

**THE HERSHEY COMPANY  
CONTRACTOR HANDBOOK**

# CONTRACTOR HANDBOOK

## RULES AND REGULATIONS

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## **I. General**

### **1.1 Introduction**

The Contractor Safety Handbook provides an avenue to communicate Hershey's policies and procedures to Contractors and their employees.

Contractors are and shall remain independent Contractors and are fully responsible for the actions of their employees, subcontractors, and subcontractors' employees. The manner and means by which work is performed shall be under the control and direction of the Contractor, the Company being interested only in work and results safely obtained. We expect each Contractor performing work for us to abide by and live up to the same work regulations that we expect of our employees. If contractors are unsure about a policy or work rule, ask.

Violations could also result in the contractor's dismissal from the project and removal from future bids. The contractor must ensure that all their employees and any subcontractor employees are thoroughly familiar with this policy before coming to the job site.

The Hershey Company is known worldwide for product excellence, people safety, and environmental stewardship. It has earned that reputation by maintaining the highest possible food quality and sanitation. Hershey is committed to quality through engagement, and the quality standards that are present throughout its facilities and manufacturing plants will be reflected in the products it sells to its customers and consumers.

Hershey's global programs apply equally to employees and contractors working in a facility, manufacturing plant, or on Hershey's property. Adhering to the Rules and Regulations is a condition for working for Hershey. After reading the Contractor's Rules and Regulations Handbook, the contractor must sign a Compliance Acknowledgment Form stating that they understand and will follow the Rules and Regulations. This form is located at the end of this handbook. Any contractor unwilling to sign the Compliance Acknowledgment Form will not be allowed to work for Hershey.

This handbook aims to provide the contractor with a readily available reference in the form of a concise and compact series of Rules and regulations pertinent to their responsibilities while working in a facility, manufacturing plant, or on Hershey's property. It shall be understood that all contractors must comply with applicable Federal, State, Provincial, and local laws and regulations in addition to these Rules and regulations.

The contractor's responsibility is to familiarize with and observe these Rules & Regulations. The contractor's supervisor or designated representative on the job site must ensure that all personnel adhere to the Rules & Regulations in the handbook. All questions can be referred to the Project/Job Manager, responsible for enforcing the Rules & Regulations. Failure to comply with the Rules & Regulations will cause work in progress to cease and will be grounds for the individual's removal from our premises. The violation will be reviewed, and appropriate actions taken.

Construction site conditions are very dynamic and require continuous hazard identification and control on the contractor's part.

Contractor personnel are expected to fully inform themselves of the contents of this manual and apply these rules to their work. These requirements are NOT meant to cover all safe work practices and rules that may apply to contractor personnel's work assignments. Contractor personnel must follow all product safety and people safety rules outlined by their employer and federal, provincial, and local requirements.

Contractors shall work in a safe manner that does not constitute a hazard to employees, company property, or the public. Contractors shall provide a trained, experienced, and physically fit workforce. Contractors shall establish written safety work procedures and rules that reflect recommended industry safety practices, local requirements, and prudent safety actions as applicable to the job.

Contractors shall readily comply with all company health, safety, or fire protection rules or requirements. The contractor must address all safety violations, concerns, or defects noted from safety audits by Hershey personnel. Contractors will use a Safety Work Permit System.

Contractors shall immediately notify the company of all accidents causing fatalities or injuries requiring medical attention. Contractors shall provide the company with a written accident report for all injuries within 24 hours. Contractors shall provide and maintain adequate first aid supplies and a means for prompt care and transport of the injured.

Contractors shall furnish all equipment, materials, tools, and personal protective equipment necessary for employees to perform work safely. The company does not intend to provide company-owned equipment.

Contractors shall review the scope of work, potential hazards, and abatement practices to be utilized by the contractor before the start of work, which will then be reviewed with the company. Contractors shall advise Hershey of any hazards to company employees that they may create, such as chemical odors, potential fire hazards with flammable materials, etc. Such discussions may include chemical hazards.

## **1.2 General Job Conduct**

### **Signing In**

- When entering, traveling on, and leaving a Hershey facility/plant or property, observe all traffic signs, speed limits, and pedestrians' right-of-way.
- Contractors must park in designated parking areas or as assigned by the Job/Project Manager. They must sign in and sign out with Security. Certain individual contractors may be granted an exception. The security guard will provide a contractor's badge, as requested, and approve it by the Job/Project Manager. The badge must be worn on a belt or attached to clothing at or below the waist and easily visible.
- Contractors are responsible for obeying the requests of a Hershey Company Security Guard. All contractors must comply if instructed to stop or move a vehicle.

### **Entering and Leaving Plant**

- At the start of each day, contract employees are to report in at the Security Office or designated point of entry to gain entrance into the plant and secure badges for themselves. The company reserves the right to request additional sign-ins above and beyond the required daily sign-in at the Security Office. The guard or a Hershey Representative issues on-picture I.D. badges, which must always be worn on our property. The Contractor will be held responsible for returning badges and, if the Contractor discharges

any of the employees to another job, severs the employee from the Contractor's service or after the job has been completed.

- Hershey has the right to require all personnel to submit to a search of their person and property while on, entering, or leaving company property. Contract personnel who refuse to submit to such searches will not be permitted to work or remain on the company premises.

### 1.3 Job Site

- Chocolate and Salty and confectionery products absorb "odors," which cause objectionable flavor changes and adulteration of the food, which may cause illness to consumers. Therefore, all chemicals, e.g., oils, hazardous materials, solvents, paints, floor sealants, and cleaning compounds, must be approved by the Job/Project Manager, the Plant Quality Assurance Manager, and the Chemical Review Committee before their use in the facility/plant or on Hershey property. The Contractor must immediately report and submit written documentation of any deviation from an approved chemical usage established with the Job/Project Manager before continuing work to determine any product safety or employee safety concerns. Refer to Hazard Communication Program/Hazardous Materials for more information.
- Before work begins, the Job/Project Manager and the Facility/Plant Quality Assurance Manager must approve product protection methods. All open processing tanks and production equipment in the area, such as conches, blenders, mixers, belts, bucket elevators, etc., must be covered, shielded, or removed to prevent foreign material from contaminating the equipment or product. Material that covers the tank must be clean and sanitary, such as new 3-mil polyethylene. Used tarps, plywood, and similar materials are unacceptable as sanitary coverings. Duct tape should be avoided, as removing the adhesive from equipment is difficult, which could yield a sanitation concern. A tape with easier removal properties can be used.
- Proper site preparation must be determined and established with the Job/Project Manager, Production Management, and the Plant Quality Assurance and Safety Managers before any work with chemicals and hazardous materials. This may include walling off areas with double-walled plastic, creating negative pressure, providing adequate ventilation using fans, filters, and smoke eaters, and following the necessary cleaning procedures.
- Equipment and tool storage areas must be clean and orderly inside and outside the plant. When storing equipment, materials, pallets, or tools, an 18-inch distance must be kept clear from the walls and stored off the ground so cleaning may be performed. Contractors must protect all floor coverings from scratches, burns, or damage. Construction debris, dust, dirt, and odors must be minimal. The job site must be cleaned to a "broom clean" condition at the end of each workday, including high lifts, platforms, etc.
- The tool storage area is not a work site and must be used for storage only. Any items that will not fit the Contractor's assigned areas must be stored off-site. Contractor trailers on-site must be approved by the Job/Project Manager and Facility/Plant Quality Assurance Manager. They must be neat and maintained free of debris.
- Proper Storage of approved chemicals on the job site in authorized containers sealed and stored in an area approved by the Job/Project Manager. This area must be secured from construction activity, forklift traffic, and potential container damage.

## 1.4 Contractor's Responsibilities

### General Job Rules

- Know the location of your job site and routes to and from it. Note that pedestrians moving through the plant must use the marked walkways. They must stop, look, and listen before entering the forklift traffic. Pedestrian through traffic is prohibited at the Shipping/Receiving docks.
- Remain in the work area of the job site. Do not enter any other facility areas except your work area, designated restrooms for your site, and designated break areas. Lunches and breaks are only allowed in designated areas. Smoking is prohibited except in designated areas. Chewing tobacco and snuff are prohibited in all plant areas.
- Know the location of emergency equipment, work area exits, emergency exit routes, and evacuation designated assembly areas. Without prior approval, notices or writings may not be posted or removed on a bulletin board or company property. Candy and Salty Snacks or other products may not be purchased at the employee store for the purpose of resale.
- There is no gambling on Hershey Company property, no stealing from the Hershey Company or Hershey Company Employees, and no falsification of any Hershey Company records. Do not allow anyone to use your ID pass to gain access to a Hershey Plant or any other facility. Misuse of Hershey Company property or vending machines is prohibited.
- No removal or attempt to remove Hershey Company products, equipment, raw materials, property, packaging materials, records, documents, or ingredients from the Company premises without the management staff's written or expressed prior authorization. No sabotaging, purposely damaging, or destroying Hershey Company property or the property of a Hershey Company employee. No product tampering or adulteration. No possession of firearms, weapons, or explosive materials on Hershey Company premises (in violation of the workplace violence policy).
- **No use of Hershey Company-owned, rented, or leased equipment, parts, materials, vehicles, powered industrial trucks, or aerial work platforms is permitted.**
- Minors and others not in direct employment of the Contractor will not be allowed on the job site unless special arrangements have been made with the Job/Project Manager.
- **Contractors must furnish all tools, equipment, and materials needed to complete their job. Where special circumstances exist, arrangements may be made with the Job/Project Manager for contractors to obtain the necessary tools and equipment. No Contractor may use any tools or equipment belonging to Hershey unless special arrangements have been made with the Job/Project Manager and the Contractor's employee who will be using the tools or equipment.**
- Contractors are permitted to use floor tools in the production area to clean up. After work is completed, the tools must be returned to their storage/hanging position. Contractors will not dispose of construction debris on-site unless the Job/Project Manager approves a location. Scrap metal, plastic, wood, and paper must be disposed of in a designated container.

- Glasses (drinking glass), radios, televisions, tape players, and cameras are prohibited in plant production areas. Glass or ceramics in any form other than eyeglasses are prohibited in the plant's production areas. If breakage occurs when working with glass, for example, light bulbs or site glass, the Job/Project manager must be notified immediately to direct proper cleanup.
- Anyone found in possession of, consuming, or under the influence of substances that alter mental capacity (such as drugs, marijuana, and alcohol) will be asked to leave the facility, plant, and property immediately and will not be permitted to return. Personal prescription drugs are not allowed in production areas. All Contractors are required to submit their employees to post-accident and reasonable suspicion testing as a condition of doing business with Hershey. For additional clarification, please inquire about your employer.
- All Hershey employees and Contractors are entitled to work in an environment free of verbal, physical, sexual, or other discriminatory harassment. Verbal, physical, or sexual harassment will not be tolerated, nor will reprisals against anyone who complains of such conduct. If you believe that any discriminatory harassment has taken place on Hershey's premises, please promptly report it to your employer. If you, the Contractor, think that you have been harassed or discriminated against by any Hershey employee, please report it to the Job/Project Manager or the Production Manager so that appropriate remedial action may be taken. Any Contractor who violates this policy is subject to removal from the premises.
- Contractors are responsible for complying with all local, state, and federal laws in the area where they work.

### **1.5 Candy and Salty Snacks**

- Wrapped Candy and Salty Snacks or packaged products may not be unwrapped for consumption or removed from the production or storage area. Only designated Candy and Salty Snacks provided in break rooms and offices may be eaten in the break room or office. Candy and Salty Snacks brought in for lunch, including chewing gum, must be eaten in the break room or office and not taken into production areas. No Candy, Salty Snacks, or other products may be taken from a Hershey facility or plant. Anyone removing products from a Hershey facility or plant without proof of sale is subject to prosecution and removal from the premises.

### **1.6 Computer Ethics**

#### Personal Computer Virus Protection

- Any personal computer hardware or software intended for use by contractors or their representatives that will interface with, support, monitor, or update a Hershey computer or associated system will require a thorough screening for any known computer viruses before being utilized. Computer hardware or software found to be infected with a computer virus will not be allowed to operate with any Hershey computing device or system. Further, Hershey is not responsible for the "cleanup" of the contractor's infected personal computer hardware or software. The Job/Project Manager will arrange to screen all hardware and software.

#### Personal Computer Software Licensing

- The Hershey Company honors all licenses, copyrights, patents, restrictions, terms, and conditions associated with commercial proprietary computer software. Contractors or their representatives are not authorized to use, copy, modify, or transfer Hershey purchased computer programs in whole or part, except as expressly provided in the applicable software license, contract, or purchase agreement. Making or using unauthorized copies of the software, or "pirating," violates both copyright laws and Hershey's policy and is strictly prohibited.

#### Confidentiality of Information in Computer Systems

- Much of the information in or accessed through the Hershey Company Computer System is confidential and proprietary information belonging to Hershey. It is unlawful and a violation of the Confidentiality Agreement explained in Section 1.4 of these Rules and Regulations for any Contractor to use any information in Hershey's Computer System without specific authorization from the Job/Project Manager. Under no circumstances may any Contractor copy, modify, or transfer any information in the Computer System or otherwise obtain it for personal or business use.

### 1.7 Equipment Delivery

- All material and equipment deliveries shall be made to areas designated by the Job/Project Manager. The contractor involved shall receive and handle all such deliveries. With prior approval, Hershey personnel will receive and handle the Contractor's materials only. In special cases, such as equipment weighing more than 5,000 pounds or bulky and hard to handle with a forklift, the contractor may have to rent outside equipment.
- Contractors will be advised where to load and unload materials and of restrictions that may be in effect regarding the time and day deliveries will be made. Materials and equipment may be subject to inspection by Facility or Plant Quality Assurance.
- Vendors must mark their Bills of Lading properly for the material to reach its destination. (Job / Project Number, Building Number / Floor, Plant Location).
- The Contractor must be on-site to receive delivery of rental equipment and on-site when it is to be picked up by the rental equipment company.

### 1.8 Confidentiality Agreement

- The Hershey Company must protect its legal rights and prevent the disclosure of trade secrets to competitors or others outside the company. Likewise, certain of Hershey's business partners who have provided Hershey with their trade secrets have obligated Hershey under contract to protect that information from disclosure.
- The owner or managing officer of your Contractor Company signed a Confidentiality Agreement to be issued a Purchase Order to work for Hershey. The signing of the managing officer allows Hershey to enforce the agreement against others who might provide trade secrets to someone who is not authorized to receive them.
- Briefly, the Agreement states that each of you knows how important it is to keep The Hershey



Company's trade secrets confidential and that each of you personally agrees to the following: You will not disclose confidential information to anyone except as authorized by Hershey. (This obligation continues to exist even after your work at the facility is complete!)

- You recognize Hershey's right to patents and copyrights on any inventions or written material developed during your employment with Hershey. When leaving Hershey's employment, you will return all property, data, and documents to Hershey and maintain the confidentiality of Hershey's trade secrets and other business information.

## **1.9 Emergency Reporting**

- Contractors will be provided information about the Facility or Plant Alarm System. Electrical or mechanical sensors may trigger automatic alarms or manually operated boxes in case of smoke, fire, leaking gas or ammonia, or other emergencies.
- To report a fire or a potential evacuation, go to the nearest fire alarm box and send in the alarm by pulling the proper handle. Then, contact the Job/Project Manager for further follow-up and action that may be needed. When emergencies are reported by going to the nearest fire alarm box and sending in the alarm, unless unsafe, the Contractor must stay by the alarm box to show the emergency response personnel where the emergency is located if it is safe to do so.
- To report a minor accident with no injuries, contact the Job/Project Manager within the same day's working shift as soon as possible. The Job/Project Manager must submit a report within 48 hours describing cause and effect and future prevention measures.
- Hershey EHS should be contacted in every emergency.
- If a Regulatory Agency comes on-site, contact the Hershey EHS Manager before the visit begins.

## **1.10 Evacuation**

- Contractors must know the location of emergency exits and evacuation routes for their work area. Refer to posted signs in the work area. If you hear a fire alarm or are directed to evacuate, Contractors must report to an outside-designated area. The Job/Project Manager must inform you of your designated location.
- In case of a facility emergency requiring an evacuation, an alarm system will be activated. Please exit the building and report to the designated assembly area. Contractors must take accountability for their employees and be prepared to give this information to plant personnel.

## **II. Quality**

### **2.1 Personal Dress & Grooming**

Clothing/Shoes

- Clothing must be clean and in good repair. Dirty clothing is a source of product contamination, and torn clothing is a safety hazard, so neither will be permitted. Shirts without buttons must always be worn, cover the chest, armpits, and back, and be tucked inside the trousers. All trousers must cover the entire leg, and shorts and cutoffs are prohibited. T-shirts will be permitted, provided they are clean, in good condition, and have round necks and sleeves. Shirts with pockets are allowed, but nothing can be in the pockets. Shirt pockets and upper pockets of coveralls are to be free of articles, including pens, paper, jewelry, etc. No hooded Sweatshirts should be worn in the manufacturing facilities.
- Personal belongings are not permitted in the production areas.
- Confectionery and Snack products quickly absorb foreign odors. Perfumes, body sprays, lotions, and colognes shall not be worn in the production areas.
- All contractors working in or traveling through manufacturing areas must wear bump caps or hard hats over the approved hair covering. Stickers must be secure and may not be offensive. Bump Caps and Hard hats must be maintained in a clean condition. Safety glasses are required in all manufacturing areas.
- Slip-resistant and safety-toe shoes are required for any contractors working in the plant's manufacturing areas. Shoes must protect the entire foot. Leather construction or a similar material provides this level of protection. Canvas or similar material does not offer this protection and is not acceptable. By the NFPA Act 70E standard, electrically qualified contractors working on or near exposed live electrical parts must wear EH-rated shoes. Heels and soles of shoes with deep crevices that will pick up and hold foreign materials are prohibited. Shoes and socks must be worn and clean, in good repair, and free of foreign substances. Shoes must not be worn in plants that have been subject to any activities that could cause the shoes to be contaminated (i.e., shoes used around a farm or dairy). Temporary repairs, such as duct tape to repair soles, are unacceptable.
- Hair must be kept neat and clean. Facility / plant-issued hairnets will be provided and must always be worn, except in office areas and lunch or break rooms. Hair nets/restraints shall be plant-supplied, worn below the earlobe, and covering all exposed hair.
- In manufacturing and storage areas, a company-supplied beard net shall cover all facial hair below the earlobe (sides) and the lip line. This includes all beards, sideburns, mustaches, and any other visible hair below the lipline. The beard net strap/band shall be worn over the top of the head, not the back of the neck.

#### Jewelry

- All jewelry (watches, rings, necklaces, medallions, pins, earrings, exposed piercings, etc.) must be removed, except for the Medics alert necklaces, which, as approved by the Job/Project Manager and with prior approval from Health Services, can be worn under the shirt. Eyeglass frames, Belts, or belt buckles containing stones/jewels are prohibited. Contractors must comply with Facility—or Plant-Specific Jewelry Policies.

## 2.2 Standard GMP

- People known or suspected of suffering from or carrying a disease or illness likely to be transmitted through food shall not be allowed to enter any food manufacturing or storage area.
- Any person who, by medical examination or supervisory observation, has an illness, open lesion (including boils, sores, or infected wounds), or any other abnormal source of microbial contamination shall be excluded from any operations that may result in contamination until the condition is corrected.
- Employees, visitors, and contractors who witness or experience ailments, injuries, or other symptoms of afflictions on the job shall report such health conditions to their Job/Project Manager. Reportable conditions include but are not limited to, jaundice, diarrhea, vomiting, fever, sore throat with fever, visibly infected skin lesions (boils, cuts, etc.), and discharge from the ear, eye, or nose.
- Only blue metal-detectable band-aids are permitted in the plant's manufacturing areas. These can be obtained at the security desk in the lobby and must be logged.
- Hands must be washed thoroughly with soap and water at a designated hand washing station before starting work, after each absence from the work area, and any other time they become soiled or contaminated.
- Gloves, when worn, will be maintained in an intact, clean, and sanitary condition.
- Eating or drinking food in the plant is prohibited except in designated areas. This includes chewing gum, mints, cough drops, etc. Drugs and medicines are also prohibited in the plant. All necessary medication must remain in the contractor's office trailer or vehicle. All food and drink transported to plant break rooms must be fully enclosed in a carrier. Acceptable carriers are Insulated lunch bags (zipped closed), small, closed coolers, and closed plastic or paper bags or boxes.

### **2.3 Vehicles and Equipment**

- Only those vehicles covered by your Company Insurance Policy will be allowed on the work site. Private automobiles or trucks are to be parked only in the parking lot. Contractors' vehicles or other vehicles and equipment necessary to perform the work may be parked at designated job sites. This is strictly on an "as needed" basis and should be limited to only one vehicle per Contractor. Materials extending over 3 feet beyond the tailgate must have a visible flag. Trailers will be chocked when detached from the vehicle or loading or unloading trailers. Contractors must obey all traffic signs and wear seat belts if the vehicle has seat belts. Contractors may not ride on the back of trucks.

### **2.4 Personal Access**

- The Contractor's personnel are not permitted access to any areas outside the specific construction/work areas except as follows: Contractor's personnel are free to use the lunchroom or break areas during Hershey non-break periods. No food or drink may be eaten within the building at any location other than the lunchroom or break areas. If the work clothing or shoes are soiled or greasy, these must be changed before entering the lunchroom or break area. The plant shop and stockroom are for the

exclusive use of Hershey Employees. Only under the direct approval of the Facilities Manager may any contractor have access to these facilities.

## **2.5 Substance Abuse and Weapons**

- The use, possession, transportation, or sale of illegal drugs, controlled substances, alcoholic beverages, and weapons is strictly forbidden.
- Hershey's representative or the Health & Safety Department has the right to request drug and alcohol testing of an individual who exhibits signs of being under the influence while on company property. If the individual tests positive for drugs or alcohol, that individual is permanently banned from accessing the plant. If the contractor employee refuses testing, they will be permanently removed from the plant.

## **2.6 Housekeeping**

- During construction, alteration, or repairs, all debris will be cleared from work areas, passageways, and stairs in and around buildings or other structures.
- Contractors will promptly clean up and remove all scrap and waste materials that accumulate from their operations daily to appropriate dumpsters. Should contractors fail to keep the work areas orderly, Hershey will authorize clean-up work by alternate means and back-charge contractors if they fail to keep the work area clean during the work or fail to clean the area appropriately after the work is completed.

## **2.7 Compliance Acknowledgement Form**

- All Contractors must read and understand the rules and regulations in the Contractor's Safety Handbook and view the Corporate Contractor's Rules & Regulations Video before working in a Hershey Company facility, manufacturing plant, or on Hershey property. The Contractor must sign the "Compliance Acknowledgment Form". Any Contractor unwilling to sign a "Compliance Acknowledgment Form" will not be allowed to work for Hershey.

# **III. Safety**

## **3.1 General**

- Contractors are responsible for compliance with all applicable regulatory standards. Contractors must submit a comprehensive written Health and Safety Manual upon request. Additional documentation and specific written program needs may be required based on the contracted services.
- Contractors must provide personal protective equipment and any other equipment required when performing activities such as chipping, grinding, drilling, welding, and electrical work according to Plant requirements.
- The Job/Project Manager is responsible for investigating incidents resulting in injury/illness and near misses. These reports will be forwarded to the Safety Manager for review.
- All safety devices must be left in place and not bypassed.
- Hearing protection will be provided and worn in all designated areas.
- Contractors must follow Facility or Plant Lockout Procedures and comply with Hershey Lockout Standard while using ground fault circuit interrupters (GFCI) for all power tools and equipment.

- Horseplay and running in a facility or plant will not be tolerated at any time. This will cause removal from the premises.
- Air hoses must not be used for cleaning clothing.
- Handrails must be used when going up and down stairs.
- Electrical panels, emergency equipment, exits, fire extinguishers, and emergency shower and eye wash stations must always be clear and accessible.
- Contractors must limit access to job sites by roping off areas and using appropriate caution signs.
- Contractors shall not work above employees, open tanks or containers, production lines, or where dropping something could cause injury or damage. When working overhead, the Contractor must post overhead work signs and provide necessary protection as required.
- Proper fall protection must be used at heights above 4 feet unless working off a ladder or platform with handrails.
- Contractors must not stand on handrails, conduits, pipe runs, etc., unless prior approval is obtained from the Job/Project Manager and if only a safety harness is used. The Contractor is responsible for training all its employees concerning all safety-related matters, including but not limited to personnel protective equipment, hazardous materials, confined spaces, respiratory protection, and general job safety. A Plant Excavation Permit must be obtained before doing excavation work. Contractors can obtain a permit through the Job/Project Manager.
- Electric-powered mobile equipment is the only type permitted to be operated inside the facility or plant unless the Contractor obtains prior approval from the Job/Project Manager and the Plant Safety Manager. Only licensed contractor equipment drivers will be allowed to operate mobile equipment. A pre-trip inspection must be done before using any powered mobile equipment. Inspection forms are on a clipboard attached to the equipment.
- When working in a production area, do not handle the product or touch food-contact equipment surfaces under any circumstances unless directed or approved by the Job/Project Manager. All work areas must be protected to prevent dust, fumes, odors, or other contaminants from entering manufacturing areas in operation. Report any potential product safety contamination to the Job/Project Manager.

### 3.2 Life Saving Rules

#### 1. Confined Space



#### **Life Saving Rule-Confined Space**

The Confined Space standard protects the health of our employees and contractors and eliminates accidental injury and possible death while entering, working in, and exiting confined spaces. The Job/Project Manager must approve all work performed in confined spaces such as tanks, pits, or areas where fumes or a lack of oxygen are possible.

#### **Non-negotiable Rules**

- Isolate all energy sources, such as lock-out, tag-out (LOTO), and chemical sources.
- Always test the quality of the internal atmosphere before and during the entry.
- Prepare and authorize a rescue plan.
- Ensure that confined space entry only takes place when the entry permit is signed off by all involved (trained entrants, safety watch).

- Obtain formal authorization from the owner before entering a confined space.
- A Safety Work Permit must be completed before entry.

## 2. Electrical Safety



### **Life Saving Rule- Electrical Safety**

Only Authorized personnel may adjust or repair electrical Equipment. All work must be conducted in accordance with NFPA-70E. All 110V tools, extension cords, etc., shall be protected by GFIs. Be sure that extension cords are in good condition before using them. All extension cords should be run overhead, not in a pedestrian walking area. Always remember the fatal combination of water and electricity. Keep dry from head to foot when using electrical equipment. Always leave 36 inches of space in front of electrical panels.

The Hershey Corporation complies with the regulations outlined in NFPA-70E. These regulations apply to all contractors and employees working at all Hershey facilities on electrical systems operating above 50 volts to ground.

Contractors should be able to provide documentation proving they have received training per all applicable sections of the latest NFPA-70E standard for Electrical Safety in the workplace before they are eligible to work on-site.

Contractors will occasionally be required to work on energized electrical circuits operating above 50 volts, which cannot be de-energized as described in NFPA70-E Article 30- Working on or Near Live Parts. Contractors shall observe the approach boundaries and must provide and use Personal Protective Equipment prescribed on the Shock and Arc Flash Warning Labels affixed to switchboards, panel boards, industrial control panels, and motor control centers throughout the facility.

#### **Ground Fault Circuit Interrupter Protection**

Contractors shall provide ground fault circuit interrupter protection for all cord sets, receptacles, life tools, and equipment connected by cord and plug that is used or available for use by contractor employees. Cords shall be inspected and tested as required in the assured equipment-grounding program.

#### **Non-negotiable Rules**

- Always wear proper Personal Protective Equipment (PPE) while working on electrical equipment.
- Always LOTO before starting work on electrical equipment. (Note: Troubleshooting scenarios requiring certified electricians to use alternative safety controls may occur.)
- Never work on electrical equipment with conductive articles of jewelry and clothing.
- A Work Safety Permit must be filled out before starting work.

### 3. Fire Explosion Prevention



#### **Life Saving Rule- Fire Explosion Prevention**

All contractors must know the site's fire alarm and evacuation procedure. Safety cabinets and containers shall be used to store and dispense flammable liquids. All containers must be appropriately labeled and indicate the flammability hazard. Flammable liquid dispensing stations must be provided with grounding and bonding equipment.

The Contractor must provide a suitable fire extinguisher at each Welding or Hot Work Permit work site. Welding or hot work must be stopped one hour before leaving the work area to allow time to detect possible fires. The Contractor must supply a fire watch for this one hour. The Contractor must also provide accurate weld flash barriers or partitions to protect other building occupants.

#### **Non-negotiable Rules**

- Hot work must only be conducted with proper authorization.
- Identify and control ignition sources.
- Remove or isolate all flammable material.
- Always use the compatible designated tools and equipment in hazardous areas.
- A Safety Work Permit must be completed before entry.

### 4. Industrial Vehicle Operation



#### **Life Saving Rule- Industrial Vehicle Operation**

#### **Motor Vehicles and Power Operated Equipment**

- All mobile lifts, including forklifts, person lifts, scissor lifts, and cranes, must be in good working condition. Only trained and authorized personnel may operate these vehicles. Daily pre-use inspection documentation is required on all mobile lifts. Documentation must be maintained on-site. If fall protection is required to operate mobile lifts, the contractor will provide the appropriate fall protection systems and train employees as needed. Contractors using scissor lifts and man lifts will employ such protection as barricades, warning signs, or spotters to protect employees working below from falling objects as required. Contractors must not use personal communication devices while operating mobile lifts. Contractors may not drive Hershey Equipment.

#### **Trucks and Automobiles**

- Obey all the posted speed limits.
- Pedestrians have the right of way.
- Seat belts must always be worn.
- Riding on the side, in the bed, or on the tailgate of a pickup truck is prohibited.
- Spotters must be provided for vehicles in congested areas.

- Take precautions to avoid vapors from engine accumulating in buildings and other enclosed areas.

### **Powered Industrial Trucks (PIT) – Forklifts**

- PIT truck drivers must operate according to safety rules.
- Never exceed the rated load capacity of a PIT.
- PIT must be equipped with seatbelts, reverse alarms, and horns.
- Apply load securing against unwanted movements.
- Only operate internal transport materials that Hershey Standards.
- Apply safe stacking and racking during storage and transportation.
- Diesel or propane-powered trucks are not permitted in the Hershey facility.

### **Non-negotiable Rules**

- Apply load securing against unwanted movements.
- Only operate internal transport equipment that meets Hershey standards.
- Apply safe stacking and racking during storage and transportation.

## **5. Lock-Out Tag-Out**



### **Life Saving Rule- Lock-Out Tag-Out**

The Lock-Out Procedure is to be followed whenever working on power-driven equipment or electrical lines and where the possibility of the equipment being set into motion or being energized exists without the knowledge of the person working on it. Hershey utilizes a color-coded lock system (red is an individual lock, blue is a group lock-out, and black is a shift overlap lock.)

All Contractors must inform Hershey of their Lock-Out/Tag-Out Procedure, and all Contractors must understand and comply with Hershey’s Lock-Out Procedure. The Department Supervisor and Area Maintenance Manager must be alerted that the equipment will be placed out of service.

Before working on any equipment, all equipment must be de-energized, locked out, tagged out, blanked, etc., to ensure the equipment cannot be set in motion or be energized inadvertently. All Contractors must place their own lock on the control switch, lever, valve, or switch box. If there is another lock-out on the device, place your lock-out on anyway. You will not be protected unless you put your own lock-out on the device. When the job is completed, remove your lock. Never permit someone else to remove it for you, and be sure you are not exposing another person to danger by removing your lock-out.

When a piece of equipment is encountered that cannot be locked out or tagged out, other levels of protection must be instituted to provide the same level of protection as lock-out/tag-out, i.e., placing a stand-by person at the equipment or electrical panel. If two contractors or departments are working on the same piece of equipment, each contractor or department must place a lock-out or tag-out on the equipment. When a piece of equipment or power distribution device has multiple power sources, all power sources must be locked out or tagged out. Before starting a piece of equipment or energizing an



electrical line that was locked out or tagged out, the Department Supervisor, Contractor, and Job/Project Manager must visually inspect the equipment and ensure all personnel are clear of the equipment before operating the equipment.

Where the work lasts through succeeding shifts, a lock-out or tag-out must be placed at the control of the equipment for the duration of the work. It is recommended that the person in charge of the work crews attach their own lock or tag while the employees are working on the equipment. All locks must be accompanied by a tag that includes the contractor's company name, the date, the name of the person who placed the lock-out, and a contact phone number. The tags are to be securely fastened with cord or non-metallic material. A wire is not to be used for this purpose.

If a Contractor does not remove their lock or tag and cannot be located, and it is necessary to put the equipment in operation, the Department Supervisor, after making a thorough check of the equipment in question and consulting the Job/Project Manager, and in the accompaniment of a contractor representative, then may remove a lock-out or tag-out. The lock-out device must be issued with only one key. Contractors must provide their own Lock-Out/Tag-Out Equipment and provide appropriate training to all employees.

### **Non-negotiable Rules**

- Isolate all energy sources and release any stored energy.
- Lock out and tag out all energy isolation devices with an owner lock.
- Verify that all energy sources are safeguarded as intended via a Try-Out.
- Ensure all persons working on isolated equipment utilize their dedicated personal lock.
- LOTO (or approved alternative methods) must be performed on all energized equipment.

## **6. Machine Guarding**



### **Life Saving Rule- Machine Guarding**

Contractors must use and not tamper with or disable machine/equipment guarding while operating under normal conditions. All machines or equipment brought onto the Hershey site by contractors must have safeguards to prevent employee exposure to hazards such as moving parts or points of operation. Before using equipment, the contractor must assess machines and equipment to ensure adequate guarding. Mechanical (full or partial revolution clutch) press brakes and full revolution clutch power presses must not be used in hand-in-die feeding operations. Remove all such units from service. Non-hand-in-die operations may use full revolution clutch mechanical power presses if undefeatable fixed safeguards or Category 3 or 4 interlocked moveable safeguards are in place. Safeguards must ensure that work or maintenance on the press does not place employees in the point of operation during the operating cycle.

The following controls and control systems are set in place to ensure safety:

- Machine/equipment control systems must have safeguards or be positioned so that the machine/equipment only starts or cycles when an operator intentionally acts.
- Sites must safeguard operating controls, including foot pedals, against unintentional activation.

- Sites must ensure that energy control devices associated with the machine/equipment (such as electrical switches and pneumatic or hydraulic supply valves) are provided with a means to lock out the energy source during maintenance, set-up, changeover, or repair operations.
- Machines/equipment with a point of operation must be equipped with a clearly visible and appropriately marked emergency shutdown switch or control (emergency stop button/device) outside the danger zone and easily accessible to the machine operator(s) and other employees. The location of emergency stop buttons/devices for machines/ equipment that have a point of operation must be such that it prevents accidental operation. Emergency stop buttons/device coloration must meet local codes or regulations and require positive action to enable the restart of the machine/equipment. On partial revolution mechanical power presses, operator controls must only be used on machines with a brake monitoring system and control system constructed so that a failure within the system does not prevent the normal stopping action from being applied to the press when required but does prevent initiation.

### **Non-negotiable Rules**

- Ensure guards and interlocks are in place before equipment startup.
- Never reach over, under, around, or through a guard while equipment runs or can be activated.
- Always use LOTO if a guard must be removed for cleaning, maintenance, or removal of a jam. Ensure all guards/ interlocks are replaced and in working order upon completion of work.

## **7. Safe Mechanical Lifting**



### **Life Saving Rule- Safe Mechanical Lifting**

A safe mechanical lift plan review must be administered whenever cranes or helicopters move equipment to the facility's roof or when setting a critical piece of process equipment like tanks, air handling units, etc. The Safety Department or their designee must issue a lift permit. Contractors must supply the inspection certificate of the crane or lifting equipment utilized.

Load calculations must be provided to Hershey before the lift. Truck-mounted, hydraulic, telescoping boom cranes shall not be moved until the boom is fully retracted and lowered into the boom cradle if provided, and the hook is secured in a tie-down lug at some point on the truck bed. Lift charts shall be kept with all lifting equipment.

Anti-block devices are required when using all cranes and boom trucks. For each custom-designed job where a lift is necessary, all lift equipment shall be marked to indicate the safe working load and tested before use to 125% of its rated load. All rigging, including hooks, shackles, beam clamps, chokers, chains, and slings, must be inspected before use. Safety latches are required on hooks. No suspended load should be left unattended.

### **Cranes**

- Cranes shall be operated within the design limits specified by the manufacturer.
- Cranes shall be inspected by the operator each shift.

- All accessible areas within the radius of the counterweight swing must be barricaded to limit access.
- Required clearance must be maintained between the crane and energized power lines.
- Cranes shall be grounded when working around energized power lines.
- Spotters must be provided for cranes in congested areas.
- When the use of a crane is expected, a crane lift plan and swing path diagram must be submitted to and approved by the Hershey Safety Department before commencing work.

### **Non-negotiable Rules**

- Identify and assess the risks of lifting and hoisting and implement adequate controls.
- Inspect the lifting and hoisting equipment, respect the maximum load indication, and secure the load.
- Barricade the danger zone; never enter the danger zone unless specific authorization is given.
- A Safety Work Permit must be completed before completing work.

## **8. Travel and Driving**



### **Life Saving Rule- Travel and Driving**

All owned, rented, or leased vehicles can only be used if fitted with seat belts for each occupant. All contractors must always use 3-point seatbelts while seated, except for vehicles with only lap seat belts or public transport where seat belts are unavailable. All vehicles utilized for company business must be inspected before starting your trip, including fuel, headlights, turn signals, horns, brake lights, and any dashboard warning lights.

Insurance requirements must adhere to all company and regional requirements. Depending on the business unit, there may be additional insurance expectations based on the type of vehicle used for company travel. Drivers must have a current and valid driver's license. If you drive for company business, you must notify your manager immediately if your license has been suspended or revoked. Additional expectations for reporting tickets/ violations incurred while driving for company business may exist depending on the business unit.

Under any circumstances, it is prohibited to drive under the influence of drugs and alcohol. Driving is only acceptable when physically fit (well-rested and not ill).

Risk factors need to be assessed when contractors plan to travel by car. These factors include the following:

- Extended working and traveling time may impact your ability to drive safely.
- Road conditions may have a significant impact on driving safely.
- Weather conditions and driving at night can further increase the risks related to driving.
- Differences are prevalent when unfamiliar with the roads or alone in the car.

Contractors may not attend phone calls without hands-free equipment while driving, even if the local law permits it. While driving, reading, sending text messages, or communicating via social media is prohibited. Contractors may not use phones as GPS systems. Contractors may program GPS and set up phones for safe use while driving, but this is only permitted when the car is stationary (before starting the journey or in a parking lot).

Contractors must adhere to all legal requirements related to the consumption of alcohol and drugs for motor vehicle operators. Do not consume over-the-counter medications that may cause impairment. OTC medications should be administered according to directions. All accidents must be reported as soon as possible.

## 9. Work From Heights



### **Life Saving Rule- Working from Heights**

Contractors shall comply with the following requirements for aerial work platforms, manlifts, or bucket trucks.

- Personnel shall use a full-body harness with shock-absorbing lanyards secured to the platform or boom.
- Personnel shall perform their work while standing on the platform floor.
- Standing on the top rail, mid-rail, or toe board shall not be permitted.
- Rigging from the platform or boom shall not be permitted.
- Climbing out of the platform to an elevated work location shall not be permitted unless a fall prevention plan is written and approved by the EHS Department.

Unless properly trained, no one shall be permitted to operate a lifting device (material or personnel). Documentation of the training shall be furnished to Hershey upon request. Scissor lifts and other vertical tower devices used to elevate personnel above the ground or floor level shall be operated and used by the manufacturer's operating manual, which shall accompany all equipment on-site. Protection is required to prevent personnel or materials from falling through floor openings, wall openings, or from roof edges, stairways, elevator shafts, etc.

Fall protection is required but not limited to the following conditions: unprotected elevations greater than 4 feet, sloping roofs, flat roofs without guard rails, or working within 6 feet of the roof's edge. A fall protection system must be utilized, including a body harness (no belts) and a lanyard that meets current standards. The attachment point of the lanyard must be able to withstand the force of a fall.

### **Ladders**

Inspect all ladders before each use. Unsafe ladders must be tagged and reported to your Hershey representative. Place all straight/extension ladders so that the distance between the ladder's base and the supporting object is at least  $\frac{1}{4}$  of the length of the ladder. Example 20 ft ladder- The ladder's base should be 5 feet from the supporting object. All six-foot ladders should be tied off at the top to prevent slippage. Fiberglass ladders should be used when work is being performed on electrical equipment.

### **Non-negotiable Rules**

- Use a suitable fixed or mobile platform, railing, or fall protection equipment when the potential fall height exceeds 1.2m / 4 ft.

- Never use lifting and hoisting equipment dedicated for loads, including forklift trucks, to perform work at heights. Do not use man baskets.
- Confirm that access to the danger zone below the work in progress has been restricted.
- Always inspect the condition of your fall protection equipment and ladders. If defects are detected, they must be removed from service.
- A Safety Work Permit must be used before work.

### 3.2 EHS Work Permits

If a Contractor is required to perform any of these work activities, the contractor must obtain a permit from Facilities Management or the Environmental, Health & Safety Department for the following:

- **Fire and Explosion– Work Safety Permit Required**
  - When welding, grinding, or burning, the contractor must fill out and sign a Work Safety Permit prior to the work being done. The permit must be obtained and signed by the Job/Project Manager or other authorized party (i.e., the Hershey Maintenance Supervisor, Manager, or Shift Manager) as indicated in the Hershey Hot Work Permit Written Program.
  - The permit must be returned to the Security Office upon completion of the work. Except for special designated projects, permits are valid for 8 hours. Contact your Job/Project Manager for specific instructions on new project work.
- **Confined Space-Work Safety Permit Required**
  - To obtain approval, the Contractor must submit a Work Safety Permit to the Job/Project Manager to ensure compliance with the Confined Space Standard and Facility or Plant Procedures.
  - The purpose of the work safety permit is to identify the following: The type of work to be done, the location of work to be done, certify that a qualified person has evaluated all existing potential hazards, verify that the standard has trained the entrant, and attendant and supervisory personnel that all necessary protective measures have been taken to assure the safety of each worker.
  - The Contractor’s Supervisor must sign each Confined Space Entry Permit for the person in charge before entering the confined space and attaching it to the tank, vessel, etc., being worked on or cleaned until the work is completed. Please note that all Confined Space Entry Work Safety Permits must be returned to the Job/Project Manager, who forwards them to the Safety Department.
  - The Job/Project Manager ensures that testing and monitoring have been performed and the Work Safety Permit has been completed before entry. Contractors must provide their confined space safety equipment and must provide appropriate training to all attendants, entrants, and rescuers.
- **Working From Heights- Work Safety Permit Required**
  - Contractors shall submit details of their proposed work platform and rigging method for approval before conducting any work from a platform suspended from a crane. The details must include a clear justification for using a crane-suspended work platform rather than another method (scaffolds, aerial lifts, etc.).
- **Energized Electrical Work- Work Safety Permit Required**

- Before starting electrical work, contractors must obtain an Electrical Safety Permit. The project manager of the Hershey facility can access the permit. After completing it, the Hershey Electrical Representative must sign it.

- **Line Breaking- Work Safety Permit Required**

- Any work that requires line breaks must be identified. The contractor must complete a pipeline break permit before beginning work and have it posted. A confined space and hot work permit must also be completed before work. The line-breaking permit is valid for one shift unless conditions, personnel, or the scope of work change. The complete permit must be submitted to your Hershey contact at the completion of the permit.

- **Excavation and Trenching- Work Safety Permit Required**

- An excavation is any man-made cut, cavity, trench, or depression in an earth surface formed by earth removal. A trench is a narrow excavation made below the surface of the ground. Trenches are typically greater in depth than width, but the width does not exceed 15 feet.
- To protect underground facilities from damage due to excavation and demolition:
  - The contractor must provide an excavation-competent person on-site for all excavations. Training records or certificates of completion for competent persons must be submitted before beginning work and upon additional contractor competence persons being added.
  - Before entry, all excavations 4 feet deep or greater, or otherwise determined by the competent person, must be planned, adequately evaluated, inspected, and documented by the competent person. The work area must be tested for underground utilities before any operation.
  - All contractors must obtain an Excavation and Trenching Work Permit from their EHS Hershey contact. The Work Safety Permit must be signed off on entirely before beginning work. Contractors must provide their atmospheric monitoring equipment and perform atmospheric excavation monitoring before entry. To enter the excavation, monitoring results must meet the following:
    - Percentage of oxygen between 19.5% - 23.5%
    - Percentage of LEL less than 10%
    - Less than 10 ppm Hydrogen Sulfide
    - Less than 35 ppm Carbon Monoxide
    - Other toxins below the Permissible Exposure Limit (PEL)
- Atmospheric monitoring will be conducted as often as necessary to confirm safe atmospheric conditions.
- All contractors must be compliant with the OSHA standard 29 CFR 1926 Subpart P.

- **Mechanical Lifts- Work Safety Permit Required**

A mechanical lifting permit is required before any work is conducted if the project requires cranes or mechanical devices. There are specific requirements for a Lift Permit and a Critical Lift Permit. The information below explains what is required before conducting a lift:

Lift Permit Documentation Requirements:

- Identification of the area,
- Purpose of the lifting,
- Date and duration of the permit,

- Names of Authorized Operators,
- Names of the Authorized attendant and the Lift Supervisor,
- List of hazards in the area,
- List of measures to isolate the area and eliminate or control the hazards,
- Load comparison with Rated Load,
- Communication procedures for attendants and operators,
- Equipment used for the lifting,
- Additional permits,
- Name and function of the permit authorizer,
- Isolation (i.e., lock-out, disconnections, etc.),
- Space preparation,
- Barriers or guards around the lifting point to prevent inadvertent passing of persons under the lifting area.

#### Critical Lift Permit Requirements:

- The Safe Mechanical Lifting Standard and the Work Safety Permit must be reviewed whenever cranes or helicopters are used to move equipment to the facility's roof or when critical process equipment like tanks, air handling units, etc., is set up.
- The EHS Department or their designate must be involved with the lift plan review.
- Contractors must supply the crane or lifting equipment inspection certificate.
- Load calculations must be supplied to the EHS Department before the lift.
- Truck-mounted, hydraulic, telescoping boom cranes shall not be moved until the boom is fully retracted and lowered into the boom cradle if provided, and the hook is secured in a tie-down lug at some point on the truck bed.
- Lift charts shall be kept with all lifting equipment. Anti-block devices are required when using all cranes and boom trucks.
- For each custom-designed job where a lift is necessary, all lift equipment shall be marked to indicate the safe working load and shall be tested before use to 125% of its rated load.
- All rigging must be inspected before use, including hooks, shackles, beam clamps, chokers, chains, and slings. Hooks must have safety latches.
- No suspended load should be left unattended.

These permits are valid for one shift only and must be posted in the work area.

## **10.0 Waste Management**

Waste solvents and oils will be disposed of according to federal, state, and local regulations. Contractors shall ensure that their operations comply with the oil spill prevention provisions of 40 CFR 110. 112 and site spill prevention plans. Oil spillage or any other foreign substance onto the ground or into plant sumps, trenches, or ditches is strictly prohibited. Contractors shall immediately notify the construction representative and Hershey contact of all fluid spills or equipment leaks. Contractors shall provide metal containers to collect and separate waste, trash, and other refuse. Containers used for garbage, acids, harmful dust, etc., must be equipped with covers. Contractors must limit the amount of chemicals brought onto the site so that the amount of waste material generated will be minimal.

## **10.1 Material Delivery and Removal**

Hershey will not be responsible for the receipt or unloading of contractor material. If Hershey's representative is contacted before delivery, he may authorize receipt of minor items at the unloading dock. However, the Contractor transfers this material to the job site. It is not the responsibility of Hershey's Receiving Department personnel to notify or assist contractors with material delivery.

The contractor's truck shall remove surplus or unused contractor material from the plant grounds after receiving clearance authorization from a Hershey representative. Material cannot leave the plant grounds without this clearance authorization.

## 10.2 Personal Protective Equipment

### Minimum Personal Protection Requirements

- Contractors shall wear hard hats, steel-toe shoes, and safety glasses with side shields while performing all work tasks within or on plant grounds.
- Steel-toed shoes, hard hats, and safety glasses shall meet ANSI Standards.
- Shirts that cover the shoulders and full-length trousers must be worn during all construction projects; no tank tops or shorts.
  - Long-sleeved shirts or welding sleeves are required when burning or welding.
- No rings of any sort, other than wedding bands, will be allowed by anyone performing any work onsite. No jewelry, such as necklaces, bracelets, or earrings, shall be worn.
- No watches with continuous bands will be allowed by anyone performing any work on-site.
- Long hair must be, at minimum, tied back and contained in a hard hat.
- Other protective clothing will vary depending on the work type and location within the plant site. However, all protective clothing and equipment will be worn appropriately to comply with plant area and regulatory requirements.
  - Burning goggles are required for all cutting and burning jobs.
  - Welding Helmets with the appropriate lens tint are required for all welding jobs. Safety glasses are to be worn under welding helmets.
  - Coveralls, goggles, and safety glasses (or safety glasses with face shield) are to be worn when sawing, chipping, drilling overhead, blowing dust, or handling chemicals.
  - Face shields and safety glasses must be worn when grinding and handling chemicals.
  - Face shields must be the types that are attached to hard hats or configured in such a way as to allow the use of a hard hat in conjunction with the face shield.
  - Cut-resistant gloves must be worn when handling rough, sharp-edged, abrasive material or where work subjects the hands to lacerations, punctures, burns, or bruises.
  - Cut-resistant gloves shall not be worn around saws, lathes, drills, presses, and similar machinery in which the gloves will likely become entangled.
  - Appropriate chemical-resistant gloves are required when working with chemically treated or corrosive solvents.
- Hearing protection must be worn in posted production areas or when tools create noise greater than 82 dBA.

## 10.3 Respiratory Protection

Respiratory protection is required when contractors are exposed to air contaminants that exceed the permissible exposure limit for dust, gases, fumes, and vapors or when oxygen-deficient atmospheres could or do exist. If respiratory equipment is required, employees must be clean-shaven.

Before any employee starts work requiring the use of respiratory protective equipment, contractors shall furnish Hershey proof of compliance with Respiratory Protection requirements, including, but not limited to, medical approval, training, fit test records, and proof of grade D air supply when air-supplied respirators are used.



#### **10.4 Barricades**

Barricades protect areas around excavations, crane swings, and floor and wall openings where unusual activities or conditions exist. They must be kept at least 6 feet from the edge of the hazard.

#### **10.5 Construction Equipment**

Cranes, forklifts, trucks, and similar construction equipment shall not be left unattended unless shut down and secured to prevent unintentional movement. All earthmoving, hauling equipment and any vehicle or construction equipment shall be equipped with audible backup alarms. Only trained and authorized operators will be used to operate construction equipment.

#### **10.6 Compressed Air and Gas Cylinders**

All hoses and couplings must be checked daily before use. Compressed air for cleaning must not exceed 30 psi. Compressed air shall not be used to clean people. Compressed gas cylinders shall be adequately secured on two-wheel hand trucks designed for this use. They shall be brought into buildings only as needed and removed as soon as work is completed or tanks are emptied. Unless individual cylinders are equipped with regulating devices, they shall have the safety cap secured.

#### **10.7 Power Tools, Equipment, and Inspection**

All contractors furnished with portable tools and equipment shall be maintained in safe working order and are subject to inspection at any time while on the plant site. Hershey retains the right to prohibit or restrict the use of tools and equipment determined to be in an unsafe working condition. Only trained personnel will operate portable power tools; training is the contractor's responsibility. Contractors shall have a tool inspection procedure for all electrical tools. Power tools will be disconnected from the power source before adjusting or changing tools or bits. All electrical tools must have a grounded plug unless the tool states "double insulated." All guards or shields must be installed on all power tools before use. Do not use tools as pry bars or force tools beyond their capacity or use "cheater" to increase their capacity. Non-intrinsically safe electrical tools will not be used in flammable areas or explosive atmospheres. Only intrinsically safe power tools may use fire-classified areas. Extension cords must be kept out of walkways and other places where they present a trip hazard, and they must be protected from vehicle traffic and sharp corners. Hershey will not be responsible for the loss or theft of the contractor's tools, equipment, or employees' personal belongings, either on the plant or in the parking lot.

#### **10.8 Hazard Communication**

The contractor will be familiar with Hershey's Hazard Communication Program and the hazards associated with the site. Contractors shall comply with all applicable state and local hazard communication requirements, which include but are not limited to:

- Contractor employee training
- Maintaining a list of all hazardous materials at the worksite and Safety Data Sheets (SDS) for those materials.

#### **Hazard Communications Program/Hazardous Materials**

- Contractors must comply with required Hazard Communication Programs or plans and all Plant Safety Policies. All chemicals, oils, and hazardous materials to be used in a facility or plant or on Hershey property must be approved before their use by the Job/Project Manager and Facility / Plant Safety Manager or Chemical Review
- A committee to ensure that acquisitions of hazardous materials are subject to all applicable Hershey Plant requirements. Before using Hershey's property, contractors must submit a list of all hazardous

chemicals with their Safety Data Sheets (SDS) to the Job/Project Manager for approval by the Chemical Review Committee.

- The Job/Project Manager will inform all Contractors of hazards specific to the facility or plant operations for those jobs to which the Contractor may have potential exposure. The Contractor is responsible for Hazard Communication Program Training regarding their materials, personal protective equipment, supervisory personnel, and any plant requirements for a particular area.
- All chemicals and hazardous materials must be appropriately marked, stored, and used on the job site. When the project is completed, all chemicals must be removed from Hershey's property and properly disposed of by the contractor. The senior onsite manager, foreman, or supervisor of contractors whose employees use, handle, or store hazardous materials must ensure that hazard information concerning materials acquired and brought on-site by the contractor is made available to all affected groups. The following actions are necessary to fulfill this requirement:
  - Ensure that SDSs (as hard copies or electronic files) are available for all hazardous chemicals in the work area, stored or used during all shifts. Ensure that all primary and secondary hazardous chemical containers are properly labeled. Ensure that employees receive timely and appropriate general and task-specific hazard communication.

**Training Verification Sheet—Contractors**  
**Record sheet must be completed to receive credit for**  
**attendance and verify you have attended and completed the training.**

Date: \_\_\_\_\_

Full Employee Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Questions

1. Who do you notify in case of an Incident/ Injury?
2. What Hershey PIT equipment am I allowed to use?
3. If Chemicals need to be brought on-site, what steps must I take to ensure everyone's safety?
4. Where do you eliminate all trash and waste after completing the job?
5. Confined Space Entry is needed. What steps do I need to take before entry?
6. When do you need to wash your hands?
7. Belongings, like medication or coins, are permitted in the production area. True or False
8. What is the color of Floor contact tools/containers?
9. All materials, like chemicals, need to be approved by the Project Manager Before Being Used in the plant.

True or False

**THE HERSHEY COMPANY**

**CONTRACTORS' RULES AND REGULATIONS  
COMPLIANCE ACKNOWLEDGEMENT FORM**

**This is to certify that I have received, read, understood, and agree to comply with the Contractors Rules and Regulations while working in a Hershey Manufacturing Plant or on Hershey Property. I know and affirm that I am employed by an independent contractor, not The Hershey Company or its affiliates. I also understand that my contractor is responsible for compliance with applicable local, state, and federal laws concerning my employment. I understand that Failure to comply with the Rules and Regulations will cause work in progress to cease and will be grounds for the individual's removal from the premises. I understand a second offense by an employee of the same contractor will cause the contractor's services to be terminated.**

**Company Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Name Of Hershey Contact:(Required)** \_\_\_\_\_

ORIENTATION CONDUCTED BY PROJECT MANAGER- OUTSIDE CONTRACTORS

**I. I have completed the following forms:**

Yes No  
\_\_\_\_\_

Compliance Acknowledgment Form

**II. The following were discussed with me:**

Introduction

**I. General**

- 1.1 Introduction
- 1.2 General Job Conduct
- 1.3 Job Site
- 1.4 Contractor's Responsibilities
- 1.5 Candy and Salty Snacks
- 1.6 Computer Ethics
- 1.7 Equipment Delivery
- 1.8 Confidentiality Agreement
- 1.9 Emergency Reporting
- 1.10 Evacuation

**II. Quality**

- 2.1 Personal Dress and Grooming
- 2.2 Standard GMP
- 2.3 Vehicles and Equipment
- 2.4 Personal Access
- 2.5 Substance Abuse and Weapons
- 2.6 Housekeeping
- 2.7 Compliance Acknowledgement Form

**III. Safety**

- 3.1 Life Saving Rules
- 3.2 EHS Work Permits
- 3.3 Waste Management
- 3.4 Material Delivery and Removal
- 3.5 Personal Protective Equipment
- 3.6 Respiratory Protection
- 3.7 Barricades
- 3.8 Construction Equipment
- 3.9 Compressed Air and Gas Cylinders
- 3.10 Power Tools, Equipment, and Inspection
- 3.11 Fire Protection and Hot Work
- 3.12 Lock-Out Tag-Out Procedure
- 3.13 Confined Space Standard
- 3.14 Hazardous Communication

Project Manager's Printed Name: \_\_\_\_\_

Project Manager's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Contractor's Printed Name: \_\_\_\_\_

Contractor's Signature: \_\_\_\_\_

Date: \_\_\_\_\_