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| Safety Procedures and Policies | TITLE: CONTRACTOR SAFETY |
| Supersedes S.P.P. No: | Safety P & P No. |
| Issuing Authority: Multi-Color Corporation, | Page Number: 1 of 5 |
| Date Issued: 4/1/2011 Date Revised: | Date Effective: 4/1/2011 |

1.0 SCOPE

Safety in the plant is concerned with more than just the Multi-Color associate. All outside contractors must also follow specific guidelines and rules for safe conduct while working on the plant property. This policy will detail those guidelines and rules.

2.0 DETAILED PROCEDURE

- 2.1 Contractor's employees will not smoke in areas where prohibited.
- 2.2 The use of alcohol and illegal drugs is strictly prohibited.
- 2.3 Before any welding or cutting is done, a permit must be obtained by the contractor from then plant's maintenance department and a fire watch maintained during the operation.
- 2.4 Contractor's use and storage of flammable liquids and gases is subject to the approval of a designated representative and must comply with OSHA, NIOSH and other applicable regulations.
- 2.5 The contractor will provide, use and keep in good repair during the progress of the work, fences, temporary sidewalks, guardrails at temporary openings or excavations, roofed passageway, guards, warning lights, signs, signals, and any other safeguard necessary for the protection and convenience of employees and the public.
- 2.6. To the extent necessary, general construction sites shall be blocked to passage by any except contractor's employees and other authorized personnel.
- 2.7 The contractor must keep the construction site reasonably clean of debris and rubbish at all times. At the completion of the job, the contractor must remove all rubbish, temporary work, and surplus material, and leave the work area in a clean condition. Any hazardous waste must be disposed of in accordance with applicable regulations.



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2.8 The contractor shall inspect the construction site at reasonable intervals to determine that his employees follow proper safe practices, and that working conditions and equipment are safe.

2.9 The contractor shall provide and require his employees to wear or use personal protective equipment. This equipment will vary depending on the nature and location of work to be performed. The contractor's employees may be exposed to potential hazards, including, but not limited to:

- Material falling from overhead
- Noise level in excess of 85 DBA
- Lack of oxygen
- Airborne materials
- Noxious or poisonous gases or fumes
- Safety shoe area
- Caustic, acidic, corrosive and reactive chemicals
- Moving vehicles
- Fire danger
- Electrical shock
- Exposure to heights

These potential hazards may require employees to wear the following personal protective equipment:

- Hard hat
- Hearing protection
- Safety glasses
- Goggles / face shield
- Respirators
- Rubber gloves
- Rubber apron
- Safety shoes
- Safety harnesses



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- 2.10 The contractor will supply Material Safety Data Sheets to Multi-Color Corporation for all chemicals or mixtures used on site. Contractor will be responsible for informing his employees of hazards as required by OSHA Right-To-Know regulations.
- 2.11 All injuries must be reported to a designated Multi-Color representative immediately.
- 2.12 The contractor must further abide by any and all plant and departmental safety rules governing the area in which he is working.
- 2.13 The contractor and his employees will comply with OSHA, NIOSH, and any other regulations that apply to the work being done. Other regulations involve such things as asbestos handling, toxic substances, and hazardous wastes.
- 2.14 The contractor must provide proof if appropriate that the required hazard communication training has been completed. A discussion between Multi-Color and contractor with respect to hazardous material in the work area will be conducted.
- 2.1.5 The contractor must provide proof if appropriate that the required lockout/tagout training has been completed. A review of the contractor's and Multi-Color's lockout procedures will be held prior to any work being performed.
- 2.1.6 The contractor understands that Multi-Color cannot permit violations of accepted safe work practices to occur. Except in the case of imminent danger to person or property, Multi-Color will work through representatives of the contractor to seek correction of unsafe practices or conditions. For this reason, the contractor is asked to designate one individual in the crew working on the premises as its representative for contact to seek correction of unsafe acts or conditions. Continue failures to correct noted safety deficiencies will necessitate the withdrawal of all outstanding contracts and the barring of said contractor from Multi-Color premises.



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2.17 Facilities

- 2.17.1 Multi-Color Corporation restroom facilities will generally be available to contractor's employees. Abuse of this privilege may cause it to be revoked.
- 2.17.2 The Multi-Color break room will generally be available to contractor's employees. Lunch breaks are not allowed in the plant and food and drink are, likewise, not permitted in the plant except in the break room. Contractor's employees are expected to help keep the break room clean. Abuse of this privilege may cause it to be revoked.

2.18 Equipment

- 2.18.1 The contractor is expected to provide his own tools and equipment. Any Multi-Color forklift, material handling, or brief maintenance equipment needed for emergency or repair activities must first be scheduled with the Plant Maintenance Manager and, at his discretion, will determine who will be permitted to operate the equipment, based upon the level of training.
- 2.18.2 All contractor equipment and tools shall be fit for use and comply with OSHA and other regulatory standards.
- 2.18.3 Use of materials such as pipe clamps, electrical fittings, nuts, bolts, etc., from Multi-Color inventory will not be allowed without specific authorization. Any materials so used will be billed to the contractor.
- 2.18.4 Multi-Color may supply utilities if authorized by the Plant Maintenance Manager; connections will be the responsibility of the contractor.



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2.19 Clean Up

2.19.1 The contractor must keep the construction site reasonably clear of debris and rubbish at all times.

2.19.2 At the completion of the job, the contractor must remove all debris and rubbish, surplus material, and empty containers and leave the work area in a clean condition. The job is not complete until debris has been removed.

2.19.3 The contractor shall be responsible for removal and disposal of hazardous material or waste generated as part of this activity or contract.

3.0 RESPONSIBILITIES

3.1 Contractor

3.1.1 Follow established plant rules and regulations.

3.1.2 Follow OSHA and NIOSH rules and regulations.

3.1.3 Provide Multi-Color with all MSDS

3.1.4 Insure that safe practices are followed by his employees.

3.1.5 Designate a crewmember to be the Multi-Color contact person.

3.2 Maintenance Department

3.2.1 Issue welding/cutting permits.

3.2.2 Inspect, review and approve all use and storage of flammable liquids, gasses, or explosive substances.

3.2.3 Assure contractor signs in & out at lobby and wears orange visitor sticker.

4.0 DOCUMENTATION

4.1 Welding or Cutting Permit

4.2 Plant and Department Safe Work Rules

4.3 MSDS on all chemicals or mixtures used.

4.4 Any and all OSHA or NIOSH forms or permits

4.5 Insurance (Bonded) Forms

4.6 Proof of MSDS Training

4.7 Proof of Lockout / Tagout Training

5.0 APPENDICES

A. Contractor Safety Checklist



**APPENDIX A
CONTRACTOR SAFETY CHECKLIST**

| ITEM | DESCRIPTION | |
|-------------|---------------------------------------|--|
| 1 | Safety Glasses | |
| 2 | Safety Shoes | |
| 3 | Hard Hats (If required) | |
| 4 | Safety Belts & Lanyards (If required) | |
| 5 | Work Clothing | |
| 6 | Job Specific (Other) | |
| 1 | Fire Watch / Hot Work Permits | |
| 2 | No Smoking Policy | |
| 3 | Evacuation Alarms | |
| 4 | Emergency Escapes | |
| 5 | Fire Alarm Pull Stations | |
| 6 | Hospital Location | |
| 1 | HAZCOM-Chemical Awareness / MSDS | |
| 2 | Chemical Spills | |
| 1 | Lockout – Tagout | |
| 2 | Confined Space Entry Plan & Permits | |
| 3 | Waste Disposal | |
| 4 | Use of Multi-Color Tools / Equipment | |
| 5 | Security & Site Access | |

I, _____, certify that I understand and will abide by the
(print name)
requirements of the checklist items that are applicable to this project.

Signature: _____

Company: _____

Type of work performed: _____ Date: _____

Location: _____

Multi-Color Project Manager: _____