



# 300 East Randolph Tenant Construction Safety Policy

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## INTRODUCTION

Each Contractor engaged to perform work in, on or about the Building is responsible for the safety of its employees, Subcontractors and their employees at all times any of them are performing work in or about the Building and for performing or causing the performance of that work to be conducted in a manner assuring the safety of all tenants and occupants and their employees, agents and invitees of the Building and the Building itself, such responsibility being primary and ultimate to Contractor.

Contractor acknowledges the paramount interest of Owner in obtaining assurances for the safety of all tenants and occupants and their respective employees, agents and invitees of the Building and of the Building itself. In light of this interest, Owner has developed this Tenant Construction Safety Policy to provide protocols by which Contractors performing work in the Building are to keep Owner informed of the work being performed from time to time in or about the Building and pursuant to which Owner is to be notified of safety incidents occurring in connection with that work. These policies also impose regulations that include requirements of prior notice and certain restrictions under which certain work may be performed in or about the Building.

Contractor acknowledges and agrees that the permission granted it by Owner to conduct any work in, on or about the Building is subject to Contractor's compliance, and the compliance of its employees and Subcontractors and their employees, with these Safety Policies. Compliance with these policies is mandatory as to Contractor, its employees and Subcontractors and their employees, as conditions to Owner's continued permission to permit them to perform the work in or about the Building; PROVIDED, HOWEVER, compliance with these policies IS NOT INTENDED AND SHALL NOT BE DEEMED sufficient to satisfy the responsibilities of Contractor with respect to safety of persons and property as more fully outlined above. This policy does not replace any governmental rules, consensus standards, codes and regulations, and does not negate, abrogate, alter or otherwise change any provisions of these rules, codes and/or regulations. This safety policy is not intended to and shall not be deemed to replace the safety policy of any Contractor or Subcontractor but rather provide a framework in which those safety policies may be coordinated with the interests and safety concerns of Owner. Failure of any Contractor or any of its employees, Subcontractors or their employees to comply with the requirements of this Policy shall provide Owner cause, at its election, to require a work stoppage or withdraw permission for certain Contractors, Subcontractors or employees of either to continue the work or to enter the Building.

This Tenant Construction Safety Policy shall be a supplementary document to all contracts let by or on behalf of the tenants of the Building.

## Definitions

As used herein, including in the foregoing Introduction, the following capitalized terms shall have the meanings set forth below:

Building:	The commercial office building located at 300 East Randolph Street, Chicago, Illinois and known by the name "300 E. Randolph"
Contractor:	Refers to any trade, general contractor, project manager, or technical trade working at 300 E. Randolph.
Owner:	Refers to Health Care Service Corporation and/or its real estate representatives or affiliated agencies.
Subcontractors:	Any firm or individual, at any tier, whose work is the Contractor's responsibility.
Project Manager:	The Contractor's principal on-site representative having day-to-day supervisory authority over the project.
Project Foremen:	Employees of the Contractor or any tiered Subcontractor responsible for supervising work.
Construction Workers:	Any employee of the Contractor or any tiered subcontractor.
Safety Representative/Designee:	The individual designated by the Contractor or subcontractor as responsible for safe work practices of the Contractor or subcontractor.

## SAFETY POLICY

Contractors employed in, on or about the Building will conduct their work in a safe manner consistent with the best professional construction safety practices in addition to all requirements of this Policy and any and all applicable governmental rules, consensus standards, codes and regulations to protect all employees, visitors, the public and adjacent property.

Contractors and Subcontractors shall fully comply with this Safety Policy, with all federal, state and City of Chicago laws, statutes, ordinances, rules, regulations, requirements and guidelines of government authorities, agencies and any other authorities having control or responsibilities bearing on the performance of work.

Contractor, through its Project Manager's management and supervision, is charged with the responsibility of preventing the occurrence of incidents or conditions that could lead to injuries, property damage or operational interruptions. The ultimate success of this safety policy depends fully upon the total cooperation of all parties. It is Contractor's responsibility to ensure that safety rules and procedures are enforced and to further ensure that effective communication and education programs are employed.

## GENERAL RESPONSIBILITIES FOR SAFETY

All Contractors are responsible for the implementation of the project safety requirements. These requirements will include maintaining and auditing individual Subcontractors' safety performance for compliance with all applicable federal, state, local, and established project safety requirements, including, but not limited to, Contractors' individual safety and hazard communication programs. General Contractors are responsible for ensuring all Subcontractors conduct safety qualification prior to beginning assigned work.

Subcontractors are held to the same requirements and standards of safety performance as the Contractor. Contractors shall ensure that Subcontractors are properly trained and work in accordance with this document. Subcontractors are also subject to work site assessment and verification of policy provisions.

Daily inspections of work areas will be conducted by the Project Foreman or Safety Designee in conjunction with Subcontractor. When unsafe acts, conditions, fire hazards or other violations of job safety are observed, immediate corrective action shall be taken. Where immediate corrective action cannot be taken, Contractor shall be notified verbally and in writing and the Contractor will be required to correct the situation and notify the Safety Designee of the action taken in writing before the end of the work day. Failure to correct a problem shall result in the immediate stoppage of all work in the related area and work shall not be permitted to resume until unsafe conditions are corrected and an incident report is delivered to Owner.

Contractors will be required to submit a copy of their company safety/hazard communication program and maintain copies of all Material Safety Data Sheets on site while work is being performed. Contractor's safety program will meet or exceed the standards of this policy. Where the programs differ, the Owner's safety guidelines will supersede as long as it meets all current standards. Prior to commencement of work at the site, Contractor, Contractor's Safety Designee and Sub-Contractor(s) shall attend a pre-construction safety meeting with the Owner Safety and Security Team and any associated designees. The purpose of the meeting shall be to review procedures, forms, record keeping, reports, etc. and to clarify any misunderstandings about project safety.

## RADIO COMMUNICATION

Two-way radios will be supplied to the Construction Manager by Owner for the purpose of communicating with the Owner's Security and Facilities personnel. A radio will be placed at each of the appropriate freight elevator lobby floors, Receiving level, CAL level, and Lobby level. The Contractor shall ensure that all radios assigned to the project remain on the assigned radio channel and that radios are located in the designated areas. The Owner shall assign radio call signs to the Contractor and also distribute a list of existing radio call signs for use by Contractor.

Radios shall remain on the assigned channel for all internal construction related traffic including elevator operator calls. Radios shall be temporarily switched to channel 1 for the purpose of:

- Reporting building & medical emergencies to the Owner's Security Control Room.
- Contacting the Owner's Building Engineers to request hot work permits, fire protection drain downs/refills, fire alarm disabling and any other work that affects the base building systems.

The Owner's Security department shall communicate on the assigned channel to announce deliveries and the arrival of subcontractors and visitors.

## **SAFETY TRAINING AND ORIENTATION**

All Contractors performing work in, on or about the Building must accept responsibility to provide their employees and the employees of their Subcontractors with a project-specific orientation prior to performing work on any project in the Building. Topics covered must be relevant to this policy and specific tasks the workers will be required to complete on the project in addition to any site-specific requirements. The Contractor shall maintain training documentation on-site and make it available for review by the Owner upon request.

Where applicable Laws or regulations require individuals have hazard specific training or certification, Contractor agrees that such duties shall be performed only by individuals having the required training or certification even if new or additional training is necessary to meet such requirements. Contractor shall be responsible for determining what, if any, additional training is required and prior to commencing work shall provide all training, including any specialty training required by OSHA and other public or private authorities, to its employees and employees of its Subcontractors. Contractor shall maintain documentation of such training and certifications and make it available for inspection by Owner for the purpose of confirming the training. Contractor shall be solely responsible for assessing the content of the training and ensuring that all required training is completed.

## **DISCIPLINARY ACTION/WORK STOPPAGE**

Contractor shall enforce all disciplinary procedures the Owner or the Tenant has established.

In the event that Contractor or any of its employees or those of its Subcontractors fail to comply with any health and safety requirements, or if Owner observes any work practices being conducted in violation of this Policy, Owner has the authority to require Contractor to stop work and/or remove any non-complying workers or supervisors. Contractor shall not be entitled to any additional time or payment as a result of Owner or the Tenant stopping the work when the work was stopped due to a concern about safety deficiencies. Contractor shall review and comply with all safety and health provisions described herein.

## **GENERAL SAFETY RULES**

During construction or demolition activities, Contractors and Subcontractors shall also:

- Manage excessive noise through engineering controls such as sound dampening or working during off hours. All local noise ordinances must be managed by the Contractor. Owner reserves the right to designate working hours based on the scope of work being performed (ie: drilling, chipping, use of air hammers, excessive noise, fumes, etc.)
- Maintain a Drug and Alcohol Free Workplace Substance Abuse Program
- Assist in accident investigations with the Owner. When necessary, investigations deemed will be conducted with representatives from the Owner's Security and Safety / Risk Management Departments.
- Enforce their own Site Safety plan.

## **Housekeeping**

Contractor shall take all necessary measures to keep the job site clean, ensure debris is picked up and hauled off-site on a regular basis and in a timely manner, store material in a manner that is safe and does not clutter the job site, and to police the job site or work area on a daily basis.

The Owner or the Tenant reserves the right to direct the Contractor and Subcontractors to take additional measures to clean the job site if their efforts are unsatisfactory.

## **HAZARD CONTROL**

### **Site Safety Plan**

Proper planning is the key to safe performance. This planning will be accomplished through the submittal of a Site Safety Plan.

Contractor shall make the site-specific safety plan ("Site Safety Plan") available to Owner and the Tenant. No work shall be performed on site until the Site Safety Plan has been submitted. Delay in the submittal of a written Site Safety Plan will not constitute grounds for a contract schedule extension or delay claim related to the Contractor not being permitted to work. The Site Safety Plan must comply with any applicable Laws and requirements contained in this document. The Site Safety Plan shall be updated as required as the project progresses.

Owner's review of, or comment on, the Site Safety Plan or any other safety plan, policy or procedure, shall not relieve the Contractor of any responsibility or liability for the Site Safety Plan or any other safety plans, policies, or procedures. Upon review of the Site Safety Plan, the Owner or Tenant reserves the right to advise Contractor of deficiencies of the Site Safety Plan in relation to this Policy and recommend necessary changes or enhancements; however, Contractor shall remain ultimately responsible for implementing a Site Safety Plan compliant with applicable Laws and for completing the work in accordance with the Site Safety Plan.

### **Job Hazard Analysis (JHA)**

Job Hazard Analysis (JHA) is a critical part of the Owner safety program. It is to be utilized by Contractor/Subcontractors on the project site, especially when performing non routine tasks that may pose risk to the Contractor or other occupants of the Owner.

The primary purpose of the JHA is to prevent accidents and injuries by preplanning the work. The JHA is a communication tool that describes potential hazards that workers may encounter while accomplishing the work as well as the means and methods that the Contractor/Subcontractor has preplanned to ensure that the worker has the correct training, tools and personal protective equipment to safely do the work.

## **When to Use a Job Hazard Analysis**

A JHA shall be used when an upcoming activity is significantly different from ongoing activities and when new hazards will be present that will create unsafe conditions and unsafe actions that require new or additional training for the workers. The level of detail needs to be sufficient to determine that the tools and training are adequate for the work to be performed safely.

## **Frequency of Revision**

Formal revision of JHAs needs to be made when the means and methods for performing the work have changed significantly. Unforeseen site conditions, changes in the work area that were not covered in the original JHA and additional training requirements discovered after the work is underway are examples of causes for revising a JHA.

## **Participation by Subcontractors**

Every Contractor and their Subcontractor will be required to complete their contracted work JHA. Contractors must ensure that each Subcontractor maintains the responsibility for the safety of its workers.

## **Inspections**

Certain operations require inspections and implementation of certain procedures prior to employees performing work. These may include but are not limited to, scaffold inspections, fall prevention inspections, lock out tag out, and other hazard specific inspections. Contractor acknowledges its responsibility to determine and ensure all policies regarding inspections and procedures are followed.

Contractor's Safety Designee shall inspect the Project daily for unsafe behaviors and conditions and shall address any such issues immediately. The Contractor shall, at least weekly, conduct a formalized project inspection and make documentation of such inspection available to the Owner or the Tenant upon request.

The Owner reserves the right to observe the Contractor's work sites and all related activity on the Building site to confirm conformance with this Policy.

## **ACCIDENT/INCIDENT REPORTING**

Any accident, incident, allegation or citation relating to Health and Safety Laws involving Contractor or its Subcontractors must be reported to the Owner immediately whether or not the incident results in employee injury, property damage, or damage or injury to any third party. A preliminary accident/incident report must be forwarded to the Owner before the end of the shift, and the completed report submitted within 24 hours. In addition to the completed report, Contractor shall also timely submit any additional documentation relating to the incident requested by Owner or required by applicable Laws. Such documentation may include, but is not limited to, (a) a copy of "Employer's First Report of Injury" (in the event of an injury); (b) a copy of all property or casualty reports; (c) a copy of any and all OSHA inspection or citation reports; and (d) a copy of any drug test obtained as the result of any incident.



In the event of an accident or incident involving Contractor or its Subcontractors, Contractor will cooperate fully with the Owner in addressing any and all issues relating to the accident or incident, including making its employees and other resources and materials available for any investigations, meetings, insurance inspections, attorney reviews or other actions deemed necessary by Owner. Contractor acknowledges time is of the essence in providing the support Owner deems necessary in response to an incident/accident. Should Contractor determine third party support is necessary to aid in investigation or mitigation of damages, Contractor will request, arrange and pay for such support services.

## **FIRST AID/INJURY RESPONSE**

### **Injury Reporting**

Contractor shall ensure that all construction jobsite related injuries and illnesses, no matter how minor, must be reported to the employee's immediate supervisor and that reference to same are included in the reports described above.

### **First Aid**

The Contractor will be required to maintain first-aid kits and designate 1<sup>st</sup> aid responders per OSHA regulations.

Automatic External Defibrillators (AED's) are located in the Building. Owner's Security Department can identify the closest locations to the construction jobsite.

## **EMERGENCY CONTACT**

Contact Landlord's Security at the numbers below:

Owner's Inside Emergency Help Line: 3-4444 or 3-6560 or 3-6508

Public (Outside) Emergency Help/Assistance Line: 312-653-6560 or 312-653-6508

The Owner's Security Control Room receives the emergency call in order for the security staff to guide the emergency responders to the exact location of the incident.

Two-way radios will be supplied to the Contractor by Owner and monitored by the Owner's Security Control Room.

## **Emergency Reporting and Injury Response Procedure**

The general procedure to follow in the case of an injury that requires professional medical attention is as follows:

Immediately attend to the injured person's life-threatening conditions. Designated "first aid providers" should be the preferred attendees.

Do not move a seriously injured worker unless it is imperative to protect the worker from further injury.

Contact Owner's Security Department via radio or phone to coordinate emergency response.

The Owner's Security Department receives the emergency call in order for the security staff to guide the emergency responders to the location of the incident if necessary.

### **Blood Borne Pathogens (BBP)**

Contractor and all Subcontractors shall utilize their own "blood borne pathogens" program that complies with any and all applicable governmental regulations. Owner will not provide any elements of this program, including PPE, materials, or cleanup of any bodily fluids, contaminated materials or provide other services related to any incident involving (BBP)

## **ATRIUM SAFETY (Also See Exhibit X)**

Whenever any work is proposed to be conducted within the area of the Building Atrium (as identified on Exhibit X attached hereto), the following rules and procedures set forth in this Section shall apply in addition to all other requirements of this Safety Policy.

### **General**

1. Contractor to provide Owner with a JHA safety plan prior to start of work.
2. Contractor shall coordinate all activities with Owner
3. Owner will provide oversight of Contractor while work is being performed in Atrium. No exceptions.
4. Any and all work within Atrium shall be conducted off-hours (6:00 PM to 6:00 AM Monday thru Friday or weekends).

### **Elevators/Platforms**

1. Elevators must be shut down when there is work adjacent to or in the elevator hoist-way.
2. If applicable, platform owner will train Contractor to operate platform – only trained personnel will operate Atrium platform.
3. Mitsubishi Elevator operators shall be used in all cases where work may be required within elevator hoist-way.
4. Contractor shall be responsible for removal of Atrium scaffold.
5. If applicable, platform power will be temporarily fed from tenant floors.

### **Notifications**

1. When working in the Atrium, the following closures are required:
  - 31<sup>st</sup> floor lobby (within atrium where work is being performed)
  - 1<sup>st</sup> floor passenger elevator lobby (within atrium where work is being performed)
  - LL closure

2. Contractor shall provide work plan to Owner two (2) days in advance of starting work.
3. One (1) business day advance notice is required to deactivate Atrium beam detectors and smoke detectors. At the end of work shift, Contractor will notify Owner's Security Department to re-engage alarms.

## **ROOFTOP ACCESS AND SAFETY**

Access onto the roof must have the written approval of Owner. Access shall be limited to duration, designated personnel, and approved operations.

Prior to doing work on the roof, Contractor must obtain a *Roof Access Permit* from the Owner. The permit will identify the scope and duration of the work, the location of the work with respect to known hazards, controls to be taken by the Contractor and the number of people to be performing the work. The Contractor will complete a JHA for their work which must include a thorough daily cleanup of the work area and removal of all tools, materials, etc.

Owner will determine if the work site is near potentially hazardous exhaust systems or if work is within 15 feet of a fall hazard.

Smoking, cutting, burning, or welding will not be permitted on any roof without a Hot Work Permit.

Fall protection requirements must be adhered to including perimeter protection, harnesses with lifelines, and a warning line system within six (6) feet of the roof edge for all trades/operations.

## **FALL PREVENTION**

Owner stresses that all fall hazards can be eliminated, prevented or controlled in order to protect workers, the public and Building property. The establishment and implementation of a fall prevention program is the most effective way to provide a continuous process to identify, evaluate and control fall hazards.

- Fall prevention controls shall be based on the principle that engineering and design techniques for elimination and prevention of fall hazards be utilized above the use of personal protective equipment. When it is not feasible to provide fall prevention controls, workers exposed to falls shall be equipped with appropriate fall protection systems.
- In addition, it is a requirement to tether tools and equipment used within six (6) feet of an edge.
- Contractors performing work over the atrium areas will submit a "Task Specific Fall Protection Plan" which complies with the 6-foot fall protection requirement and gives consideration to protection of the public, glass curtain walls and other conditions that exist beneath the work area.

### **Scaffolds**

- Scaffolding must be in accordance with OSHA standards depending on the application and use of the scaffold.

- In addition, scaffolding activities more than six (6) feet above the working surface or where there is a fall potential of greater than six (6) feet (Atrium, elevator shaft, etc.) shall have standard guardrails and toe boards properly installed.
- Contractor working with scaffolds will take all precautions while erecting, dismantling, altering and moving scaffolds. Proper access shall be provided for all workers to working areas. Workers shall not climb on cross-bracing to access scaffold.

## **PERSONAL PROTECTIVE EQUIPMENT**

All personal protective equipment will be provided in accordance with OSHA standards.

## **HAZARD COMMUNICATION**

- It is the responsibility of the Contactor to assure that there is a functioning hazard communication program at the project and that its employees, Subcontractors and their employees comply with same program.
- All chemicals and hazardous materials will be handled and stored in accordance to manufacturing guidelines. Flammable materials and/or combustible liquids must be removed from the site or placed in approved flammable liquid storage containers. All containers must be labeled indicating its content and hazard.
- A fume/vapor control plan will be created to define safe work practices within the building envelope to minimize air pollutants. Smoke generated by welding/hot work procedures will be limited to off hours and the dispersion of offensive pollutants from welding, cutting, burning of steel, etc... will be minimal by ensuring that the spaces are provided with mechanical ventilation equipped with HEPA filtration, if possible.

## **CONTROL OF HAZARDOUS ENERGY**

### **Electrical**

- All electrical work shall be completed in accordance with OSHA standards.
- Only licensed electricians familiar with code requirements shall be allowed to perform electrical work.
- All temporary and permanent electrical installation and facilities will be subject to inspection and approval by Owner.

### **Lighting**

- All temporary lighting fixtures must be protected from accidental contact or breakage.
- Temporary lights shall not be suspended by their electric cords unless they are designed for this type of installation.

- Portable electric lights used in wet or potentially wet locations must be either low voltage (12 volts or less) or protected by a GFCI.
- Portable light cords designed with two conductors are not to be used as extension cords to supply power tools.

## **Lockout/Tagout**

Contractors must establish an effective plan to control hazardous energy in accordance to OSHA standards. All lockout / tagout procedures must be coordinated with the Owner.

Contractor will assure that all workers have been trained to identify their duties as “affected employees” and how to identify when equipment is locked out. Any worker who is performing lockouts will be trained as an “authorized employee” and subject to the project lock out tag out policy.

## **CORING**

Prior to any coring work, Contractor must arrange to scan all affected areas to verify locations of conduit, sprinkler pipe, plumbing, etc. Owner will review and approve all scan results prior to commencement of any coring.

## **WELDING AND CUTTING**

### **Hot Work Permit**

No burning, cutting, welding, or heat-generating operation shall be allowed in any area without first obtaining a Hot Work Permit from the Owner. Only Owner will issue welding and burning permits. An inspection of the work area will be conducted prior to issuance of the permit. Issuance of the permit will allow heat generating operations to be performed in the areas stated on the permit only. Permits are good for the shift they are issued. If work will continue on the next shift, a new permit is required.

Utilization of the FM Global Hot Work permit system is required for all hot work inside the existing building structure. Contact Owner for permit information. Required fire watches must be coordinated with the Owner.

- Owner must be notified 24 hours in advance of any Hot Work.
- Shut downs or startups of any Building equipment or systems will be performed by the Owner prior to any Hot Work commencing.
- Lockout Tagout Procedures to be followed.
- The hard copy of hot work permit will be posted at the worksite, one copy will be kept by the Owner and one copy will be left at the security control room by the Owner.

Prior to the issuance of the Hot Work Permit, Contractor shall arrange for the Owner to inspect the site for conformance with this Policy. Contractor shall be required to demonstrate to the Owner that the operator is trained, the apparatus used for the work is operational, fire-fighting equipment is available and that the welder is protected. If the Owner determines that the Contractor has not demonstrated that the foregoing requirements have been satisfied or that the work as proposed could jeopardize the health of the operator or others or create a fire condition, then a permit shall not be issued until all issues are corrected.

## **Additional Hot Work Standards**

- Smoke generated by welding/hot work procedures will be limited to Monday – Friday 6:00pm – 6:00am and all weekend hours. The dispersion of offensive pollutants from welding, cutting, burning of steel, etc. will be minimized by ensuring that the spaces are provided with mechanical ventilation equipped with HEPA filtration.
- Welding leads and cutting hoses shall be kept clear of walkways and stairways.
- Flash arrestors shall be installed and provided in both oxygen and acetylene hoses at the regulator connection.
- Prior to welding or cutting a "20-ABC" rated fire extinguisher shall be within easy reach of the worker. A fire watch shall be stationed at all locations where sparks and/or flames may fall to a lower floor/work area or to another side of a wall.
- Spent welding rods shall be picked up and disposed of daily.
- All welding and cutting operations shall be shielded by non-combustible or flameproof screens.
- Rubber boot protectors shall be provided on all welding leads where they make connections at the welding machine

## **Compressed Gases**

Compressed gas tanks may not be located inside the building unless in use. With a city permit, compressed gasses may be stored nightly in the lockup at the loading dock outside of the Building. Otherwise, all compressed gasses must be stored off site.

- A suitable cylinder truck, with chain shall be used to keep cylinders from being knocked over while in use.
- All gas cylinder valves must be closed when any work is finished and when any cylinders are empty or being moved.
- Valve protective caps must be placed and secured properly before compressed gas cylinders are transported, moved, or stored.
- At all times, stored compressed gas cylinders must be secured in an upright position with chain or other appropriate approved systems designed for such use.
- All cylinders must be placed where they cannot become part of an electrical circuit.
- Oxygen and fuel regulators, hoses, and associated equipment must never be modified from their factory design and must be in proper working order while in use.

## **FLAMMABLE AND COMBUSTIBLE LIQUIDS**

No gasoline powered equipment may be used in the Building without written approval by Owner.

UL approved safety cans and tanks must be used in handling and storing flammable and combustible liquids in quantities over one (1) gallon. Quantities of one (1) gallon or less may be left in the original container or placed in an approved safety can.

Flammable / combustible liquids **must not** be stored in any area normally used for the safe passage of people.

All flammable/combustible liquids stored indoors must be placed in an approved safety cabinet. Not more than 60 gallons of flammable or combustible liquids shall be stored in any one safety cabinet.

No more than 60 gallons of flammable/combustible liquids may be stored outdoors in one area without prior written permission from Owner. The final quantity allowed on site will be determined by the duration of storage and the flashpoint of the material. Owner reserves the right to adjust the quantities allowed to be stored on site.

Each pile or area of storage of such flammable/combustible liquids stored outdoors must be separated by five (5) feet of clearance and must not be within twenty (20) feet of a building or structure.

At least one approved fire extinguisher must be located not less than 25 feet and not more than 75 feet from any outside flammable liquid storage area.

## **FIRE PREVENTION**

Each Subcontractor shall work in accordance to the General Contractor Fire Prevention plan required of Contractor, and FM Global Data Sheet specific to the materials being utilized in the work in question. Contractor shall implement and enforce the Fire Prevention Plan to ensure that safe practices and fire controls are maintained through the duration of construction activity.

Building fire suppression systems (automatic fire sprinklers, etc.) are to be kept intact and operational. Owner must be notified if fire protection systems must be shut-off or impaired. Contractor shall not obstruct sprinkler heads or block access to risers and standpipes. Under no circumstances will any Contractor or Subcontractor shut down or in any way interfere with the normal operation of the Building's sprinkler or fire control system.

In all cases where the Contractor or Subcontractor requires draining or disruption of a sprinkler system, a request must be made to the Owner not less than 24 hours prior to the proposed activity. Owner has sole control over for sprinkler valves and fire suppression services.

Under no circumstances shall a Contractor or Subcontractor attach any tooling, equipment, rigging or any other device to a sprinkler pipe. Ladders must not be placed against them. Valves must not be opened for access to water. Where cutting, burning, and welding operations are to be performed, check first that sprinkler heads are a safe distance away. If in doubt, contact Owner. Any damage to a sprinkler system must be reported and repaired immediately.

Contractor must ensure that housekeeping is adequate to maintain means of egress and that debris does not accumulate, creating a fire hazard.

The emergency stairwells on the east and west sides of each floor are pressurized and **must not** be propped open under any circumstances.

All flammable liquids must be stored in accordance to the Flammable and Combustible Liquids Section of this Policy.

Contractors and Subcontractors shall provide and maintain appropriate portable fire extinguishers. **If, at any time, a fire extinguisher is discharged for any reason, the Owner must be notified.**

**Smoking in the building and on building property is strictly prohibited.**

Paint and painter's equipment, drop sheets, cleaning materials, etc. shall be stored in a clear area away from any heat generating operation. Lids must be replaced on all opened paint and solvent containers. All solvents are to be stored in approved safety containers pursuant to the Flammable and Combustible Liquids Section of this Policy

Workers shall be instructed to pull the lever in one of the fire alarm boxes at the first indication of a fire, and contact the Owner's Security Department (as instructed in the emergency contact procedures section) to report the specific location, floor number, tenant space and details of the incident. The use of any fire equipment by a Contractor or Subcontractor must be reported to Owner immediately.

If a fire involves electricity, the power is to be turned off as soon as possible.



Exhibit X

