

## It is the Contractor's Responsibility to:

- Insure that all their employees & subcontractors have the required training & equipment to perform the project in a safe & environmentally responsible manner. (Both regulatory & job specific training)
- Insure that all their employees understand & comply with all CalsonicKansei rules & procedures.
- Correct / address Safety Health & Environmental issues promptly & repeat cases addressed appropriately.
- Participate in incident/accident investigations



It is the responsibility of the contractor / subcontractor employees to understand & comply with all the requirements of CalsonicKansei's Safety, Health & Environmental Program & abide by all rules & procedures.



ISO 14001

CKNA is committed to the protection of our environment & believes that environmental oversight is an important part of business operations & will adhere to the following guidelines:

1. Continue to improve our environmental programs & prevent pollution where possible through recycling, disposal, material substitutions & the pursuit of environmentally friendly processes.
2. Committed to comply with all federal, state, local environmental regulations, other requirements subscribed to.
3. Establish goals & objectives appropriate to the nature & scale of our processes, which will be reviewed by upper management in order to insure our environmental programs are working.
4. Communication to our team members the environmental goals & objectives and provide training about the ISO 14001 philosophy.
5. Perform periodic audits to our Environmental Management System & the audit results will be communicated to our team members.

**“Saving our Environment for the Future”**



## *Contractor*



## *Environmental Health & Safety*

One Calsonic Way  
&  
305 Stanley Blvd

**Shelbyville, Tennessee 37160**

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*The following is a list of  
CKNA Shelbyville site  
specific Rules & Procedures.*



1. **Evacuation Plan**—In case of an evacuation use the nearest exit to evacuate the facility. All contractors shall assemble by the guard station to be accounted for.
2. **Hazard Communication**—All chemicals brought onto the property must be labeled & accompanied with an MSDS. MSDS's must be reviewed by the Safety / Environmental Department for possible hazards.
3. **Lockout/Tagout**—An individual working on a piece of equipment whether servicing or performing maintenance shall turn the power off & isolate the energy by lockout/tagout.
4. **Hot Work Permits**—No welding or cutting shall be performed without a Hot Work Permit. A Hot Work Permit is only good for that day & jobsite. Hot Work Permits can be obtained from the maintenance department.
5. **Welding**—Any welding being conducted shall be done behind a welding curtain. No welding will be allowed that will expose Calsonic/Kansei employees.
6. **Elevated Work**—Workers performing work off the ground will use a safety harness & be tied off. This includes boom lifts & scissor lifts.
6. **Confined Space Entry**—Workers need to be aware of not creating hazards in non-permit confined spaces. Entry into a permit required space must be coordinated by the project/contract coordinator and must be conducted in accordance with CKNA policy.
7. **Incident Investigation Reporting**—The contractor will report any incidents big or small to the project/contract coordinator. An investigation will be conducted by both the contractor & project/contract coordinator.
8. **Spill Response**—In case of a spill, contact the project/contract coordinator.
9. **Powered Industrial Trucks**—No employee shall drive a powered industrial truck without proof of being properly trained. CKNA requires all drivers to wear seatbelts, stop at all stop signs, drive no faster than a fast walk & not raise material over another individual.
10. **Gas Tanks/Cylinders**—All tanks & cylinders shall be secured at all times. This includes while in use, storage & transportation.
12. **Floor Openings**—All floor openings shall have a temporary guard or covering to prevent accidental entry.
13. **Housekeeping**—The job site shall be free from all hazards at all times. Tools/cords/debris shall be picked up at all times. If needed, rope off work area to prevent pedestrians from traveling near a hazardous area.
14. **Security**—Contractors must sign in/out everyday at the guard station. All contractor employees must register with the gate guard. All vehicles must have a current CKNA parking permit.
15. **Fire Extinguishers**—It is the responsibility of the contractor to provide their own extinguisher. If a CKNA extinguisher is used, it shall NOT remain in service. The extinguisher shall be taken out of service & replaced with a fully charged extinguisher.
16. **Personal Protective Equipment**—Safety Glasses are required at all times while in the facility. Side shields shall be worn with prescription glasses. Hearing protection is mandatory in designated areas. Appropriate PPE for each job is required.
17. **Harmful or Hazardous Tasks**—Any task that produces harmful fumes/vapors or noisy conditions is recommended to be performed on weekends.
18. **Smoking Policy**—Smoking is ONLY allowed at designated locations. The inside facilities are smoke/tobacco free. Consult on designated locations before smoking.
19. **Material stored outside**—All containers shall be on some type of containment. Equipment removed from the facility shall be cleaned and fluid drained prior to removing from the facility.
20. **Disposal of debris/trash/waste**—All debris/trash/waste generated or created by the contractor is the responsibility of the contractor for disposal. Company dumpsters shall not be used to dispose of debris/trash/waste generated.
21. **Equipment**—Contractors shall be responsible for bringing their own equipment to use, unless prior arrangements have been made.