



BORAL NORTH AMERICA

Contractor Safety Guidelines



Boral publishes these contractor safety guidelines to emphasize that the safety and well being of contractors working for Boral is just as important to our business as the safety and well being of our own employees. While on a Boral site, a contractor’s safety and health management will be reviewed in a proactive manner with the same vigor as we lead and manage our employees.

The information provided herein applies to you as a contractor, all of your employees, and all of your sub- contractors and their employees. It is mandatory that you read and follow the requirements of this document as well as comply with all Federal, State, and local safety regulations. The information in this document is established to help ensure the protection of personnel and property and is not intended to supersede any Federal, State, or local codes; nor is it meant to replace any existing contractor safety policies/procedures.

It is imperative that you as a contractor understand that the safety and health of your employees is solely your responsibility as a contractor. This employee/employer responsibility cannot be delegated to others, nor shall it be assumed that Boral in any way accepts this responsibility for you.

As an authorized representative of _____, I acknowledge the receipt of the Boral Contractor Safety Guidelines and understand the requirements thereof. I further understand that it is my sole responsibility to disseminate this information to my employees and lower-tier subcontractors.

Signature (Contractor Representative)

Date

Signature (Boral Representative)

Date



1.0 PURPOSE

To establish a mechanism to promote a safe working environment for Contractors working on Boral property

2.0 SCOPE

The requirements of this document apply to all Contractors, Subcontractors, and their representatives working on Boral property. Any temporary exemptions or modifications to these minimum standards must be in writing and must have joint prior approval of both the Boral Divisional Project Coordinator and the Boral Divisional Safety and Health Manager.

3.0 DEFINITIONS

Contractor - a sole trader, corporation, partnership, or company apart from a “pay as you earn” employee at Boral, including sub-contractors (and employees thereof) or agents that are NOT Boral employees, who are engaged by Boral to perform work for or provide a service to Boral at any of its locations, vehicles, sites, or offices.

Contractor Employees - Individuals who are not directly employed by Boral, but are employed for the activities of contractors or subcontractors.

Boral Divisional Project Coordinator - Boral divisional employee designated as being responsible for the activities of Contractors working at the facility. Responsibilities of a Boral Divisional Project Coordinator include, but not limited to:

- Provide or arrange a site orientation briefing for the Contractor Site Safety Representative regarding environmental health & safety requirements specific to the location.
- Inform Contractor Site Safety Representative of presence of toxic or hazardous chemicals and provides Safety Data Sheets (SDS) as requested.
- Coordinate appropriate safety procedures, e.g. lockout/tagout, hot work permits, access to restricted areas, etc. with Contractor Site Safety Representative.
- Perform general review of Contractor activities to document adherence with applicable EH&S requirements. All noted deviations from site requirements by Contractor personnel are reported directly to Contractor Site Safety Representative for correction.
- Maintain copies of all documentation submitted by each Contractor related to approval, orientation and review of onsite work



Subcontractor - is a sole trader, corporation, partnership, company, or agent that is apart from a “pay as you earn” employee at Boral who is hired by a “contractor” (see above) to perform work for, or provide a service to, the “contractor”. Subcontractors are under the direct responsibility of the “contractor” for all activities.

4.0 REQUIREMENTS

4.1 Introduction

- 4.1.1 Boral believes that the safety and health of all personnel working in or on Boral property is important. To this end, Boral has adopted and implemented policies and procedures so that all personnel can benefit from safe and healthy working conditions and practices.
- 4.1.2 These Contractor Safety Guidelines are designed as minimum requirements. The Contractor shall take any additional precautions necessary to prevent injury or death to persons or damage to property. These guidelines are to be considered as an addition to any safety rules or practices of the Contractor. The Contractor must conduct his work so as not to jeopardize the safety of any Boral employees or employees of any other Contractor, Subcontractor, or visiting personnel.
- 4.1.3 Contractor shall comply with these guidelines in the performance of its work on Boral properties or at sites that are controlled by Boral. These guidelines shall also fully apply to all Contractors, Subcontractors and their employees.
- 4.1.4 During selection of Contractor companies, consideration will be given to the Contractor’s safety performance and accident prevention program.
- 4.1.5 Contractor also must comply with all applicable Boral safety policies and procedures, including requirements regarding hot work, lockout/tagout, and confined spaces, and working from elevated surfaces.

4.2 Pre-Work Requirements

- 4.2.1 Contractor shall not start work until authorized by the Boral Divisional Project Coordinator or designee.
- 4.2.2 Contractor shall designate a member of the contractor’s on-site organization responsible for safety performance. This person shall be the contractor’s superintendent, or equivalent, unless otherwise designated by the contractor in writing to Boral.



- 4.2.3 Contractor shall only use employees adequately trained to accomplish the identified scope of work. All training required by the Occupational Safety and Health Administration (OSHA) and/or other governmental agencies is the sole responsibility of the contractor.
- 4.2.4 Contractor equipment brought onto Boral property shall be in safe operating condition and must meet the required regulations for the assigned task. Contractors shall be responsible for the inspection and safe operation of their equipment.
- 4.2.5 Contractor has the responsibility to provide emergency medical care and emergency transportation for their employees. Necessary arrangements are the responsibility of the contractor prior to commencing work.

4.3 Safe Work Requirements

- 4.3.1 Contractor supervisory personnel shall ensure that all safety procedures are understood and followed. Contractor supervisory personnel shall, at all times, set a good safety example.

4.3.2 Scope of Work

- 4.3.2.1 Contractor shall not perform any of the following jobs without the specific permission of the Boral Divisional Project Coordinator. Contractor should be aware that some of these operations require specific written approval.

- Make repairs or changes to existing equipment
- Operate any valve, switch, or instrument control device
- Connect into existing pipelines
- Connect into existing sewers
- Connect in existing electrical system or electrically operated equipment
- Enter any closed vessel, tank, container, pit, excavations, or other confined space
- Use company pipelines, electrical conduits, handrails, or structures as supports for loads, ladders, or scaffolds
- Use company pipe stanchions or other equipment for attaching blocks, lines, or other services which apply loads on the equipment
- Install guy lines across electrical lines
- Operate cranes or derricks near electrical lines



- Dig excavations
 - Operate electrical equipment without grounding or GFCI protection
 - Move suspended loads without securing load to prevent swinging
 - Conduct welding or burning without a hot work permit
- 4.3.2.2 Contractor employees shall not enter any area, other than where assigned work is being performed, without permission from the Boral Divisional Project Coordinator.
- 4.3.2.3 Contractor personnel shall not operate any Boral equipment or machinery without approval from the Boral Divisional Project Coordinator. Training, or proof of training, may be required prior to using any Boral equipment.
- 4.3.2.4 Contractor shall not operate any valves, switches, or other control devices without prior approval from Boral supervision. Authorization must be received prior to using any utility service (electricity, water, air, gas or other).
- 4.3.2.5 Contractor shall not tie into any line, pipe, or equipment without prior specific approval of the Boral Divisional Project Coordinator or designee.
- 4.3.2.6 Contractor shall not open or tie into any sewer system without specific prior approval.
- 4.3.2.7 Under no circumstances shall contractor work on, adjacent to, or connect into any Boral electrical systems without securing prior written approval from the Boral Divisional Project Coordinator. Work on electrical systems must be conducted in accordance with lockout/tagout and permit procedures.
- 4.3.2.8 Contractor shall not perform any work involving the use of ionizing radiation without authorization from the Boral Divisional Project Coordinator or his designee.
- 4.3.2.9 Contractor shall not gain access to rooftops or the top of silo structures without specific prior approval of the Boral Divisional Project Coordinator.



4.3.4 Hot Work

- 4.3.4.1 “Hot Work” is defined as any work requiring the use of burning or welding equipment, brazing equipment, explosives, open fires or flames, portable grinders, internal combustion engines, soldering irons, use of non-explosion proof lights, sandblasting, explosive-activated tools, electrically operated heat producing devices, or any other flame or spark producing device.
- 4.3.4.2 Contractor shall not conduct any hot work activity without securing a properly authorized hot work permit from the Boral Divisional Project Coordinator, and Contractors must comply with the requirements set forth on the hot work permit and in the Boral Hot Work Policy.
- 4.3.4.3 Issuing a hot work permit does not authorize smoking in a designated non-smoking area.
- 4.3.4.4 Contractor personnel shall watch for any change in conditions that might result in increased hot work activity hazards, and shall immediately cease the hot work activity if known or suspected conditions exist that are not controlled by the specifications on the hot work permit. All hot work shall stop immediately when the plant emergency alarm is activated.

4.3.5 Confined Space

- 4.3.5.1 No Contractor shall enter or perform work in confined spaces without the express permission by the Boral Divisional Project Coordinator, and each Contractor must comply with the Boral Confined Space Policy.
- 4.3.5.2 “Confined Space” means a space that is large enough for an employee to enter, has limited means of entry or exit and is not designed for continuous occupancy.
- 4.3.5.3 Contractor working inside or on confined spaces must ensure that the requirements on the confined space permit have been completed and are followed.

4.3.6 Lockout/Tagout

- 4.3.6.1 Lockout/tagout procedures must be implemented for the servicing and maintenance of machines, equipment, or piping in which the



unexpected energization or start up of the machines or equipment, or release of stored energy could cause injury.

4.3.6.2 Express permission from the Boral Divisional Project Coordinator is required before service or performing maintenance on equipment, machinery or piping.

4.3.6.3 Where lockout/tagout procedures apply, the Boral Divisional Project Coordinator and the Contractor shall inform each other of their respective lockout/tagout procedures, and Contractor shall understand and comply with the restrictions and prohibitions of the Boral Lockout/Tagout Policy if the Boral policy is equivalent or more stringent than the Contractor's policy.

4.3.7 Hazard Communication

4.3.7.1 The Boral Divisional Project Coordinator shall provide each Contractor with information pertaining to any known or potential hazards, such as fire, explosion or toxic releases that the Contractor or its employees may expect to encounter in performance of work.

4.3.7.2 Safety Data Sheets (SDS) regarding materials that could be encountered are available upon request.

4.3.7.3 Contractor shall submit a Safety Data Sheet (SDS) for approval prior to any hazardous materials being brought on to a Boral site. Safety Data Sheets shall be maintained by the Contractor and be made available upon request.

4.3.8 Working at Heights and Elevated Surfaces

4.3.8.1 Contractor(s) working on elevated surfaces where an exposure of a fall four feet or more shall install a fall protection system (i.e. guardrails, safety nets, etc.) and/or personal fall arrest systems (i.e. full-body harnesses, lanyards, lifelines, anchorage points, etc.) before work begins.

4.3.8.2 Equipment that raises contract workers above the ground (i.e. scissor lifts, powered platforms, order pickers, etc.) shall have appropriate fall protection systems and/or fall arrest systems available to workers.



- 4.3.8.3 Contractor(s) using powered platform equipment must also use a personal fall arrest system and be properly attached to an appropriate anchorage point on the powered platform unit while in use.
- 4.3.8.4 Contractor(s) using powered platform equipment (scissor lifts, boom lifts, etc.) shall provide a second operator to assist from the ground and remain onsite and vigilant in case of malfunction, emergency, etc. while person is in platform equipment. The second operator must also be trained in the safe operation of the equipment in use.
- 4.3.8.5 Scaffolding and other erected platforms and working surfaces shall have appropriate fall protection systems.
- 4.3.8.6 The use of a body belt (single belt that goes around the waist) and lanyard system as fall protection is not permitted. However, this body belt may be used as a positioning device to help balance an individual.

- 4.3.9 Contractor shall not operate any metal wheeled equipment without adequate protection for the street pavement.
- 4.3.10 Contractor shall properly secure, transport, and use compressed gas cylinders.
Cylinders not in use must be capped.
- 4.3.11 Contractor shall not use plant air for cleaning lines or sewers, for breathing purposes, or for blowing/cleaning off clothing being worn.
- 4.3.12 Contractor shall fuel vehicles from pump and hose, or from approved safety cans.
- 4.3.13 Contractor will provide all signs, posters, warning lights, barricades, and other devices/equipment necessary for any special situations or temporary hazards created by the Contractor's work activity.
- 4.3.14 Contractor shall guard or place appropriate barricades around temporary openings in floor, temporary impairments to handrails, stairways, or walkways. Existing machinery or equipment guards shall not be modified or altered.
- 4.3.15 Contractor shall be responsible to maintain a fire prevention program specific to the work being done. This is to include identification and control of potential ignition sources, temporary fuel supply situations, electrical wiring practices, and portable fire extinguishers (and their inspection and maintenance). Any Boral fire



and emergency response equipment shall not be used for non-emergency activities and shall not be impaired (restricted access) by Contractor's work activity.

- 4.3.16 Contractor shall not attach or apply any physical load or strain on any existing structure (pipe bridge, building, etc.) without prior review and approval from the Boral Divisional Project Coordinator. No existing guy wire or anchor may be disturbed or used without permission.
- 4.3.17 If and when it is necessary for a Contractor to operate cranes or lifting operations within 13 feet of the vicinity of energized electrical lines, the Contractor shall review the hazards and precautions with the Boral Divisional Project Coordinator and his representatives to determine whether the lines can be de-energized. If the lines are to remain energized, the Contractor is responsible to install suitable guards to prevent an electrical arc or accidental circuit condition.
- 4.3.18 All excavations made by the Contractor shall be adequately protected to prevent sloughing of earth, by shoring, sloping, or other accepted engineering practices and shall be protected against personnel and/or machinery from slipping or falling into the excavation. Open excavations shall be covered or otherwise protected before leaving the job site at the end of a shift or job.
- 4.3.19 All Contractor suspended loads shall be secured from swinging.
- 4.3.20 Contractor shall not construct or place any obstructions closer than 8 feet from any railroad without specific prior authorization from the Boral Divisional Project Coordinator.
- 4.3.21 If an accident, injury, or near-miss occurs, the Contractor is responsible for: 1) immediately notifying the Boral Divisional Project Coordinator, 2) appropriately treating the injured employee immediately, 3) conducting an investigation to determine the root cause of the accident, 4) identifying preventive action recommendations, and 5) submitting a report to the Boral Divisional Project Coordinator.
- 4.3.22 Contractor shall immediately notify the Boral Divisional Project Coordinator of any damages to Boral property.
- 4.3.23 Contractor shall provide and require the use of personal protective equipment for their employees in accordance with OSHA standards and Boral site policies. Protective equipment which may be required on Boral property include: hard hats, safety glasses, hearing protection, fall protection and safety shoes. Safety shoes are mandatory for all personnel working at Boral a location. The Boral Divisional



Project Coordinator should be consulted for the personal protective requirements of specific areas within the facility.

- 4.3.24 Smoking is allowed only in designated areas. If in doubt, check with the Boral Divisional Project Coordinator to determine areas where smoking is permitted. Issuing a flame or hot work permit does not automatically authorize smoking in a designated non-smoking area.

4.4 Vehicle Safety

- 4.4.1 All motor vehicles shall be in safe operating condition, and shall not be operated with defective brakes or controls.
- 4.4.2 All posted traffic control signs and warnings must be obeyed.
- 4.4.3 Passengers - The driver of the vehicle is responsible to prohibit any passengers from riding on running boards, fenders, bumpers, hoods (bonnets) and tops of vehicles. Passengers are not allowed to ride in the buckets of front end loaders, on the load forks or pallets of forklifts, or in other locations not specifically designed for passenger personnel. Passengers are not to board or dismount unless the vehicle is stopped.
- 4.4.4 Forklifts, cranes, and special lifting motorized self-propelled equipment shall only be operated by trained personnel and only with authorization from the Contractor's supervisor.
- 4.4.5 Contractor shall not block any street, roadway, or emergency exit without permission from the Boral Divisional Project Coordinator or his designee.
- 4.4.6 All movement of Contractor's trailer-type equipment shall be done using a properly approved hitch.
- 4.4.7 Seat belts must be worn as required.

4.5 Housekeeping

Contractors shall, at all times, keep job site (and adjoining premises, driveways, walkways) clean and free from accumulated debris, trash, and rubbish. Working and walking surfaces must be kept in a safe condition. Protruding nails in boards shall be bent down or otherwise guarded. At the conclusion of the job, Contractors are responsible to remove all remaining materials, supplies, and trash and leave the area safe, clean and ready for use.



4.6 Personal Protective Equipment (PPE)

Hard Hats (or Bump Caps in certain designated locations), Safety Glasses, and Steel Toed Safety Shoes are required in all Boral facilities (with the exception of offices, sales showrooms, and designated areas of chemical laboratories (hard hat/bump cap exception only)). Additional PPE such as hearing protection and respirators may be required in certain areas. Local plant management will provide plant specific PPE requirements.

4.7 Loose Fitting Items, Long Hair and Jewelry

The use and/or wearing of certain types of loose clothing, long hair, and/or jewelry are restricted at all Boral sites.

4.7.1 Loose Fitting Items and Long Hair - Loose clothing or unrestrained long hair (including facial hair) that could become entangled in machinery or moving equipment are not permitted in any Boral manufacturing sites. Such clothing includes, but is not limited to: unbuttoned loose sleeves, neckties, scarfs, lapels, loose cuffs, hooded clothing/jackets/sweatshirts/rain gear, unfastened safety vests, any clothing with exposed tie strings. Collar length, or longer, hair shall be contained. Long facial hair shall also be contained to prevent entanglement in moving equipment.

4.7.2 Jewelry - Individuals, other than those working in an office environment, shall not wear any type of jewelry that hangs loosely away from your body such as: long necklaces, earrings (other than stud earrings), loose fitting bracelets or watches.

4.8 Enforcement

4.8.1 Where it is apparent that Contractor employees are not following prescribed plant safety regulations, policies, or procedures, the designated Boral Divisional Project Coordinator will take the necessary action to ensure that safe work conditions are maintained. Primary responsibility for Contractor safety performance remains with the Contractor's supervision.

4.8.2 A disregard for Boral safety and health requirements may cause a Contractor to be immediately removed from the site and prohibit the Contractor from obtaining future work on any Boral properties.



4.9 Employee Training

4.9.1 Contractor employees shall be adequately trained for the work to be done prior to starting work. All training and/or certifications required by OSHA and/or other agencies are the sole responsibility of the Contractor.

4.9.2 Contractor shall instruct his employees on the safety requirements contained in this document prior to starting work on Boral property.

5.0 CONTRACTOR MANAGEMENT RESPONSIBILITIES

5.1 Ensure that contract employees understand and adhere to established safe work practices.

5.2 Report any unsafe conditions or potential hazards observed in the work area to appropriate
Boral Divisional Project Coordinator.

5.3 Notify Boral Divisional Project Coordinator of any unique hazards presented by their work or of any hazards found during the course of their activities.

5.4 Ensure Contractor employees are informed of all applicable safe work procedures (permits, lockout/tagouts, smoking, vehicles, etc.) for the area where they are to be working, and are informed of unique or unusual hazards associated with the job that is to be performed.

5.5 Notify Contractor's employees, Subcontractors and employees of the subcontractors of the provisions of this document and shall ensure compliance with these regulations by all parties.

5.6 Contractor shall not allow any persons to begin work inside the plant until notification of these regulations has been given to them.

6.0 RECORDS

6.1 Contractor shall maintain records of all safety inspections, incident investigations, or audits, conducted by the Contractor on the job being worked.

6.2 If requested, Contractor shall submit documentation of training program for Contractor's employees to the Boral Divisional Project Coordinator.



7.0 DRUG AND ALCOHOL POLICY

- 7.1 At no time shall a Contractor allow any of Contractor's workers, Subcontractors, or employees of the subcontractors onto a Boral site who are under the influence of an illegal substance or who are impaired by alcohol. This policy must be strictly enforced.
- 7.2 Any person(s) suspected to be under the influence of an illegal substance or impaired by alcohol must be reported to the Boral Divisional Project Coordinator immediately.
- 7.3 Boral reserves the right to ask a Contractor to remove any personnel from a Boral site who exhibits signs of illegal drug or alcohol impairment.