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CONTRACTOR  
SAFETY, HYGIENE, ENVIRONMENTAL,  
AND SECURITY REGULATIONS

ALLIANT TECHSYSTEMS INC.  
TACTICAL PROPULSION AND CONTROLS  
55 THIOKOL ROAD, ELKTON, MD 21921 (410) 392-1000

A. GENERAL PROCEDURES

1. These regulations cover the required safety, hygiene, environmental, and security procedures and rules for contractors, subcontractors, independent contractors, temporary employees, vendors, and suppliers working on-site and on behalf of Alliant Techsystems Inc., Tactical Propulsion and Controls, Elkton Operations. Strict compliance is required at all times to protect both the contractor and Elkton Operations employees. Repeated infractions or violations will result in work stoppage. This training must be conducted annually.
2. All equipment, procedures, and working conditions under the control of the contractor must conform with current Occupational Safety and Health Administration (OSHA) standards, Title 29, Subpart 1926/1910, "Safety Standards," and Maryland state OSHA standards. In addition, the contractor must comply with all applicable federal, state, and local Environmental Protection Agency (EPA) regulations and with Elkton Operations safety procedures.
3. All safety equipment required to perform the contractual work must be supplied by the contractor. Safety equipment to be supplied by the contractor includes but is not limited to the following items:

Respirators	Flashers	Lighting
Hard hats	Barricades	Safety cans
Safety glasses	Face shields	Ventilation blowers
Fire extinguishers	Protective clothing	Hearing protection
Safety tape	Safety harnesses	Safety shoes
Detour signs	Gloves	Confined-space certification
Goggles	Environmental monitoring	and confined-space rescue
Ladders	equipment	equipment
Harnesses	Fall protection equipment	
	and certification	

Only under exceptional circumstances will any of the above be loaned to a contractor. Safety equipment loans must be approved by the Safety, Health, and Environmental department manager.

4. The contractor is responsible for complying with Maryland Occupational Safety and Health Administration (MOSHA) Article 89, Hazard Communications Program, including proper training, labeling, and possession of material safety data sheets for hazardous chemical use. Elkton Operations requires material safety data sheets on all hazardous materials stored or used on-site.
5. The contractor is responsible for complying with the OSHA 1926.500 "Fall Protection" standard. The contractor, at a minimum, must have awareness training on fall protection if working at heights of 6 feet and above.

6. At the time of site inspection, the Elkton Operations representative will review all safety requirements and specific job requirements with all bidders.
7. Before the start of the contractual work, the contractor field supervisor, work crew, and/or subcontractor will be briefed on the contractor safety, hygiene, environmental, and security regulations. Any questions during the briefing will be addressed by the Elkton Operations representative assigned to the job. The contractor field supervisor will then review all safety requirements with his or her work crew and any subsequent subcontractors used for the job. The contractor field supervisor and crew members will acknowledge by signature on the Contractor Safety Review form (page 8) that they have been briefed, understand, and will comply with the Elkton Operations contractor safety, hygiene, environmental, and security regulations. Additional personnel brought onto the job by the contractor will also require briefing and will acknowledge by signature that they understand these procedures and will comply with them.
8. During the job, safety inspections may be made of work in progress. Violations of any rule or practice will be reported to the contractor field supervisor for immediate correction. A serious safety violation can result in immediate work stoppage until the violation is corrected. If repeated safety violations occur, the contract will be terminated, the contractor employees involved will be escorted out of the plant, or both.

B. SAFETY/INDUSTRIAL HYGIENE

1. Respirators and protective clothing, including but not limited to safety glasses and safety shoes, will be worn in areas designated in the scope of work or where required because of posted signs or warnings. Respirators and respirator cartridges will be provided by the contractor for his or her employees or subcontractors.
2. Hearing protection is required in areas so marked.
3. Good fire prevention and protection practices will be followed at all times, including prompt cleanup of flammable or combustible material and availability of fire extinguishers and water hoses, where required. All fires and emergencies must be reported immediately to extension 1200. The Elkton Operations representative must also be informed immediately and a written incident report submitted to the Safety, Health, and Environmental department within 24 hours.
4. All work in the plant, including burning or welding, requires the completion of a Hazardous Area Work and Flame Permit (F91079). This permit will be completed by the Elkton Operations representative and must be displayed at the job site.
5. An Elkton Operations Confined-Space Entry Permit (F91181) must be completed and displayed at the work site before entry into a confined space (i.e., sewer vaults, tanks, vessels, pits, etc.). Elkton Operations confined-space areas are identified by signs posted near area entrances. Any questions in determining a confined-space area should be directed to the Safety, Health, and Environmental department. The

Confined-Space Entry Permit will be completed by a confined-space rescue team member. Confined-space entry is permitted to trained contractor personnel only, with proof of training provided to Elkton Operations.

6. Any building containing hazardous materials or operations is marked with a hazard symbol indicating the types of materials used or stored in that building. Contractor vehicles cannot be parked closer than 50 feet to a symbolized building unless all hazardous materials have been cleared from the building and Elkton Operations approval has been granted. The building symbols and associated hazards are as follows:



Mass detonation hazard



Detonation and fragment hazard



Mass fire hazard



Flammable materials

Contract personnel are not permitted to enter a symbolized building, other than where the contractual work is being performed, without an Elkton Operations escort.

7. Vehicles, forklifts, and electric golf carts carrying explosives (indicated by EXPLOSIVES signs on the sides, front, and back of the vehicle, as well as by a flashing red light, emergency flashers, and headlights on) have the right-of-way on all plant roads.

When meeting explosive-carrying vehicles, drivers are to pull to the right-hand side of the road and stop until the explosive-carrying vehicle has passed. The motor can be left running. When going in the same direction as an explosive-carrying vehicle, drivers may not pass and must maintain a minimum distance of 50 feet.

All traffic signs, safety signs, and road barriers must be obeyed at all times.

8. Building warning lights must be observed and adhered to at all times. A red flashing warning light indicates that a hazardous operation is in progress and no one may enter the building. A yellow flashing light indicates that hazardous material is being used or is being stored in the building and no one may enter without the building supervisor's permission.
9. All incidents and injuries must be reported immediately to the Elkton Operations representative and a written incident report submitted to the Safety, Health, and Environmental department within 24 hours of the incident/injury. The plant dispensary is located in Building A-63. A nurse is on duty from 7:00 a.m. to 4:00 p.m., Monday through Thursday; at all other times, Safety, Health, and Environmental department personnel or the security guard will render assistance and will contact pertinent Elkton Operations personnel or call for emergency assistance. The department, when directly involved, will write an incident report and submit it to the

Safety, Health, and Environmental department. Elkton Operations must maintain a log of all contractor illnesses and injuries related to the contract.

10. Smoking is permitted in personal or contractor vehicles in designated parking lots only, subject to the requirements of the contractor and under the direction of the Elkton Operations representative. Matches and lighters are prohibited.
11. Vehicle permits for access to hazardous areas must be obtained from the guard gate (A-17), when required. Postings at the entrance to hazardous areas state that private vehicles are prohibited.
12. The contractor shall inform the Elkton Operations representative of any hazards found during the contractor's work.
13. Before any excavation, core drilling, or surface penetration can occur, a properly executed Digging Permit must be obtained from Plant Engineering. Designated Plant Engineering personnel will review all requests. The requester, location supervisor, Plant Engineering, and the Safety, Health, and Environmental department will approve and sign off on each permit. Procedures for shoring, sloping, and personnel protection in excavations and trenches are to be followed in accordance with Title 29, Code of Federal Regulations (CFR), Part 1926, construction standards.
14. Contractor personnel must wear shirts and long pants at all times when working on-site.

C. CELL PHONES AND TWO-WAY RADIOS

1. Transmitting on two-way radios and cell phones with two-way radio features is strictly prohibited. Two-way radios must be turned off in vehicles entering Elkton Operations property.
2. Upon entering the plant area, contractor personnel must turn off their cell phones so that incoming calls cannot be received. Cell phones may not be used in most buildings in A, C, D, and H areas for safety reasons. Most buildings are posted with a sign that states the following: "Warning, Electroexplosive Device, No 2-Way Radio Transmitters Permitted in This Facility," or "Cell Phone Restricted Area." It is for this reason that the phones must be turned off. A caller in our hazardous area may use his or her cell phone to call out once he or she is parked in a designated or transient parking area.

D. HOUSEKEEPING AND CLEANUP

1. Good housekeeping must be maintained at all times, with daily cleanup and frequent removal of debris, excess material, and equipment. Combustible material and flammable material must be removed on a daily basis. Material is to be stored in a designated area, and only material currently being used will be on the job site. All equipment must be stored in a designated area at the end of each day's work. All hazardous debris must be placed in a location approved by the environmental engineer or the Safety, Health, and Environmental department.
2. No material or equipment should obstruct any building exit route, road, or walkway.
3. All hoses, welding leads, electrical cables, etc., must not obstruct or lie in pedestrian walkways or building exit routes.
4. All contractor equipment, material, trailers, etc., will be removed from the plant within 3 working days after job completion.

E. ENVIRONMENTAL REGULATIONS

1. All state and federal environmental regulations will be strictly followed. Any violation or potential violation must be reported immediately to the Elkton Operations representative. The Elkton Operations representative will monitor environmentally related activities, as required by Government regulations and Elkton Operations policy.
2. No solvents, paints, oil, grease, gasoline, or other petroleum products or chemicals (solid or liquid) will be discharged on the ground, into a sewer, or into any waterway.
3. When any asbestos or asbestos-containing product is handled, federal, state, and local regulations must be strictly followed. Any hazardous debris awaiting removal from the plant must be placed in an approved location.
4. No open flames are permitted under any circumstances without a Hazardous Area Work and Flame Permit (F91079).
5. The disposal of all waste, hazardous and nonhazardous, must be in compliance with federal, state, and local regulations.
6. Contractor personnel must comply with the attached Energy Conservation and Pollution Prevention directive (page 7).

F. SECURITY

1. All contractor personnel entering the Elkton Operations facility will be issued a Vendor/Contractor Escort Required badge by the security guard and will not go to the job site until escorted by the Elkton Operations representative. The Elkton Operations representative will escort contractors to and from the work site. Contractor personnel may not be left on-site after normal working hours without an escort unless prior arrangements have been made with Security.
2. Security will only allow contractors into the plant that have a signed Hazardous Area Work and Flame Permit. This permit must have the contractor's insurance information and training documented and approved by the Safety, Health, and Environmental department. All others will not be admitted to the plant.
3. Contractors will wear a badge on an outer garment in the vicinity of the chest area at all times while working at Elkton Operations. Badges are not transferable and must not be loaned, exchanged, mutilated, or altered in any way. When a contractor is performing work in a hazardous operations building at Elkton Operations, the contractor shall comply with our badge board policy. The Elkton Operations representative is responsible for training all contractors and subcontractors on the use of our badge boards. Contractors will place their badges on the badge board that is designated for the hazardous operations building they are assigned to work.
4. Vendors/contractors leaving the plant will turn in their badges to the security guard.
5. Contractor personnel working in remote areas of the plant who have been issued a No Escort Required badge are responsible for their employees and must use designated routes of travel to and from their work sites. While at the work site, personnel must confine their movements to the immediate work area and will not be permitted outside the work area without being escorted either by the contractor wearing a No Escort Required badge or by an Elkton Operations employee.
6. The Elkton Operations representative will inform the local building supervisor when contractor personnel are scheduled to work in employee-populated areas while wearing Escort Required badges. Supervisors will inform employees of this situation so that the employees can keep an eye on these contractors within their work area.
7. Possession of photographic equipment, recording devices, firearms, weapons of any kind, matches, lighters, intoxicants, or hallucinogenic drugs, or being under the influence of any alcoholic beverage or illegal drug anywhere on Elkton Operations property, is prohibited. This includes cell phones with cameras.
8. Use of legally prescribed medication that impairs awareness/alertness/judgment while on Elkton Operations property is prohibited.



August 13, 2009

### **Energy Conservation and Pollution Prevention Directive**

The senior leadership of Alliant Techsystems Inc., Tactical Propulsion and Controls, Elkton Operations, is committed to producing products and services for our customers in an environmentally responsible manner. Energy conservation and pollution prevention are two of our principles for implementing our commitment to the environment.

The senior leadership expects all employees and contractors to take the following actions to conserve energy and prevent pollution.

- Turn off lights and equipment when not in use and at the end of the day. Mercury, sodium vapor, metal halide, or any high-intensity-discharge (HID) lamps should be turned off in areas that will not be used for more than 45 minutes and at the end of the day.
- Close building openings such as doors and windows as much as is reasonable to allow the building heating and cooling systems to operate efficiently.
- Dress appropriately for the conditions so that thermostats can be set at more energy-efficient levels.
- Schedule cures and high-energy users to avoid peak loads, whenever possible.
- Turn off unattended vehicles and reduce vehicle warm-up times.
- Plan your trips better to minimize vehicle use, and consider carpooling.
- Drive smoothly – no fast starts or stops.
- Be aware of utility lines, systems, and equipment in your work areas. Report problems and leaks immediately.
- Eliminate or reduce the use of toxic substances, whenever possible.
- Reduce the generation of wastes at the source; when waste cannot be avoided, we are committed to reuse and recycling.

Being better stewards of the environment and preserving our limited natural resources will help leave something for future generations.

A handwritten signature in black ink, appearing to read 'D. W. Walstrum', with a stylized flourish at the end.

Dennis W. Walstrum  
Vice President, Elkton Operations

