



Safety & Health Guidelines for Contractors

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NOTE: Internal policies, guidelines and procedures are periodically amended to reflect recent changes to the law. A printed version of this document may not contain such recent updates. For a current copy, please visit the ADM Policy Center or contact the Safety & Health team.

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1. Scope, Rules and Regulations

ADM is dedicated to assuring that its Contractors and others are provided with a safe and healthy workplace. This document sets forth ADM's guidelines for contractor safety in the U.S. The intent of these guidelines – in conjunction with site-specific information to be provided by your local ADM contact – is to provide sufficient information to allow you, the contractor, to conduct your business at ADM as safely as possible. These guidelines, as well as all OSHA and other applicable legal standards, will serve as the minimum requirements for the site. There will be additional safety requirements based on each site's conditions, rules, protocols and guidelines.

While the information in these guidelines is based upon applicable safety and health laws and regulations and ADM policy, the guidelines are not designed to be all-inclusive and do not reference or discuss every regulatory provision or legal requirement that may apply to your work at ADM. You are expected to have thorough knowledge of the specific regulations and best practices which pertain to your line of work and are expected to comply with all applicable laws.

These guidelines apply for all work performed for the Owner by a Contractor and its sub-contractor agents. The Owner's guidelines and requirements may vary depending upon the particular work site and the type of work to be performed. In each case, the Contractor is required to comply with all applicable guidelines and requirements – even where not stated expressly in this document. Disregard of these guidelines is considered a breach of the safety rules and may result in termination of the contract at the Owner's sole discretion.

The Contractor must read, understand and follow these guidelines, and one authorized person from the Contractor company must sign the acknowledgment of these guidelines, titled: **Contractor Acknowledgement of Receipt of and Compliance with Safety and Health Guidelines for Contractors. Signed acknowledgements shall be submitted to ADM Contractor Services via email (contractorservices@adm.com) or fax (217 451 3265).**

For any questions or assistance, please contact the local ADM safety and health personnel or the corporate Safety & Health team.

2. Definitions

The following definitions are used throughout these guidelines:

- **Owner** – Archer Daniels Midland Company
- **Owner Representative** – ADM Facility Management that is responsible for coordinating the project.
- **Contractor** – Any corporation, partnership, individual, joint venture, firm, or company that performs work for ADM (excluding ADM employees).
- **Safety, Health and Environmental regulations** – All applicable legal and regulatory requirements concerning employee safety and health and the protection of the environment.
- **OCIP** – Owner Controlled Insurance Program (Web: <https://ocip.ajgrms.com>)
- **CICI** – Central Illinois Consortium, Inc. (Pre-site access drug screening requirements)

3. Contractor Responsibilities

3.1 Laws, Regulations and Site Requirements

It is the responsibility of the Contractor to know, understand and follow all federal, state and local laws, as well as any site requirements that govern its activities – including, but not limited to safety, health and environmental regulations and related ADM programs. The Contractor must communicate this information to its personnel. Provisions applicable to Contractors are also applicable to sub-contractor personnel, and the Contractor must be responsible for the actions of the sub-contractor and must communicate all applicable provisions to its sub-contractor personnel. Each Contractor engaged in work for the Owner is fully responsible for the safe performance of all work and must take all measures within his or her control to protect the environment and to protect the safety and health of the Owner's employees, other persons, the general public and its own personnel.

OSHA standards serve as the minimum safety requirements for any project. Any job site-specific safety guidelines that exceed the minimum requirements must be incorporated into the Contractor's safety program.

The safety and health rules given here cannot cover every eventuality. It is, therefore, expected that the Contractor will exercise good judgment and follow Best Management Practices (BMP) in all such matters that are not covered by the information contained in this publication, even though not specifically mentioned in these rules. Contractors with questions or concerns should consult with ADM management.

3.2 Pre-Construction Meeting

The Contractor, before starting work at the job site, must attend a pre-construction meeting with ADM to understand the project conditions and safety requirements. A job site tour may be conducted to confirm the Contractor's awareness of potential safety hazards. Appropriate methods, equipment (including personal protective equipment), devices and materials must be provided by the Contractors to their employees to assure a safe workplace.

Each Contractor must provide to the ADM location a copy of their specific Safety and Health Plan before starting work at the job site. Providing this information must not relieve the Contractor of its responsibility for safety. It is the Contractor's obligation to undertake any action that may be necessary or required to establish and maintain safe working conditions at the job site. ADM will discuss site-specific hazards relative to the site, such as a PSM program.

Each Contractor must have authorization from ADM to access the facility. Each authorized vehicle must have company identification visible at all times while on-site.

3.3 Pre-job Requirements

- Before the start of work, the Contractor must meet minimum corporate documentation requirements as defined by ADM Contractor Services.

- Where applicable and required by ADM Contractor Services, before the start of work, the Contractor must enroll in the ADM OCIP.
- Before the start of any work, the Contractor must survey the work site and review appropriate ADM and site-specific environmental, safety and health rules with the Owner representative.
- The Contractor must enforce all applicable safety rules on its employees.
 - Each employee must be made aware of all applicable safety, health and environmental rules and the potential hazards, personal hygiene and personal protective measures required; instructed in how to recognize and avoid unsafe acts and conditions applicable to their work environment and how to control or eliminate injury or illness; and informed of all applicable provisions of this document. Employees who are expected to handle or use harmful or hazardous substances must be instructed on the safe handling and use of these substances. If applicable, each employee must be trained on the procedures outlined in the site's PSM and hazard communication programs.
 - Contractor employees must immediately report any personal injury, exposure to hazardous material, illness or symptom of such that occurs while on the Owner's property material, or while doing work for ADM. Contractor personnel must also report any unsafe conditions or situations that may need correction. The Contractor must report any of the above cases to the Owner Representative as soon as possible.
 - The Contractor is required to share information regarding their safety and health program, including injury and illness records/logs.
 - The Contractor, its personnel and any sub-contractors must follow all plant rules, including but not limited to those involving harassment, gambling, tobacco, weapons, cell phones and photographic equipment. Any Contractor with knowledge of a violation of these guidelines must report such violation to the Owner Representative or directly to the ADM representative. ADM strictly prohibits any retaliatory action against any person who reports a violation of applicable rules or guidelines. Contractor employees must observe all posted notices and confine their activities to areas expressly authorized to them for such use, including entering the work site premises, parking vehicles, taking breaks, eating, drinking, smoking and using lavatory facilities. Under no circumstances must Contractor personnel be allowed to enter, walk through, or loiter in operating or other areas not authorized for their use or entry. The Contractor must not permit unauthorized persons on the work site.
- The Contractor is responsible for providing and requiring the use of appropriate personal protective equipment and providing training for all colleagues working with operations where there is an exposure to hazardous conditions.
 - All training and assessment records must be maintained at a location accessible to ADM.
- The Contractor is required to perform periodic, documented safety-related inspections and provide access to such information to Owner upon request. Unsafe acts and conditions noted during inspections must be corrected immediately.

- Contractors are responsible for notifying ADM and obtaining approval before any hazardous chemicals or substances are brought on-site. Contractors must provide ADM with a copy of the Safety Data Sheet (SDS) for each chemical or substance intended for use at the site. A SDS location, centrally located at the job site, must be dedicated for this information. Contractors are responsible for keeping this information current. The legal storage, use and disposal of wastes of any hazardous chemicals or substances is the responsibility of the Contractor and must comply with all applicable safety, health and environmental regulations and ADM programs including ADM's Environmental Management System (EMS).
- Contractors must comply with all fire and safety rules and regulations established on the project. Any purchase or maintaining of fire protection equipment will be agreed upon in the contractor job bid contract.
- The Contractor must obtain the Owner's permission before placing trailers, temporary buildings, large equipment, machinery or other such facilities on the Owner's property. All temporary trailers or structures must be properly secured at the time of installation. All buildings must comply with local and state life safety codes.
- At the time of the submittal process, it will be determined if a competent safety representative will be required on the job site. If a job site safety representative is required, the Contractor must identify that person to ADM before the Contractor starts work. This person must have safety experience to include a 30-hour OSHA training or equivalent, job site experience, etc. The Contractor may be asked to provide or make available this representative at any time during the project.
- The Contractor must maintain communication with Owner Representative throughout the course of the contracted work and must have pre-job discussions with Contractor personnel as different phases of the work are initiated.
- The Contractor must provide authorized ADM representatives full access to any work site.

3.4 Instruction, Training, Qualifications and Conduct

Instruction and Training: Instruction and training of employees is a regulatory and ADM requirement and is a Contractor responsibility. All forms of instruction or training must be documented for verification purposes. Examples of such instruction and required training to be provided by the Contractor are:

- **Orientation:** Newly employed, promoted and transferred personnel must be instructed in the safety practices required by their work assignments. Each person coming to the ADM site must be oriented on the ADM site rules and guidelines and any other safety program that will apply to the scope of work.
- **Safety Meetings:** Properly conducted and recorded weekly toolbox safety meetings are required. Additionally, all staff meetings must start with a safety moment and have a portion of the agenda devoted to incident prevention.
- **Specific Instructions:** OSHA requires that employees performing specific tasks or operating specific equipment be trained in its usage.

- **Crane Qualifications:** All crane operations must be approved by the ADM representative. Each operator of such crane must have training qualifications of such crane and be able to show documents of such training before operation.
- **Equipment Qualifications:** All equipment that will be operated on-site must show proof of training for each operator that will utilize equipment before use.

Qualifications: The Contractor must employ only persons who are fit, qualified, trained, skilled, and knowledgeable in the work to be performed. It is the Contractor's responsibility to ensure all applicable training requirements are met. It is also the Contractor's responsibility to make any reasonable accommodation that its employees need to safely perform the required work.

Conduct:

- Contractor and sub-contractor personnel must confine their activities to the assigned work areas. At sites where the Owner has ongoing operations, work areas must be clearly identified. When necessary, the Contractor may need to install additional signage or barriers in consultation with Owner.
- Contractor personnel must use only facilities designated by the Owner for non-work activities such as eating or lavatory use.
- No Contractor employee will work or will report for work impaired or under the influence of any unlawful substance, drug or alcohol (see CICI Guidelines document). For purposes of assuring compliance with the prohibition of possession or use of unlawful substances, drugs, alcohol and weapons, Contractor employees may be subject to surveillance under the circumstance described below. Any refusal to submit to such surveillance will be treated as an act of Contractor non-conformance, which may result in removal from the job site.
 - **Pre-Site Access:** Any of the Contractor's employees who are or may be working on-site are expected to be "active" CICI participants before the commencement of any on-site work (see CICI Guidelines document). An exception to this requirement may be available for companies with low on-site risk exposures (see Owner Representative).
 - **Without Cause:** A Contractor employee's vehicle, locker, tool box, gear box, closet, work area, desk, files, company vehicle and similar areas on ADM property will be subject to surveillance at any time on a random or any other nondiscriminatory basis.
 - **On Suspicion:** Upon reasonable evidence to suspect a violation of the prohibition of possession or use, a Contractor employee's wallet, purse, outer clothing and the areas and containers listed above are subject to surveillance when brought onto any work site.
- Contractor employees must not destroy, duplicate or copy Owner's records, nor shall they remove any records from the Owner's property.
- The Contractor must require that employees obey all precautionary warning signs and posted instructions. When the vehicles of Contractor employees are on the Owner's property, the Contractor must enforce the rules for safe vehicle operation, including but not limited to obeying all signs and posted speed limits and wearing seat belts or shoulder harnesses.

- The Contractor must obtain prior approval for any site visitors and ensure they are aware of safety regulations that pertain to the site. The Contractor is responsible for ensuring a safe environment for the Contractor's visitors.

4. Recordkeeping (OSHA 1926.1091)

It is the Contractor's responsibility to maintain all records required by OSHA, Worker's Compensation Insurance or similar regulations. This includes the maintenance of an injury/illness log, annual summary and the posting of all prescribed posters.

It is the Contractor's responsibility to maintain the site-specific safety plan and update it as necessary. A log of safety activities, including but not limited to employee instruction, training, tool box meetings, etc., must be maintained at the job site and copies must be promptly provided to ADM when requested.

5. Third Party Safety Inspections

In addition to visits and safety inspections by its own corporate or insurance representatives, the Contractor is advised that authorized third parties may inspect the project from time to time. Others so authorized may include representatives of ADM, insurance companies, EPA and OSHA. Upon their proper identification, they should be granted reasonable access and courteous consideration. ADM must be made aware of any other third-party representative, upon their arrival.

6. Specific Safety Requirements and Guidelines

6.1 Project Safety and Security Rules and Guidelines

All personnel including the employees of the Contractor will be required to comply with these guidelines. Contractors must ensure and indicate that all its employees are aware of and understand the contents. The Contractor must sign an acknowledgement of training or orientation for the site and this acknowledgement must be submitted to ADM Contractor Services via email (contractorservices@adm.com) or fax (217 451 3265).

6.2 Health and Medical Requirements and Responsibilities

Each occupational illness or injury must be reported immediately by the Contractor's employee to the Contractor and to the Owner Representative.

A representative of the Contractor must always ensure proper transportation of the injured employee to the designated medical facility and remain at the facility until the employee is ready to return.

All job-related personal injuries and illnesses that are treated or reported (actual or alleged) must be recorded by the Contractor on its OSHA 300 log.

The Contractor must cooperate with Owner in any investigation regarding an injury or near miss and provide information to ADM upon request. Information regarding employee's ability to work or to return to work should be provided to ADM upon request.

6.3 Potential Hazards and Emergencies

The Contractor must inform employees of potential hazards, take appropriate steps to reduce potential hazards and be prepared to respond to emergency situations. Emergency response procedures must include the identification of any emergency alarms and warning systems; a list of emergency phone numbers; identification of emergency evacuation assembly areas; placement and use of emergency equipment; and procedures for notification of local authorities, agencies and the Owner Representative. Emergency Action Plans must also include the measure for rescue in the event of falls from structures.

The need for CPR and First Aid training must be evaluated by Contractor. If Contractor employees are designated first-aid providers, the Contractor must ensure those employees are properly trained. Adequate first aid and emergency medical equipment must also be provided as necessary. If Contractor utilizes AEDs, the contractor must evaluate its protocols based on state requirements. The Contractor must also have readily available the names and phone numbers of off-site medical personnel to handle major occurrences.

On-the-spot corrections of safety deficiencies must be performed as necessary. The Contractor must immediately rectify any situation or condition occurring that could result in injury or illness to personnel at the site, or that could cause an environmental hazard. If such a condition cannot be corrected immediately, the Contractor must provide and install temporary barricades and appropriate warning signs and devices necessary for the protection of people, equipment, the environment and property.

6.4 Minimum Clothing Requirements

- Shirts must be worn at all times. Sleeveless shirts and tank tops are not permitted.
- Long pants are required to be worn at all times (shorts or similar clothing are not permissible).
- Loose fitting clothing or jewelry must not be worn around moving machinery, grinding operations, etc.
- All hair must be protected so that it will not come in contact with or be caught in machinery or tools.
- Additional clothing may be required depending upon the task.

6.5 Personal Protective Equipment

OSHA: 29 CFR 1926 Subpart E

The Contractor is responsible for compliance with OSHA regulations set forth at 29 CFR 1926 Subpart E. Personal Protective Equipment (PPE), including hard hats, safety glasses, respirators, fall protection, gloves, safety shoes and other such equipment must be provided for Contractor personnel by the

Contractor. The Contractor must provide training in the use, fit, maintenance, storage and safe disposal of any PPE required to be worn by Contractor personnel.

- A hard hat that meets ANSI Z89.1 must be worn at the plant and construction areas at all times. The minimum type and class for work on an ADM site must be Type 1, Class E and G. If the work assigned for a Contractor has the hazard of side impact, then Type 2, Class E and G must be worn. All other hard hats must be approved by ADM before use.
- Safety glasses with side shields and frames that meet ANSI Z87.1 standards must be worn in the plant and construction areas at all times. Dark lenses are not allowed inside plant buildings. Exceptions to these requirements may be granted on a case-by-case basis. Eye protection must be worn in vehicles if the cab of the vehicles is exposed to outside air conditions (e.g., if windows are open or off).
 - If prescription glasses must be worn, the glasses must be approved industrial safety glasses or other approved eye protection such as over-the-glasses protection or goggles.
 - If laser equipment is used on the job site, all exposed employees must wear proper laser eye protection based on the type and hazard of laser they are subject to.
- Sandals, tennis shoes and any other street type shoes are not permitted. Only steel toe or composite toe boots that meet ANSI Z41.1 are allowed. Some sites may require the use of a solid leather-type boot.
- Contractor must comply with the applicable plant's Glove Policy and must supply the appropriate type of gloves for individual jobs as part of their PPE.
 - Leather or welders gloves must be worn when handling anything that is or may have been in contact with extreme temperature.
 - Cut resistant gloves are required while working with sharp objects.
 - Additional protection may be required for specific tasks and must be provided by the Contractor.
- Contractor must ensure proper PPE is utilized when handling chemicals.

Contractor must ensure compliance with fall protection regulations, including 29 CFR 1926.104 and 29 CFR 1926 Subpart M. Contractor employees must wear full-body harnesses when working 6 feet or more above the ground, or when working in a position that could result in a fall (Note: some sites may require fall protection starting at 4 feet). Full-body harnesses must also be worn and attached to the anchorage point when working on extension and articulating boom platforms and scissor lifts, and attached to vertical lifelines when working from suspended scaffolding – dependent upon on equipment recommendations and plant policy. Where the use of other fall protection devices is impractical, safety barriers or safety nets may be required.

The Contractor must meet the selection, fitting, maintenance, storage, training and respirator program requirements as specified by OSHA in 29 CFR 1910.134. NIOSH-approved respiratory protection must be worn when required. All personnel wearing respiratory protection must be properly fit-tested and provide an adequate seal for the respirator. Proof of medical clearance and fit testing must be kept on file with the Contractor.

6.6 Hearing Conservation and Noise Control

OSHA: 29 CFR 1926.52 and 29 CFR 1926.101

The Contractor is responsible for compliance with OSHA regulations set forth at 29 CFR 1926.52 and 29 CFR 1926.101. Hearing protection is required in all posted high noise level areas of the Owner's property. Hearing protection may also be required where excess noise exposure exists on a temporary basis. This would include situations where equipment such as jackhammers, saws, drills, grinders or heavy equipment is being used and when the 85-decibel limit is exceeded.

The Contractor is responsible for implementing a hearing conservation program and providing appropriate hearing protection when required by law and must ensure that employees required to wear such hearing protection are properly fitted and trained.

6.7 Industrial Hygiene and Exposure Standards

Where potential exists for employee exposure to occupational health risks at the work site, the Contractor must be responsible for identifying and evaluating such risks, and providing the necessary equipment and expertise to perform the work safely. Samples or monitoring results must be sent to an approved laboratory for evaluation. Results from sampling or monitoring must be communicated to affected employees with a written record, as required by applicable safety, health and environmental regulations, and submitted to the Owner Representative upon request.

6.8 Housekeeping and Sanitation

OSHA: 29 CFR 1926.25 and 29 CFR 1926.51

Many of the products at ADM are food grade. As such, our expectations for appropriate housekeeping and sanitation are critical.

- All debris and scrap material must be kept away from the immediate work/process areas.
- Materials and supplies must be stored in locations that will not block access ways, and arranged to permit easy cleaning of the area. In areas where equipment might drip oil or cause other damage to the floor surface, a protective cover of heavy gauge, flame-resistant, oil-proof sheeting must be placed between the equipment and the floor surface sheeting so that no oil or grease contacts the concrete. This requirement is applicable to both finished and unfinished floors.
- All hoses and materials must be located, arranged and grouped so that they will not block any access ways and will permit easy cleaning and maintenance.
- Each site will provide an adequate supply of potable water and toilet facilities. All potable water must be tightly closed and clearly marked, and single serving cups shall be provided. All temporary toilet facilities supplied and used by Contractor must meet applicable safety, health and environmental standards.

- Glass containers of any type are discouraged from use on plant property due to the food-grade plant considerations and potential injuries. Glass containers or material must be pre-approved by the Owner's Quality department.

Waste Collection and Disposal:

Garbage and other waste must be disposed of at frequent and regular intervals, and in a manner approved by ADM. Each Contractor and sub-contractor will be responsible for allowing an ample amount of time at the end of each work shift to clean up their immediate work area. ADM does not consider a shift complete until the area has been properly cleaned. ADM will notify each Contractor of an unsatisfactory housekeeping condition.

- Containers must be provided for the collection and separation of waste, trash, oily and used rags and other refuse.
- Metal, dumpster-type containers must be used and emptied promptly.
- Materials must not be burned on company property.
- Contractors must notify ADM of any hazardous waste that will be generated during performance of the job. The Contractor has the direct responsibility for proper management of these wastes while on-site and will verify to ADM that the wastes have been disposed of in a legal manner. Additional requirements can be found in the site-specific Environmental Management System (EMS).
 - Contractors must not pour, bury, burn or in any way dispose of a chemical, hazardous material or waste (e.g., solid, special, hazardous) on the work job site without the permission of the ADM Management team.

Contractors must clear all combustible debris to a solid waste disposal job site that is properly licensed under the laws of the state.

6.9 Fire Prevention

OSHA: 29 CFR 1926 Subpart F

The Contractor is responsible for compliance with OSHA regulations set forth at 29 CFR 1926 Subpart F. Each Contractor and sub-contractor is responsible for proper fire prevention and fire protection in its work and in operational areas, including offices, tool rooms and storage spaces.

To reduce the likelihood of a fire or resulting damage, the Contractor must comply with all applicable laws, as well as observe and enforce the following provisions:

- The Contractor emergency response procedures must contain provisions for handling a fire or an explosion. Contractor employees must know the location of, be familiar with and properly trained in the use of fire control equipment. The phone number of the nearest local emergency management system must be readily accessible.
- Contractor must ensure that an adequate number of fire extinguishers are placed in accessible, well-marked locations throughout the job site and that the extinguishers are of the proper type

for the materials exposed. Extinguishers provided by Contractor must be physically checked monthly for usage and service condition by Contractor.

- Equipment and materials must be stored so as not to block access to fire control and emergency equipment. A minimum 15-foot (4.6 meter) clearance must be maintained around fire hydrants.
- Only approved containers must be used for the storage, transport and use of flammable substances. All such containers must be clearly labeled as to the contents and hazards. When transfilling flammable liquid, the containers must be connected by a bonding wire or metal-to-metal contact in order to minimize electrostatic potential.
- Areas around welding or flame-cutting operations must be kept free of flammable or combustible materials. Hot work is not permitted within 50 feet (15.2 meters) of any refueling, spray painting or coating operation.

6.10 Signs, Signals, Barricades and Lights

OSHA: 29 CFR 1926 Subpart G

The Contractor is responsible for compliance with OSHA regulations set forth at 29 CFR 1926 Subpart G. Signs, signals and barricades must be visible at all times where a hazard exists. All barricades, signs, lights and other protective devices must be installed and maintained in conformity with applicable statutory requirements and, where within railroad and highway right-of-way, as required by the authority having jurisdiction.

- Effective barricades must protect all streets, roads, highways and other public thoroughfares closed to traffic and must be located at the nearest intersecting public highway or street on each side of the blocked section. Only highly visible warning barricades must be utilized.
- If work will be performed after dark or where pedestrians can access the work site, barricades and obstructions must be illuminated by means of warning lights from sunset to sunrise. Materials stored upon or alongside public streets and highways must be so placed, and the work at all times must be so conducted, as to cause the minimum obstruction and inconvenience to the traveling public. When any work is performed at night or where daylight is blocked off or obscured, the Contractor must provide artificial light sufficient to permit work to be carried on efficiently, satisfactorily and safely, and to permit thorough inspection. All wiring for electric light and power must be installed and maintained in accordance to OSHA and NEC standards, securely fastened in place at all points and kept as far as possible from telephone wires, signal wires or other associated electrical wires used for firing blasts.

Contractor employees working in an area of potential hazards from vehicular or rail traffic must wear approved reflective type vests, provided by Contractor.

Contractors that put up either 'Danger' or 'Caution' barricades must identify, in writing, the hazards that the tape barricades and the name of the person responsible for the tape. This information must be

attached to the tape at all times. The person responsible for the tape must also ensure the tape is removed when the hazard no longer exists.

- Red or Magenta tape or other identification method must be utilized for Radiation zones.
- Under no circumstances are Contractor employees or other personnel permitted to cross Danger tape, unless the person responsible for the tape has authorized them to do so.

6.11 Job Safety Analysis

In efforts to reduce or eliminate risk to workers and to minimize risks associated with business operations, ADM management has committed to standardize the methods and tools to identify and control or mitigate worker exposures while conducting tasks. ADM's Job Safety Analysis (JSA) is a safety management tool used to identify the hazards and methods of control that must be used during completion of assigned work tasks.

All contractors must perform and document a Job Safety Analysis (JSA) on identified tasks, in accordance with ADM's Job Safety Analysis policy and any local regulations. Contractors may utilize their own Job Safety Analysis procedures if they are at least as protective of safety and health as ADM's policy. A Contractor JSA must include, at a minimum, a risk assessment and review of basic steps, hazards and safe practices/control measures. A copy of the completed JSA must be retained in accordance with the JSA Document Retention described in section seven of the JSA policy. Local guidelines prevail when they include provisions beyond what is described in the JSA policy.

6.12 Lockout/Tagout

OSHA: 29 CFR 1910.147 and 29 CFR 1926.417

The Contractor is responsible for compliance with OSHA regulations set forth at 29 CFR 1910.147 and CFR 1926.417 and for compliance with the site-specific ADM Lockout/Tagout program. Equipment that could present a hazard to personnel if unexpectedly activated during the performance of installation, repair, alteration, cleaning or inspection work must be made inoperable and rendered free of stored energy or materials before the start of work. Energy sources can be in the form of gas pressure, mechanical, chemical, radiation, gravity, electrical, pneumatic, hydraulic or steam. Such equipment must be secured, where possible, by locking and tagging.

When more than one person is assigned to work on a piece of equipment or system, each person must be protected by the group lockout procedure being followed. The group procedure to be used is agreed on by the Contractor and Owner before starting any work.

Lockout devices for accidental energy control must be applied on all new equipment before turned over to the Owner.

6.13 Electrical

OSHA: 29 CFR 1926 Subpart K

The Contractor is responsible for compliance with OSHA regulations set forth at 29 CFR 1926 K. For work involving the use or installation of electrical equipment and systems – or work on or in the proximity of equipment and systems where exposure to electric shock or arcing exists – the Contractor must observe and enforce the following rules:

- All electrical work, installation and wire capacities must be in accordance with the pertinent provisions of OSHA, the National Electrical Code, ANSI and Best Management Practices.
- Effective protection should be provided by Contractor to guard each employee from potential shocks, arcs or blasts.
 - Adequate arc flash protective clothing and related electrical PPE and tools must be evaluated and provided by Contractor for any work where personnel are exposed to live, un-insulated, electrical system components, including switchgear, motor starter enclosures, etc., operating at 50 volts or higher.
- Training in safe work procedures must be given to all Contractor personnel authorized to work on or around live electrical systems. Unauthorized personnel must not enter enclosures containing or that could be subject to accidental contact with high-voltage level.
- All electrical circuits should be treated as "live" unless proven otherwise.
- Proper clearances must be maintained at all times to avoid potential shock or electrocution.
- It is recommended that each Contractor identify their electrical power tools by company markings.
- All electrical extension cords must be protected. Extension cords must have grounding plugs and be free of cuts or breaks. Electrical extension cords are not to be run through doorways, holes in walls, windows or cracks in floors, and must be regularly inspected by Contractor so that any defective or damaged cords are immediately removed from use. Any repair to electrical cords must be performed by a qualified person.
- The Contractor must provide the service ground for construction site power. Underground reference drawings must be obtained before driving grounding rods.
- Service cables must be type SO, W, G with ground and in continuous lengths without splice. Cords and cables running across roads must be protected. Electrically powered portable hand tools must be protected by a grounding conductor program. The metal parts of portable or plug-connected equipment must be protected through three wire cords and plugs. Portable tools protected by Underwriter's Laboratories (U.L.) or Factory Mutual (F.M.) approved double insulation need not be grounded. These tools must be distinctly marked as such.
- Electrical repair hot work (working on or in the immediate proximity of an exposed and energized electrical system) must be avoided whenever possible. Electrical repair hot work and tie-in on energized equipment and systems above 51 volts must require implementation of an Energized Live Work Permit. Electrical repair and tie-in hot work above 600 volts is not to be conducted without authorization from the Owner representative.

- Before starting the work, precautions such as providing isolative mats, blankets and gloves must be taken, where appropriate. A backup person equipped with a dielectric pole and trained in first-aid and cardio-pulmonary resuscitation (CPR) must be necessary (see ADM Energized Electrical Work Permit).
- During the installation of conduit, cable and wiring, no cable or wiring must be terminated in any energized equipment that operates at a power level greater than 600 volts. Drilling into enclosures (not the overall structure) that contain energized bus of any voltage level must not be permitted.
- Electrical diagnostic hot work must only be performed to check circuit integrity or to determine the cause and location of a problem. Appropriate test instruments must be used when performing electrical diagnostic hot work (see ADM Energized Electrical Work Permit).
- Work in close proximity (12 feet or 3.6 meters for above ground electrical lines) to electrical power systems where the potential for accidental contact or arcing from live or exposed parts exists, must be conducted only after the appropriate approvals have been obtained and appropriate precautions taken. Such systems include power lines, cables trays, bus bars, transformers or underground lines or cables. Contractors must develop a ground fault program in accordance with requirements established by OSHA. Each Contractor must establish a quarterly assured grounding inspection program. Indicated below is an example of color-coding:

Quarter	Months	Color
1st Quarter	Jan. - March	Orange
2nd Quarter	April - June	Blue
3rd Quarter	July - Sept.	Red
4th Quarter	Oct. -Dec.	Yellow

NOTE: A ground fault program (assured grounding program) is not required if GFCI are utilized by the Contractors. Testing of such GFCI equipment will still be necessary.

6.14 Confined Spaces

OSHA: 29 CFR 1926.21 and 29 CFR 1910.146

The Contractor is responsible for compliance with OSHA regulations set forth at 29 CFR 1926.21 and 29 CFR 1910.146. Confined spaces must not be entered without proper authorization from the Owner Representative and the issuance of a Confined Space Entry Permit or associated permits in conjunction with Lockout/Tagout. This includes but is not limited to: tanks, vessels, containers, boilers, pits, bins, utility vaults, sewers, tunnels, pipelines; open-topped pits, shafts, trenches, ventilation/exhaust ducts; or other enclosures where known or potential hazards may exist.

Contractors must ensure employees are properly trained and utilize ADM's entry procedure when their employees are required to enter confined areas or spaces. If the Contractors' Confined Space Entry

Program is stricter than ADM's program, it may be utilized in lieu of ADM's program with agreement from the Owner Representative.

6.15 Process Equipment

No work must be performed on any existing equipment, including electrical systems, relief valves, deluge or gauge valves, interlocks, guards, piping and other such equipment without the Owner's express authorization. Any accidental interruption of a process or the operation of equipment in service or any irregularities must be reported immediately to the Owner Representative.

Contractor employees must not operate any of ADM's equipment without approval.

All process lines must be adequately purged before any work is performed. An analysis of the purge gas showing oxygen content within the acceptable limits of 19.5 – 23.5 percent may be required.

No process line must be opened while under pressure. All Contractors will abide by ADM's Line Break Policies.

Oil-free, grease-free tools, cleaned to Owner specifications, must be used for all work directly associated with oxygen piping and equipment in order to prevent fire hazards.

Compressed oxygen must never be used in the place of compressed air.

6.16 Excavations and Trenching

OSHA: 29 CFR 1926 Subpart P

The Contractor is responsible for compliance with OSHA regulations set forth at 29 CFR 1926 Subpart P. Excavation must not be performed until underground reference drawings, which have been prepared and identified for the specific job, have been obtained from the Owner Representative. The Contractor must verify the location of underground lines before excavation.

The Contractor must record the location of any underground, temporary electrical power or other utility on appropriate site drawings. Additionally, the location must be marked in the field with above ground warning flags or buried warning tape as directed by the Owner Representative. This location information must be passed on to all Contractors or sub-contractors that work at the site.

Contractors must notify ADM before opening any excavation, trench or soil penetration. In addition, the Contractor must contact any other necessary personnel to determine whether underground installations (i.e., sewer, telephone, fuel, electric lines, etc.), may be encountered and where they are located. ADM may request that an "Excavation Permit" be completed before performing any associated work.

6.17 Asbestos Handling and Removal

OSHA: 29 CFR 1926.1101

The Contractor is responsible for compliance with OSHA regulations set forth at 29 CFR 1926.1101. Contractor personnel involved with the handling, removal, demolition or disposal of materials containing asbestos must comply with OSHA, Environmental Protection Agency (EPA), and other state and local regulations governing this activity.

EPA asbestos removal requirements include, but are not limited to: written notification before removal, use of emission controls and special handling and disposal procedures.

Contractor must consult with ADM before any activity involving the handling, removal, demolition or disposal of materials containing asbestos. Should Contractor have any questions regarding the nature of materials, they must consult with ADM. Any material that is suspected to contain asbestos must be treated as if it does contain asbestos – and not be disturbed – until a determination is made.

6.18 Lead Handling and Removal

OSHA: 29 CFR 1926.62

The Contractor is responsible for compliance with OSHA regulations set forth at 29 CFR 1926.62. Contractor personnel involved with the handling, removal, demolition or disposal of materials containing lead must comply with OSHA, EPA, and other state and local standards governing this activity.

Contractor must consult with ADM before any activity involving the handling, removal, demolition or disposal of materials containing lead. The Contractor should consult with ADM should there be any questions regarding the nature of materials.

6.19 Job site Transportation Rules

OSHA: 29 CFR 1926.601

The Contractor is responsible for compliance with OSHA regulations set forth at 29 CFR 1926.601 and all Owner rules and guidelines regarding safe operation of vehicles. To reduce the likelihood of vehicular accidents, the Contractor must comply with all applicable laws, and observe and enforce the following rules:

- Drivers of motor vehicles must be instructed to exercise judgment and to observe posted speed limits and traffic signs on plant property. Reckless driving or other non-observance of these instructions will be cause for disciplinary actions.
- Contractor employees must park in designated areas. They must not park on roadways or service drives, near doorways, loading bays, dumpster boxes or access to fire hydrants, hoses, etc. All Contractors' entrance and exit routes will be adequately marked as such.

- All Pedestrians have the right-of-way in lieu of motorized traffic. Personnel must always check the immediate area carefully before backing up. Use your horn for safety at blind corners, when passing, etc. Established hand signals or turn signals are to be used.
- Contractors must not use or operate Owner-owned vehicles, mobile equipment, or Owner employee's vehicles without the specific authorization of the Owner.
- Contractor vehicles must be kept in safe operating condition and Contractor personnel must comply with local and site rules and guidelines regarding the operation of such vehicles.
- Ignition keys are to be left in vehicles at all times when within the plant-site. Contractor employee's cars may be locked within the designated Contractor's perimeter parking area.
- No two-wheel motorized vehicles are allowed in the plant other than in Contractor's perimeter parking area. Any ATV-type vehicles used on the job site must be four-wheeled, and must have authorization of ADM. Some ADM locations may require the use of lights and flags on these types of vehicles.
- Transporting employees on equipment not designed for that specific purpose is prohibited. This includes riding while hanging onto the exterior of a vehicle or mobile equipment and riding in the back of pickup boxes.
- All vehicle occupants must have a seatbelt on at all times when riding in a vehicle if so equipped.
- All modes of transportation are subject to surveillance, inspection and evaluation.
- Fuel tanks on vehicles must not be filled while the engine is running. The driver must stay in attendance with the vehicle, and smoking is prohibited during refueling.
- Material that overhangs the sides or ends of a truck must be flagged.
- Trucks hauling waste materials must be equipped with an adequate rear closure or covering to prevent material from dropping or blowing onto the roadway.

Vehicle accidents on Owner's property or while engaged in work for the Owner must be reported to the Owner Representative immediately.

6.20 Other Motor Vehicle Equipment

All equipment must be inspected daily before use by the Contractors' operator. The Contractor must also make formal inspections at manufacturer's recommendation with proper documentation maintained at the job site by the Contractor and copies must be made available to ADM upon request.

Defective equipment must be repaired or removed from service immediately. Use of a tagout or key removal system must be implemented.

- All cracked and broken glass must be replaced before bringing vehicles on the job site. If glass is broken or damaged on job site the equipment must be taken out of service until repaired.
- All guards on equipment must be in place on equipment at all times.

All powered industrial equipment must have a reverse signal alarm audible above the surrounding noise level or a spotter must be provided at all times to direct employees, equipment and drivers.

All Contractors' operators of construction equipment should be properly licensed or certified and trained by a competent person. Copies of the certifications must be maintained on job site by the Contractor and made available to ADM.

Any time an employee is involved in an incident with mobile equipment, Contractor must ensure that the employee is re-trained before further use of such equipment.

6.21 Cranes and Derricks, Mobile and Heavy Equipment

OSHA: 29 CFR 1929 Subparts CC and N

The Contractor is responsible for compliance with OSHA regulations set forth at 29 CFR 1926 Subparts CC and N. The Contractor – before using the crane or derrick on job site – must certify all cranes and derricks as being in safe operating condition. This certification must be maintained by the Contractor and made available to ADM. All inspection records must be maintained accurately by Contractor and made available to ADM. All owner's and safety manuals must be available for each lifting device brought to the facilities and must be with the machine at all times.

All cranes and associated lifting equipment must, at a minimum, meet OSHA requirements and applicable ANSI standards, such as ANSI B30.2.

All crane operators must be properly certified by a competent person who is capable of identifying existing and predictable hazards in the surroundings or working conditions which are unsanitary, hazardous or dangerous to employees, and who has authorization to make corrections to eliminate hazards. Certification records must be maintained on job site by the Contractor and made available to ADM.

- When operating a crane within the boom length of power lines, a spotter must be used to maintain communication with operator.
- A ground crew spotter must be utilized when a crane is being moved around plant property to guide the crane and protect others from operations of the crane.

Hand signals prescribed by ANSI or set forth in Appendix A to Subpart CC of Part 1926 must be conspicuously posted on the equipment or in the vicinity of the hoisting operation. The Contractor must observe manufacturer's specifications.

The swing radius of the crane house must be barricaded. Equipment must not be operated where any of the equipment or load will come within 20 feet of energized electrical distribution or transmission lines.

All lifts that will be more than 75 percent rated capacity for the equipment will follow a critical lift plan. The contractor and ADM will look at both Contractor and ADM's critical lift program to determine which

one will be used. Other lifts may be subject to a critical lift plan – based on surroundings and critical nature. Personnel lifts can only be made with approval from authorized ADM personnel.

6.22 Rigging

OSHA: 29 CFR 1926.753

The Contractor is responsible for compliance with OSHA regulations set forth at 29 CFR 1926.753. All rigging equipment must be free from defects, in proper operating condition and maintained in a safe condition.

Rigging equipment must be inspected by a designated, competent Contractor employee before initial use on the job site and monthly thereafter to ensure that it is safe. Records must be kept on job site of each of these inspections by the Contractor and must be made available to ADM upon request.

Damaged rigging equipment must be immediately removed from service or destroyed or removed from ADM property by the Contractor.

Contractors engaged in rigging activities must have proof of training and be authorized as a competent rigger by the contractor company. Training documents must be on-site before start of rigging operations.

6.23 Welding, Cutting and Compressed Gas Cylinders

OSHA: 29 CFR 1926 Subpart J

The Contractor is responsible for compliance with OSHA regulations set forth at 29 CFR 1926 Subpart J. Hot work permits are required for all welding and cutting operations, other than those occurring in designated areas suited for that purpose. Some greenfield sites may be exempt from hot work permit requirements. Site-specific requirements will determine the locations of exempt areas.

- Proper ventilation should be maintained during all welding and cutting operations. If conditions limit the use of local or general ventilation, proper personal respiratory protection must be worn when the exposure is at or above OSHA PEL's.
- Cutting or repair welding of closed containers requires extreme caution. Before such work, the containers must be thoroughly steam-cleaned or filled with water or an inert gas. Such work must not proceed until the proper Owner authorizations are given.

Each Contractor and sub-contractor must maintain proper cylinder storage, maintenance, use and overall compliance with OSHA standards.

- Compressed gas cylinders must be secured in an upright position at all times. ADM must approve the location of cylinder storage areas.
- Cylinders must be secured by the use of non-flammable materials such as chains or cables.

- Cylinders must be labeled as to the nature of their contents and must be identified as such to the Owner/Contractor.

6.24 Steel Erection

OSHA: 29 CFR 1926 Subpart R

The Contractor is responsible for compliance with OSHA regulations set forth at 29 CFR 1926 Subpart R. An erection plan will be created and approved before commencement of steel erection work. This plan will include, at a minimum, a description of the means and methods that will be used to protect employees and others who may be in the area from hazards associated with the storage, handling and placement of structural steel. All controlling Contractor documents must be signed before start of project, and a copy of the documents provided to the ADM project manager.

Containers must be provided for storing or carrying bolts or rivets. When bolts, drift pins or rivet heads are being removed, a means must be provided to prevent accidental displacement.

During the final placing of solid web structural members, the load must not be released from the hoisting line until the members are secured with not less than two bolts, or equivalent, at each connection.

Contractors must not allow any of its employees to walk the steel without appropriate fall protection. Contractor's employees must be tied off while moving on beams. Two lanyards may be needed to ensure 100 percent tie-off.

Christmas Treeing (multiple beam lift) may be approved based on the ADM site requirements.

6.25 Scaffolds

OSHA: 29 CFR 1926 Subpart L

The Contractor is responsible for compliance with OSHA regulations set forth at 29 CFR 1926 Subpart L and applicable OSHA fall protection regulations. Personnel, while working at an elevated position, must be provided with adequate protection from falls by Contractor. All employees utilizing scaffold must be trained, and each Contractor and sub-contractor must meet ADM Fall Protection program requirements.

A proper scaffold inspection and tagging system must be maintained and made available to Owner upon request. Scaffolding must be inspected before each use. A competent person must inspect daily.

Contractor's employees working swing stages, boatswain chair, floats, suspended scaffolds, needle beam scaffolds or similar, must wear a full-body harness with lanyards attached to an independent lifeline.

Absolutely no free-standing scaffolding that is more than four times the minimum base in height must be erected on ADM property without a professional engineer's approval.

All vehicle-mounted elevating and rotating work platforms must meet the design construction test specifications for the American National Standard Institute for Vehicle-Mounted Elevating and Rotating Work platforms, ANSI 92.2. Such units are subject to inspection by the Owner Representative.

6.26 Ladders

OSHA: 29 CFR 1926 Subpart X

The Contractor is responsible for compliance with OSHA regulations set forth at 29 CFR 1926 Subpart X. When the work requires the use of a ladder, the Contractor must observe and enforce all manufacturers' rules and applicable regulations for the specific ladder in use.

Ladders must be inspected for defects before use, and defective ladders must be taken out of service and not used. Each ladder must have manufacturer's label intact; manufacturer labels must not be painted over.

Metal or conductive ladders are prohibited for electrical work. Otherwise, only wood, non-conductive or fiberglass ladders that have been approved by the ADM site are permitted to be used by Contractors.

Each Contractor must conduct training in compliance with 29 CFR 1926.106 for all affected employees on ladder and stairway safety requirements.

6.27 Hand and Power Tools

OSHA: 29 CFR 1926 Subpart I

The Contractor is responsible for compliance with OSHA regulations set forth at 29 CFR 1926 Subpart I. All hand and power tools, whether furnished by the Contractor's employee or the Contractor, must be maintained in a safe condition.

- Contractors must not issue nor permit the use of unsafe hand or power tools. Use of homemade tools is not allowed unless Contractor can show proof of engineering or rating, and unless such tools have been approved by an authorized ADM representative.
- Only properly trained Contractor's employees must operate powder-actuated tools. Certification records, employee certification cards or equivalent certification documentation must be maintained by the Contractor for each of its employees using powder-actuated tools during performance of the work.
- All grinding machines must conform to OSHA and ANSI requirements and must be equipped with the required guarding or shielding.
- Cords, leads and hoses must be kept at least 7 feet off the ground or at a height necessary to be protected from traffic, water or product spills, or tripping hazards. Cords, leads and hoses must not be draped over electrical components or other plant control system.

6.28 Environmental Requirements

The purpose of this document is not to address environmental requirements in detail, but rather to ensure awareness of the Contractor's obligations toward environmental compliance and protection while working for ADM.

The Contractor must be knowledgeable of and comply with all applicable environmental laws, rules and regulations including, but not limited to regulated materials, hazardous substances or wastes, under its control or associated with its activities. Additional information and requirements are found in the site-specific Environmental Management System (EMS).