable Aerojet Emergency Number. Contractors shall then inform all Aerojet employees and third parties in the affected area, remain in a safe place, and direct fire fighters to the fire.
4. Contractors' employees shall not attempt to extinguish any fires except those that are a result of work under their control and only when safe to do so.
5. Contractors shall report their employees' use of an Aerojet fire extinguisher to the Contractor Coordinator.
6. Contractors shall prohibit their employees' use of tobacco containing products inside buildings on the Aerojet premises. Designated smoking areas may be provided on a case-by-case basis.

7. Contractors shall obtain a hot work permit through the Contractor Coordinator prior to commencing any hot work (e.g. burning, cutting, grinding, welding or tar pot work).
8. Contractors shall store, dispense and use flammable and combustible liquids safely and in accordance with OSHA regulations, and the International Fire Code.
9. Painting
  - a. Painting Contractors shall arrange with the Contractor Coordinator for a location for the protective storage of paints and equipment prior to commencing work under a painting contract.
  - b. Drop cloths shall not be suspended from, or draped over, sprinkler pipes.
  - c. Sprinkler heads in the vicinity of a project site shall be properly covered with paper bags prior to commencing a spray painting operation. Contractors shall request the Contractor Coordinator to notify Aerojet prior to covering sprinkler heads.

**Note:** The bags shall be removed promptly upon completion of the operation or when otherwise directed by Aerojet during an interruption of the paint operation.
  - d. Contractor shall arrange with the Contractor Coordinator for the shutdown of heaters, lights, etc., as required in areas to be painted.
  - e. Contractors shall ensure that ventilation in the project area will reduce and maintain the level of airborne flammable vapors below 10% of the Lower Flammable Limit (LFL), or Lower Explosive Limit (LEL), whichever is lower.
  - f. Disposal of rinsate generated from cleaning latex paint residue from equipment into Aerojet drains (either sanitary sewer or storm sewer) or on the ground is prohibited. All such rinsate generated from cleaning latex equipment should be placed into a 55 gallon drum. Contractor shall be responsible for properly labeling and maintaining the drum and disposing its contents in accordance with all EH&S Laws and Regulations.
10. Use of lead based paint is prohibited.
11. Access / Egress
  - a. Aisles, exits, and stairways shall be clear and accessible at all times and in good repair. When it is necessary to close off, block or repair an aisle, exit or stairway, prior approval must be obtained from the Contractor Coordinator.
  - b. Fire lanes shall not be blocked.
12. Fire Protection Systems
  - a. Contractors shall coordinate all fire systems impairments with the Contractor Coordinator prior to the shutdown of any system.

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- b. Fire extinguishers, fire alarm stations, signal lights, sprinkler systems, emergency lights, and component equipment shall not be removed, disconnected or reconnected without the specific approval of Aerojet Fire Service. Permission to shut down, impair, remove, modify or relocate such equipment shall be requested of Aerojet Fire Service through the Contractor Coordinator.

- c. In accordance with "Control of Fire Protection Water Supply Valves" ([ES-P02-0303](#)), Aerojet Fire Service shall notify the Fire Marshall and Industrial Risk Insurers (IRI) at (425) 434-3356 when there is impairment to any fire protection plan.
13. Fire hydrants, fire service control valves, exits and electrical cabinets shall not be blocked. Permission for the use of fire hydrants shall be obtained from the Contractor Coordinator.
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### 3.20 Security

1. Registration, Entrance, and Departure
  - a. Aerojet Security procedures require that Contractors' employees shall be approved for entry onto the Aerojet premises by Aerojet Procurement. All persons who are not U.S. citizens shall first obtain clearance through Aerojet Visitor Control before entering the Aerojet premises for work.
  - b. Contractors shall enter and leave the Aerojet premises through prescribed gates.
  - c. Upon each entry onto the Aerojet premises, Contractors shall register with Aerojet Security who will issue appropriate badges/passes.
  - d. While on the Aerojet premises, Contractors shall wear the issued identification badges on outer garments in plain sight. Lost badges/passes shall be promptly reported and arrangements made to secure a replacement.
  - e. Upon departure from the Aerojet premises each day, Contractors shall surrender their identification badges/passes unless prior arrangements have been made with Aerojet Security.
  - f. Contractors shall not permit or escort their own visitors onto the Aerojet premises without obtaining Aerojet Visitor Control approval.
2. Movement within the Plant
  - a. Contractors shall confine their activities to areas where their work is to be performed.
  - b. When the work requires movement into or through a security area, arrangements shall be made through the Contractor Coordinator for authorization and escort.
3. Unscheduled Work Requirements
  - a. Contractors planning to start work prior to the start date identified in the contract shall have Aerojet Procurement and the Contractor Coordinator's approval at least 48 hours in advance of the anticipated start time.
  - b. If Contractors are required to work in a security restricted area, a 4-day advance notice shall be given to the Contractor Coordinator in order to obtain clearance.
  - c. If Contractors are required to work overtime or shifts not regularly scheduled, the Contractor Coordinator shall be notified 24 hours in advance in order to make necessary arrangements.
4. Conduct
  - a. Acts of misconduct, such as vending, soliciting contributions, illegal parking, fighting, scuffling, horseplay, gambling and consuming or possessing alcoholic beverages, illegal drugs and narcotics are prohibited on the Aerojet premises.

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- b. Entry onto the Aerojet premises is prohibited to persons using or under the influence of alcohol or illegal drugs or narcotics.
  - c. Contractors shall wear proper clothing while on the job site. Removal of shirts or wearing of shorts is not allowed. Proper footwear is required.
5. Property Removal and Inspection
- a. Contractors desiring to remove tools, materials, or other property other than their own from the Aerojet premises shall present such property to the Contractor Coordinator for inspection and issuance of any required removal pass. If Contractors' tools are similar to those issued to the job by Aerojet, the removal pass shall include an itemized listing sufficient to assure proper identification.
  - b. The Contractor Coordinator's authorization is required to remove materials from the Aerojet premises for fabrication at an off-site location.
  - c. All removed from the Aerojet premises is subject to inspection by Aerojet.
6. Operating and Parking Vehicles
- a. Contractors' vehicles are subject to inspection by Aerojet Security upon entry or departure from Aerojet premises.
  - b. Traffic signs, including speed limits, for motor vehicles on the Aerojet premises are posted and shall be observed.
  - c. Contractors' personal vehicles shall be parked in the unreserved sections of Aerojet parking lots or other designated area.
  - d. Trucks may be used to deliver materials to the job site but shall be parked in the unreserved sections of Aerojet parking lots or other designated area.
  - e. The Contractor Coordinator must approve vehicles carrying tools and other equipment entering the facility and such vehicles shall be subject to inspection by Aerojet Security
  - f. Vehicles shall not be operated within buildings or other controlled areas on the Aerojet premises without the Contractor Coordinator's prior approval.
  - g. Contractors must possess a valid license for the operation of any vehicle they intend to operate on the Aerojet premises.
7. Prohibited / Restricted Items
- a. Weapons, ammunition, narcotics, illegal drugs and intoxicating beverages are prohibited items and shall not be admitted onto the Aerojet premises.
  - b. Cameras, radios, binoculars, audio and/or video recorders, and transmitting devices are restricted items. Such items are not permitted onto the Aerojet premises without the written approval of Aerojet Security through the Contractor Coordinator. Prior approval from Aerojet EH&S through the Contractor Coordinator is required whenever explosives or radioactive materials are to be brought onto the Aerojet premises.

## Resources

### Definitions

Term	Definition
<b>Code of Safety Practices</b>	A California requirement for construction contractors to have a list of general safety precautions.
<b>Contractors</b>	Includes all "Sub-Contractors", "Builders", "Construction Workers", or any "Non-Aerojet Employee". The only exceptions are temporary workers that take their daily assignments from and are supervised by Aerojet.
<b>Contractor Coordinator</b>	Aerojet employees who have oversight authority for the tasks performed by the contractor.
<b>Hot Work Permit</b>	A document issued prior to the start of each shift's work involving welding, cutting, burning, roofing, or the use of certain other spark or flame producing devices.
<b>Safety Work Permit</b>	A document used to communicate hazards and controls associated with the work for the protection of Contractor, Aerojet employees and for the protection of equipment and facilities.

### Acronyms

Acronym	Definition
<b>APP</b>	Accident Prevention Program
<b>Cal/OSHA</b>	California Occupational Safety and Health Agency
<b>DOT</b>	Department of Transportation
<b>EH&amp;S</b>	Environmental, Health and Safety
<b>EPA</b>	Environmental Protection Agency
<b>FOD</b>	Foreign Object Damage / Debris
<b>HEPA</b>	High Efficiency Particulate Air
<b>HVAC</b>	Heating, Ventilation, and Air Conditioning
<b>IIPP</b>	Injury / Illness Prevention Plan
<b>IRI</b>	Industrial Risk Insurers
<b>LEL</b>	Lower Explosive Limit
<b>LFL</b>	Lower Flammable Limit
<b>MSDS</b>	Material Safety Data Sheet
<b>NIOSH</b>	National Institute for Occupational Safety and Health
<b>OSHA</b>	Occupational Safety and Health Agency
<b>PPE</b>	Personal Protective Equipment

**Acronyms****Acronym****Definition****PRCS**

Permit-Required Confined Space

**References****Identification****Title**

All applicable federal, state, and social laws and regulations

**ES-P02-0303**

Control of Fire Protection Water Supply Valves

**ES-I76-FE-13**

Construction and Repair Coordinator's Checklist