



Contractor Guide

Environmental, Health, and Safety

I. PURPOSE

The guidelines listed in this document are designed as guiding principles for contractor and sub-contractor activities concerning environmental, health, and safety (EHS) performance while performing work at any North Star BlueScope Steel facility or North Star BlueScope Steel operated property. Contractors, subcontractors, suppliers, and vendors (hereafter collectively referred to as “Contractors”) will be required to meet all applicable local, state, and federal laws and regulations which will take precedence over these guidelines in the event of conflict.

It will be the responsibility of the Contractors to become knowledgeable of, and comply with, the EHS guidelines set forth in this document **and commit in writing to these guidelines (Attachment 1)**.

These guidelines will become a part of all purchase orders and work contracts. Adherence to these guidelines will help ensure the compliance with all North Star BlueScope Steel EHS rules and regulations and promote the safety and well being of all persons on site.

II. CONTRACTOR RESPONSIBILITY

A. Responsibilities of Contractors

1. To ensure that all employees, agents and/or subcontractors performing any work or other duties on North Star BlueScope Steel property are familiar with, and follow all guidelines set forth in this document, which are applicable to the operations being conducted. All contractor employees who carry out work at North Star BlueScope Steel are required to attend the Contractor Induction prior to performing work on site and then on an annual basis to ensure they are familiar with the most up to date EHS requirements.
2. To ensure that all employees and agents of Contractors are physically able and properly trained to perform his or her job duties.
3. To ensure compliance with all applicable local, state, and federal laws and regulations. Any of these laws and regulations that are in conflict with or are in addition to the guidelines set forth herein shall govern and take precedence.
4. To ensure that all employees and agents of Contractors are responsible for the work, and are aware of all hazards associated with the work and the required prevention.
5. To ensure all employees, agents and/or subcontractors are instructed in the hazards and required prevention prior to starting work.

6. To report all accidents and any hazardous conditions to North Star BlueScope Steel management immediately. All incidents are to be investigated by the Contractor within 24 hours. A copy of the report of investigation is to be given to the North Star BlueScope Steel site contact within 24 hours of the incident.
7. To ensure each of their employees, reporting to any North Star BlueScope Steel location for contract work, possess all personal protective equipment, e.g. long sleeve shirt or coat with a class 2 rating high visibility, protective footwear, head protection, respirators, eye protection, lock out lock etc, as is or may be required and are familiar with its use.
8. Ensure all of their employees (working at North Star BlueScope site) attends the site contractor induction prior to starting work and ensure records of training is maintained to ensure annual refresher is carried out.
9. Submit their company safety statistics as requested.

B. Responsibilities of Contractor employees:

1. To report to their contracting supervisor all accidents and any hazardous conditions that occurs during the course of their work.
2. To report to work physically able to perform their jobs.
3. To perform all work according to these guidelines, those required by their contractor, and applicable government laws and regulations.
4. To maintain a safety awareness attitude while performing his or her assigned duties.
5. To attend site contractor induction prior to starting work

III. HAZARDOUS CHEMICALS

- A.** Contractors performing work at a North Star BlueScope Steel facility or location must provide a complete list and copies of Material Safety Data Sheets (MSDS) of all substances or chemicals they will bring onto North Star BlueScope Steel owned or operated property.
- B.** Contractors must maintain MSDS sheets on site for chemical/materials that they will use on site.
- C.** All containers brought onto North Star BlueScope Steel owned or operated property shall be properly labeled and identified as defined by applicable laws and regulations.
- D.** Contractors shall be required to provide appropriate and proper training to all North Star BlueScope Steel employees, employees of other contractors as well as its own employees who will or may be exposed to any hazardous substances brought onto North Star BlueScope Steel owned or operated property by them.

IV. PERSONAL PROTECTIVE EQUIPMENT

A. Head Protection

Hard hats meeting all specifications of ANSI standards Z89.1 shall be worn by all personnel at all times in designated hard hat areas while at any North Star BlueScope Steel location. Bump hats are prohibited. Hard hats will be worn with the bill faced forward. The wearing of ball caps or anything prohibiting a proper seating of the hat on the head will be prohibited.

B. Eye and Face Protection

1. All Contractors will be required to wear eye protection equipment that meets all applicable ANSI standards. All eye protection equipment must be equipped with appropriate side shields. Sealed eye protection will be required in the melt shop areas.
2. Face shields are required to be worn when performing any grinding, chipping, or other similar tasks, including the use of compressed air for cleaning.
3. Appropriate IR protection will be required whenever performing torch cutting or welding.
4. All eye and face protection equipment must be maintained in good condition.
5. Welding hoods must attach to the hard hat or be usable while wearing the hard hat.

C. Protective Footwear

1. Steel-toed leather shoes are required to be worn by all Contractors' employees. The North Star BlueScope Steel EHS Manger may grant variances in writing if the requirements of the job dictate otherwise.
2. Any special protective footwear such as rubber boots, foot protectors or metatarsal guards must be worn when the situation dictates.

D. Gloves

1. General work gloves will be required at all times in all operating areas.
2. Special hand protection will be required when working with or near chemical or high-voltage equipment and at other times when safety conditions call for such protection. Use of leather- work gloves is encouraged while performing work.

E. Clothing

Long pants and long sleeved shirt/coat with a class 2 rating of high visibility are the minimum requirements when working on site.

1. All contractors will be required to wear clothing that is in good repair and conforms to requirements of the working area. Oil soaked or grease covered clothing should never be worn. Clothing containing nylon polyester or other synthetic materials should not be worn around open flames or molten metals.
2. Compressed air, oxygen, or other compressed gas must never be used to blow off clothing.
3. Jewelry, including, but not limited to rings, chain bracelets or necklaces may not be worn, where necessary, Medical alert bracelet or necklace may be worn. Ear studs are acceptable .
4. Flame retardant clothing must be worn when working in close proximity to molten metal (EAF , LMF and Caster areas)

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F. Fall Protection

North Star BlueScope Steel is a 100% Fall Protection site. This means that if harnesses are required then they must have two lanyards attached . All fall protection equipment (e.g., harnesses, lanyards, life lines, or safety nets) must meet the specification of ANSI code A 10.14. and OSHA requirements 29CFR 1910 and be used at unprotected heights of 6' and above. Safety belts are prohibited.

G. Hearing Conservation

1. Approved hearing protectors must be worn in all areas so designated at the facility, including the use of double hearing protection in the EAF during operations.
2. Contractors must comply with provisions of the OSHA hearing conservation standard as it applies to individual exposure levels.

V. FIRST AID/MEDICAL AID

North Star BlueScope Steel provides 24hrs per day, 7 days per week care by a State licensed EMT or greater.

- A.** Contractors are required to comply with North Star BlueScope Steel policies pertaining to reporting of injuries. Contractor employees must report all injuries to their supervisors who in turn must notify North Star BlueScope Steel site contact of the injuries.
- B.** Contractor employees are encouraged to visit the on duty plant safety officer or Medical Services Coordinator to obtain first-aid treatment.
- C.** Additional medical assistance may be arranged through North Star BlueScope Steel's safety department, but all associated costs shall be borne by the Contractor.
- D.** Contractors are responsible to become familiar with emergency first-aid procedures at the North Star BlueScope Steel facility where work is to be performed.

VI. HOUSEKEEPING

Proper housekeeping is one of the key elements for a safe and healthy workplace. Sub-standard housekeeping also indicates a lack of job pride and performance.

- A.** All materials must be stored in an orderly fashion in the designated areas where the work is to be performed.
- B.** All spills must be cleaned up immediately.
- C.** Stairs, steps, ladders and walkways must be kept clean and free of materials that might cause tripping or slipping.
- D.** All tools and other equipment must be stored away in proper locations when not in use.
- E.** Contractors are solely responsible for properly disposing of all waste generated by them on a daily basis.

VII. SMOKING RULES

Effective 4-1-07

The following policy regarding smoking will apply:

Smoking is not allowed on company property

This policy is intended to comply with the laws of the State of Ohio and to promote a healthy workplace for our employees, contractors and visitors.

VIII. DRUGS AND ALCOHOL

- A.** It is against North Star BlueScope Steel policy for contractor employees to be under the influence of, or to use, sell, transfer, manufacture, or possess alcohol, narcotics, depressants, stimulants, hallucinogens, marijuana, or other dangerous drugs (collectively referred to as “mood-altering substances”) when reporting for work, while working, or while on or about any North Star BlueScope Steel owned or operated facility.
- B.** Contractor shall take all necessary and legally permissible measures to ensure contractor employees assigned to perform work at North Star BlueScope Steel facilities are in compliance with this policy. Such measures shall include, if legally permissible, but will not be limited to, pre-employment and/or reassignment drug/alcohol tests, reasonable suspicion drug/alcohol tests, after-accident drug/alcohol tests, and annual drug/alcohol tests for employees assigned to work in dangerous jobs as so designated by North Star BlueScope Steel.
- C.** On Site Drug Testing
 - 1.** All contractor employees working on North Star BlueScope site must submit to a pre-work drug screening prior to starting work. Any contractor employee who refuses to submit to drug/alcohol tests as provided by this policy shall not be assigned to, or shall be removed from, work at any North Star BlueScope Steel facility.
 - 2.** Any contractor employee who tests positive for mood-altering substances or otherwise violates this drug and alcohol policy, shall be deemed unable to safely perform his/her job and shall not be assigned to, or shall be removed from work at any North Star BlueScope Steel facility permanently.

IX. HORSEPLAY OR FIGHTING

Any type of horseplay or fighting on any North Star BlueScope Steel property is strictly prohibited.

X. ENVIRONMENTAL PROTECTION

North Star BlueScope Steel LLC is proud to be certified in ISO 14001. We ask that all contractors on site strive to help us ensure our environmental record continues. All environmental laws, rules and regulations regarding or relating to the control, storage, use or disposal of hazardous materials shall be followed.

- A.** Contractors are required to immediately report any hazardous spill to North Star BlueScope Steel site contact.
- B.** Contractors will be responsible for clean up of any spill or contamination and shall be responsible for costs associated with clean up, disposal, and remediation of environmental contaminants for which the contractor is responsible.

XI. LOCKOUT/TAGOUT PROCEDURE

- A.** Contractors shall be required to follow the North Star BlueScope Steel Lockout/Tagout Procedures as defined by OSHA Reg. 1910.147.(Refer North Star BlueScope site contact)

XII. ELECTRICAL EQUIPMENT

Contractors are required to make sure that all electrical equipment is properly grounded and in good serviceable repair. The use of ground fault circuit interrupters shall be used with all applicable portable electric tools.

XIII. CONFINED SPACE ENTRY AND CUTTING/WELDING PERMITS

Contractors are required to comply with all confined space entry and cutting/welding permits as defined by North Star BlueScope Steel and OSHA Reg. 1910-252 and 1910-142. It will be the responsibility of the Contractor to determine and adhere to the procedures applicable to any confined space they will be entering.(Refer North Star BlueScope site contact)

XIV. OPERATIONS OR USE OF NORTH STAR BLUESCOPE STEEL EQUIPMENT

- A.** Contractors will not be allowed to operate or use any North Star BlueScope Steel equipment. If North Star BlueScope Steel equipment is required for the job, Contractors must request North Star BlueScope Steel management who will, as North Star BlueScope Steel operations permit, make available such equipment with an operator.

- B.** Contractors will be required to furnish all tools needed for the job being performed. North Star BlueScope Steel tools and equipment are to be used only by approval from North Star BlueScope management.

XV. REPORTING OF UNSAFE ACTS/CONDITIONS OR PROPERTY DAMAGE

- A.** Contractors are required to report to North Star BlueScope Steel Area Team Leader any unsafe acts or conditions they are aware of while working on North Star BlueScope Steel property.
- B.** Contractors are required to report all property damage incidents to North Star BlueScope Steel Area Team Leader immediately upon becoming aware of the damage.

XVI. FIRE PROTECTION

- A.** Contractors have an obligation to become familiar with the locations and use of portable fire extinguishers located in their work area.
- B.** Contractors are required to equip all of their company vehicles and powered equipment with appropriate fire extinguishing equipment.
- C.** North Star BlueScope Safety Department must be notified before any fixed system is taken out of service.

XVII. PIPING AND COLOR CODING

- A.** Contractors are required to become familiar with any piping they may be working on or around and to ensure the identification of such piping.
- B.** If Contractors are unsure of piping or color-coding, they must obtain clarification of said piping before performing any work. (Piping Color Chart Attached)

XVIII. COMPRESSED GAS CYLINDERS

Contractors must ensure all compressed gas cylinders are stored upright, securely chained and capped when not in use and regulated with ANSI Approved regulators and backflash prevention devices as appropriate.

XIX. LADDER

- A.** All ladders used onsite must be wood or fiberglass made to the appropriate ANSI standard.
- B.** Extension ladders must be tied off when in use

XIX. SAFETY MEETING

Contractors are encouraged to conduct and document scheduled safety meetings with their employees and agents. When working on site for more than 30 consecutive days safety meetings must be held at least monthly and North Star BlueScope Steel management may be in attendance. “Tool box” meetings will be appropriate for short-term contract work. Contractor employees working directly for North Star BlueScope Supervision are required to attend the monthly safety meeting held by the North Star BlueScope Supervisor.

XXI. CONTRACTOR EMPLOYEE TRAINING

- A.** Contractors will be required to provide documentation that their employees and agents have received adequate and proper safety training and indoctrination.
- B.** All contractor employees (including the principals and their supervisory personnel) will be required to attend the Contractor Safety Induction session with the North Star BlueScope Steel Shift Safety Officer or appointee prior to commencing any work and annually thereafter.
- C.** Plant security will insure that all contractors reporting for work are on the current list of authorized contractors. Any contractors who are not on the list will not be allowed to perform any work at any North Star BlueScope Steel facility or location until verification of training is provided by the North Star BlueScope Steel safety department.
- D.** Contractors and their supervisors are required to relay to their employees all the information given during the safety and right-to-know session.
- E.** Contractors will be required to provide North Star BlueScope Steel with copies of their right-to-know training and MSDS programs.

XXII. ENTRANCE AND EXIT

Contractors shall enter and exit North Star BlueScope Steel property only through the Contractor/Visitor Gate at the North East corner of the property. All contractor vehicles entering or exiting North Star BlueScope Steel property will be subject to search. Contractors will be liable for theft of any North Star BlueScope Steel property by contractor employees. All personal vehicles will be parked in designated parking areas. Parking of personal vehicles on streets and in or around buildings is prohibited.

XXIII. GUARDS AND WARNING SIGNS

Warning signs (including overhead work signs) and guards must be used to alert those who work in the area of hazards. Barriers and warning signs must guard openings in the ground, in the floor, open manholes, valve pits, excavations, etc.

XXIV. MOBILE EQUIPMENT

The safe operation of mobile equipment (cranes, forklifts, manlifts, trains, etc.) is essential. Mobile equipment incidents are a leading cause of serious injuries within the Steel Mill industry. Contractors and their employees are responsible for taking proper precautions to prevent injury or property damage during mobile equipment operation. All operators of mobile equipment on site must have a seatbelt on while the moving. This includes company or personal vehicles as well.

A. NORTH STAR BLUESCOPE STEEL OWNED, RENTED OR LEASED EQUIPMENT:

Contractor employees are not allowed to use North Star BlueScope owned, rented or leased mobile equipment unless they have successfully completed North Star BlueScope's mobile equipment licensing procedures. Information on obtaining a mobile equipment license is available from your North Star BlueScope Steel site contact.

B. CONTRACTOR OWNED, RENTED OR LEASED EQUIPMENT:

Contractors are required to comply with applicable OSHA regulations for the safe operation of mobile equipment they own, rent or lease and use on-site at North Star BlueScope. This includes cranes, forklifts, manlifts, company vehicles and other equipment. Proof of compliance must be immediately provided upon request.

XXV. TRESPASSING

Contractor's employees are only allowed in their work area. Contractors should not enter any plant building or other plant area unless their duties take them there and then should use only regular passageways. Contractors should not visit other departments or other sections of the department in which they are working.

XXVI. RAILROAD HAZARDS

- A. All vehicles must come to a complete stop at all RR crossings . Cross the railway tracks only at crossings provided for that purpose. Use great care before crossing any tracks. "Stop", "Look" and "Listen".
- B. Trains have right of way at all crossings.
- C. Failure to follow RR safety rules will result in loss of driving privileges on North Star BlueScope Steel property.
- D. Rail stops or Derailers and warning flags must be used during repairs or other work on or near the rail lines . North Star BlueScope Steel Rail safety procedures must be adhered to. (Refer North Star BlueScope site contact)
- E. Contractor employee's must review Railroad Cardinal Rules before working on or around rail yards and railways**

XXVI. CRANE, CRANE RUNWAYS AND LIVE RAILS

When work requires the contractor to work on an overhead crane, crane runway or within 20 ft of live rails, permits are required to be filled in and also the people working on the job need to be given “Live Rail training”. Please see North Star BlueScope site contact for the permits, documentation and training requirements.

XXVII. CELL PHONE USAGE

The use of cell phones while operating any mobile equipment, including company and personal vehicles, is strictly prohibited. North Star BlueScope Steel LLC policy is for all operators to pull the vehicle to the side of the road and come to a complete stop before using a cell phone. The use of a cell phone by pedestrians inside the plant or around any other active work area is prohibited. Pedestrians must find a safe location away from any hazards before using a cell phone.

CONCLUSION

All materials covered in this booklet are guidelines to be used for Contractor safety. North Star BlueScope Steel will use these guidelines to enhance their Contractor safety programs. Contractors are responsible for ensuring compliance with the policies and procedures for all the aforementioned safety related items. Safety is everyone’s responsibility and these guidelines are designed to promote everyone’s safety when working for North Star BlueScope Steel.

Classification	Sub Classification	Pipe Color	Label Color
Material Inherently Hazardous	<ul style="list-style-type: none"> ■ Flammable or explosive ■ Chemically active or toxic ■ Extreme temp or pressure ■ Radioactive 	Safety yellow	Black on yellow
Oxygen (only)	<ul style="list-style-type: none"> ■ Oxygen 	Orange	Black on orange
Hydraulics (only)	<ul style="list-style-type: none"> ■ Hydraulic 	Navy gray	Black on yellow
Inherently Low Hazards – Liquids	<ul style="list-style-type: none"> ■ Potable water ■ Process water 	Safety green	White on green
Inherently Low Hazards – Gases	<ul style="list-style-type: none"> ■ Compressed air ■ Nitrogen ■ Argon 	Safety blue	White on blue
Fire Quenching Materials	<ul style="list-style-type: none"> ■ Fire protection water ■ Sprinklers ■ Fire mains ■ FM 200 	Safety red	White on red