
 <p>Updated by: John Phillips Effective: 09/27/2010 Scope: HDMC</p>	<p>Work Instruction</p> <p>Safety & Health - Contractor Safety Rules and Practices</p> <p>*** Uncontrolled *** *** DOCUMENT ***</p> <p>Please destroy this document after use</p> <p>Assoc. Policy: QUALITY POLICY-001 Assoc. Procedure: HS2.03 Assoc. Work Instr: YS2.03.637, YS2.03.505, YS2.03.506, YS2.03.510, YS2.03.512, YS2.03.300, YS2.03.639, YS2.03.501, YS2.03.525, YS2.03.504, YS2.03.509, YS2.03.507</p>	 <p>Site: York Dept: Safety Group: All Number: YS2.03.514 Version: 14 Status: Active Legacy Y09ISF016 Number:</p>
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A. Purpose

These work rules and practices have been prepared to guide contractors working at the H-D York Facility. These work rules and practices are not intended to be all inclusive or replace Local, State or Federal Safety Regulations.

B. Scope:

All contractors engaged in performing any type of labor, material or equipment to the H-D York Facility.

C. Definitions

1. Contractor: any person, partnership or corporation which has a contract with H-D York and/or their Contractors to furnish labor, material, or equipment as part of the work. H-D York has defined the following classifications of contractors:
 - a) Escort Required Contractors : are prohibited from entering the York H-D Facility unless accompanied by a H-D Employee
 - b) Grey Badge Contractors: are given access to the facility on a daily basis. These contractors are full-time employees that are permitted campus wide access
 - c) Sign and Go Contractors: are semi-permanent employees that are required to sign in with security prior to being given campus- wide access.
 - d) Construction Contractor: any person, partnership or corporation which has a contract with H-D York and/or their Contractors to furnish labor, material, or equipment as part of the work performed are required to sign in with security prior to being given campus-wide access.
2. Subcontractor: an outside party called upon by a contractor to perform a task, to provide a service. Subcontractor personnel hereafter included in any reference to contractor personnel
3. Contractor Safety Rules and Practices Compliance Agreement: a written agreement between the Contractor and H-D York to ensure these work rules and practices are followed that is located in the back of the Harley-Davidson Motor Company Contractor Safety Rules and Practices Booklet.
4. Contractor Safety Orientation Training Form: the form which is used to document all contractors' employees, who have received the orientation, reviewed and understand the H-D York Contractor Safety Rules and Practices.
5. Project Champion: the H-D Engineer, Supervisor, Manager or H-D Employee who is in charge of the engineering and construction activity or project /task work that is being performed on the H-D York Campus. This person is responsible for coordinating all construction, project or task related activity specific to a agreement. This is the H-D Employee, who has sponsored or requested that you perform work on the H-D York Campus.
6. Imminent Danger: any condition or work practices that exists which could cause death or serious physical harm.

D. Contractor Responsibilities

1. The Contractor assumes and has full responsibility and liability for the safety of its employees and for the compliance of its subcontractors. This guide contains the minimum safety rules and procedures for performance of work by contractors while on the H-D York Campus. The rules and regulations covered are not all inclusive. You must look to your employer for additional safety instructions and standards that apply to you and your job.
2. In addition to complying with H-D work practices, contractors, their employees and subcontractors are responsible for compliance with federal regulations, "OSHA part 1910, Occupational Safety and Health Standards," and part 1926, "Safety and Health Regulations for Construction," as well as all local and state regulations. In any instance where this document conflicts with federal, state or local safety laws, the more stringent law takes precedence.
3. All contractors will submit to the H-D York Project Champion a copy of their written Safety Program and the completed Standardized Contractor Safety Pre-Qualification Form (SCSPF) **(YS2.03.514.01)**.
4. All contractors must be able to furnish their copy of the "Harley-Davidson Motor Company Contractor Safety Rules and Practices Booklet" upon request; failure to do so may result in disciplinary action.
5. Review the Contractor Orientation Presentation with all contractor employed personnel and subcontractor employees that will be working at the H-D York Campus. The "Harley-Davidson Contractor (Supplier) Employee Tracking" Form **(YS2.03.514.02)** shall be used to document this training and forwarded to the H-D York Project Champion prior to performing work on the H-D York Campus. Failure to comply with any of the information contained in this document and/or the Contractor Orientation Presentation will result in the removal of the offending person from the H-D York Campus.
 - a) Signature on Form YS2.03.514.02 is required and indicates the contractor has been trained and informed of environmental requirements pertaining to annual refresher on the ISO 14001 Environmental Management System.
 - b) Contractor/Supplier must review environmental work instruction YS2.03.639 and Waste Disposal Activities work instruction YS2.03.637
 - c) The contractor orientation presentation will be reviewed initially and thereafter annually based on the review date in order for the contractor to be allowed access to the site. If the date of the review exceeds more than one year, upon the return of the contractor, the review will be required to regain access to the site. This review will be tracked in the policy tracker software system.
6. Advise personnel of all known hazards associated with the task to be performed including any hazard information provided by the H-D York Project Champion.
7. Maintain all equipment and tools in safe operating condition.
8. Keep work area free from safety and health hazards.
9. Inform the H-D York Project Champion immediately of any inspection performed by a representative of the Local, State or Federal Government. If a regulatory official intends to come on site Security must be contacted and access granted through Security prior to the official gaining entry to the site.
10. All contractors will need to re-certify their employees on an annual basis.

E. Harley-Davidson Project Champion Responsibilities

1. Will be the primary point of contact between H-D York and the Contractor for the project.
2. Communicate this work instruction to all contractors involved with the project and ensure their employees comply with this work instruction and all other applicable H-D York policies.
3. Schedule a pre-project review with the Safety Department and Department Manager to review the project and identify potential safety issues.
4. Review the Standardized Contractor Safety Pre-Qualification Form (SCSPF) **(YS2.03.514.01)** provided by the Contractor with the H-D York Safety Department Representative(s) prior to permitting the contractor to perform work on the H-D York Campus.
5. Communicate the work being performed to H-D employees in the affected areas of the project.
6. Limit the entry of H-D personnel to contractor work areas to avoid hazards created by the contractor and advise the contractor when it is necessary for H-D personnel to be in the work area.

7. Inform the contractor of the required response of his personnel to emergency signals.
8. Identify connection points for all services such as steam, water, electricity, fall protection anchor points, etc and defining any limitations as to the use of these services.

F. Enforcement

1. It is the responsibility of the contractor to enforce these rules, and ensure that the work is performed in a safe manner.
2. Every H-D employee has a responsibility to ensure that the York Plant functions safely. Therefore, any employee may notify a contractor of violation / safety concern if they observe one. In response, the contractor has an obligation to correct the noted violation. If a contractor fails to respond to an H-D York employee, he may be subject to the disciplinary actions listed below.
3. If a contractor is in violation, such as not wearing safety glasses, any of the following actions may be taken by H-D Management. The exact action taken will depend on the nature and severity of the violation, as well as whether or not it is a repeated violation.
 - a) Verbal warning to the employee, and notification of the job supervisor.
 - b) Written warning to the employee and the job supervisor. Expulsion of the employee from the H-D York Campus.
 - c) Expulsion of the contractor from the premises.
4. Certain offenses maybe severe enough to result in immediate removal of the offender, and include but are not limited to:
 - a) Bringing alcoholic beverages and/or controlled substance on the H-D York Campus
 - b) Suspected of being under the influence of alcohol or a controlled substance
 - c) Possession of firearms or ammunition
 - d) Stealing
 - e) Intentionally disrupting plant operations
 - f) Any form of industrial espionage
 - g) Taking pictures of plant equipment
 - h) Legal action may be taken if deemed appropriate in addition to the above actions

G. General Policies

1. Identification
 - a) All contractor personnel and/or subcontractor personnel must be prepared to identify themselves and their employer to H-D York Security Personnel.
 - b) The Security Department maintains a daily log of Contractor Activity.
 - c) Security or the H-D York Project Champion has the authority to grant or deny access to the H-D York Campus.
2. Facility Access Restrictions
 - a) Contractor and/or subcontractor activity within the facility shall be restricted to the area of work and a direct path between that area and the point of entrance
 - b) No roaming is permitted
 - c) No sprinkler system shall be shut off or placed out of service unless written authorization has been secured from the Fire Services Coordinator
 - d) The Contractor and/or subcontractor will be responsible to maintain a fire watch for the entire duration that the sprinkler system is out of service

H. Harley-Davidson Contacts and Emergency Information

1. Use of H-D York Campus phones is restricted to business use only. The following are the departments you may need to contact, which are mentioned in this document:

Plant Engineering Department	Ext 6397 Cell 852-6397
Medical Department	Ext 6757 Cell 852-6757
Safety Department	Ext 6460 Cell 852-6460
Fire Safety	Ext 6187 Cell 852-6187
Maintenance Help Desk	Ext 2485 Cell 852-2485
Central Security	Ext 6008 Cell 852-6008
Environmental Department	Ext 6544 Cell 852-6544

2. Emergency Numbers:

Medical Emergency	Ext 6000 Cell 852-6000 press 1
Fire Emergency	Ext 6000 Cell 852-6000 press 2
Hazardous Material Emergency	Ext 6000 Cell 852-6000 press 3

3. Emergency Information

- a) First aid equipment, fire extinguisher, fire sprinkler system components, eyewash fountains, egress routes etc. are not to be removed or blocked without permission of the H-D York Safety Department.
1. Accidents and First Aid
 - a. In the event of a non-serious injury involving contractor personnel, first aid type care is available at the Medical department facility inside Gate 3 during the following hours:
Monday - Friday 7:00am to 4:30pm.
 - b. For emergency assistance in the event of a serious injury, use any plant phone to dial extension 6000. The H-D York Project Champion must be notified immediately of any injury to a contractor or subcontractor while working on the H-D York Campus.
 2. Fire Emergency
 - a. In the event of a fire, individuals discovering a fire shall activate the fire alarm system by activating a pull station.
 - b. If this person can do so safely, he / she should dial extension 6000, if it can be done safely, to provide details about the fire emergency. Occupants shall then evacuate the building.
 3. Evacuation Emergency
 - a. Prior to beginning work at the facility, the contractor shall determine the meeting location and an alternate location for evacuated contractor personnel and appoint head-counting responsibility.
 - b. In the event of an evacuation, there will be activation of an audible alarm accompanied by a strobe light, all contractor employees shall report to the predetermined location for headcount.
 - c. The headcount person shall report any missing persons to Central Security.
 4. Hazardous Material Release Emergency
 - a. In the event of a hazardous material release, contractor employees shall call extension 6000 from the closest phone to report the problem.
 - b. If the area needs to be evacuated, activate a fire alarm pull station.

I. Alcohol, Drugs, Firearms, etc.

1. Alcoholic beverages, non-regulated drugs, explosives, guns etc. are not permitted on the H-D York Campus.

J. Asbestos and Lead Paint

1. Only Certified Asbestos and Lead Paint Contractors are permitted to handle asbestos containing material or lead paint.
2. Should you encounter suspected ACM (Asbestos Containing Material) or lead paint items immediately stop work and contact the Project Champion.
3. Prior to removal of asbestos materials or lead paint items on site, an approval must be obtained from the H-D York Safety Department, as well as the Environmental Department. During any removal project, all applicable Federal, State, and local regulations must be followed.
4. Waste is to be disposed in accordance with environmental regulations.
5. Waste disposal must be coordinate with the environmental department. Do not take these wastes off-site unless written authorization is provided.
6. Installation of new materials that contain asbestos is prohibited.

K. Chemicals

1. All chemicals and compressed gases used by contractors to which H-D York employees may be exposed must be approved by through the MARS (Material Acquisition Requests) Process before being brought onto property. The contractor must supply the Project Champion with a Material Safety Data Sheet (MSDS) for each chemical / compressed gas required to complete the project. **[See ISO Work instruction # YS2.03.525]**
2. The contractor is responsible for providing their employees with Right-To-Know training on the chemicals that will be used on the project.
 - a) The Project Champion will review with the contractor the list of Harley-Davidson chemicals used in the area under construction.
 - b) MSDS sheets for each Harley-Davidson York chemical used in the area are available for reference.

The contractor may request copies of MSDS by contacting the H-D York Project Champion or the H-D York Safety Department.

- c) If, in the course of the work, the contractor finds hazardous or unlabelled materials which must be relocated in order to perform the work safely, contact the H-D York Project Champion.
- d) If, at any time a contractor's employee is splashed with a chemical, immediately wash it off. Know the nearest location of emergency showers and eyewash stations. Splashes in the eye are particularly critical. Wash eyes immediately for a period of no less than 15 minutes.
- e) Contractor personnel should be aware of the meaning and contents of the H-D York labeling system.
- f) Discharging or dumping of chemicals into the sanitary or storm sewer system is not allowed. To dispose of chemicals, contractors should contact the H-D York Environmental Department at extension 6544.
- g) The contractor must ensure that each chemical container they use has a chemical label.
- h) The quantity of chemicals the contractor stores on site must be limited to the amount necessary, and must be contained in appropriate storage facilities / cabinets.
 1. In the event of a chemical spill, the contractor must immediately notify Security at ext 6000, then press 3. The contractor should evacuate the spill area if a safety hazard exists.
 2. If worker exposure hazards are not present and if containment activities can be performed in a safe manner, then the contractor shall attempt to contain the spill to prevent it from entering a plant sewer system.
 3. The contractor is responsible for the implementation of spill containment and clean up measures.
 4. H-D will assist in clean up activities if it is an imminent danger to employees or a release to the environment.
 5. The contractor will be liable for all costs incurred by H-D York for clean-up of spills caused by the contractor and the treatment / disposal costs.
 6. Special care must be taken for the handling, use, and storage of flammable and combustible liquids.
 - a. No paint, adhesives or solvents will be used in such a way that it will be detrimental to the health and/or life of any H-D York employee or contractor employees.
 - b. Adequate ventilation must be provided when employees will be exposed to vapors of these materials. If the area of use can be isolated, those contractor employees working in the area should use the appropriate personal protective equipment.
 - c. Extreme caution must be used where flammable materials are used to ensure that there are no sources of ignition such as smoking, spark producing equipment etc. that could cause a fire or explosion.
 - d. Flammable liquids must be dispensed in safety cans with flash screens. These containers must be clearly identified as to their contents. Flammable liquids shall be kept in closed/covered containers when not actually in use.
 - e. Flammable paints and solvents must be stored in an approved cabinet when storage is required inside the building. The amount stored shall not exceed 25 gallons of class 1A liquids in containers or 125 gallons of class 1B, 1C, 11 or 111 liquids in containers. Containers must be stored properly when not in use.
 - f. Acids, alkalis and flammables must not be stored together.

L. Confined Space Entry

1. Personnel that perform confined space entry work must have appropriate training.
2. The Project Champion must authorize confined space entry work.
3. The plant wide Confined Space Entry Work instruction applies to all contractor personnel. **[See ISO Work instruction #YS2.03.504].**

M. Compressed Gas Cylinders

1. Valve protection caps shall be in place when compressed gas cylinders are transported, moved, or stored (use carts when transporting).
2. Cylinder valves shall be closed when work is finished and when cylinders are empty or are moved.
3. Tank pressure relief and valves should not be altered in any manner.
4. Compressed gas cylinders shall be secured (roped or chained to a cart or strong structural member) in an upright position at all times except when cylinders are actually being hoisted or carried into the user's location.
5. Cylinder gases must be strapped to and transported in a cylinder cart.
6. Cylinders shall be kept at a safe distance or shielded from welding or cutting operations, heat or heat sources. Cylinders shall not be placed where they can contact an electrical circuit.
7. Oxygen and gas regulators shall be in proper working order while in use. Use only those regulators specifically recommended for the gas. Torch assemblies must be equipped with reverse flow check valves.
8. If a leak develops in a cylinder, stop the leak if possible and immediately notify Security at the emergency phone number 6000.

9. Matches, candles, or other open flames must never be used to trace for leaks.
10. Cylinders should be permanently marked or stenciled to identify them.

N. Construction Areas

1. Construction areas must be clearly identified through the use of barricades, ropes, stanchions fences, cones, and appropriate signs. This includes any area used by contractor performing work on premises regardless of the length of time required to do work or type of work to be done.
2. The contractor shall provide any safety markers, barricades, ropes, stanchions, fences, cones, or appropriate signs necessary that are required to keep people out of the construction area.

O. Cranes and Hoists

1. Mobile cranes, including portable crane derricks, power shovels, or similar equipment, should not be operated within 50 feet of overhead electrical power lines unless specific approval has been obtained by the contractor from H-D York Project Champion.
2. Accessible areas within the rear-swing radius of the revolving superstructure shall be barricaded to keep unauthorized persons away.
3. Hoisting of equipment or material over the roof on a H-D York Campus building is not allowed unless there is no alternative method. In such a case the H-D York Project Champion must be notified and he will take appropriate action regarding persons occupying the building.
4. When there is no alternative to operating over existing H-D York Campus buildings, the following procedures must be followed:
 - a) The load must be kept to a minimum height over the building's roof.
 - b) Additional personnel or tag lines must be used to guide the material over the roof area.
 - c) An observer trained in the use of hand signals must be used when the load is out of sight of the operator.
5. Contractor personnel are not permitted to use hoists and lifting apparatus belonging to H-D York unless approval is obtained from the H-D York Project Champion.

O. Electrical Safety / NFPA 70E Requirements

1. NFPA 70E Requirements
 - a) All Contractors and Suppliers working on energized electrical circuits operating at 50 volts or more on the H-D York Campus will be required to follow the requirements outlined in the NFPA 70E standard. An Arc Flash study has been conducted at the York Facility and Arc Flash Hazard labels have been placed on the equipment to identify the type and severity of the hazard.
 - b) Contractors and Suppliers working with energized electrical circuits operating at 50 volts or more will be required to have the appropriate training as outlined in the NFPA 70E standard to classify them as a "Qualified Person". In addition, Contractors and Suppliers are required to provide their own Personal Protective Equipment (PPE) and any other equipment required to comply with the NFPA 70E standard. Failure to follow this standard will result in removal from the site.
 1. The Contractor must provide training documentation to the H-D York Project Champion prior to performing this type of work on the H-D York Campus
 - c) The non-current carrying metal parts of fixed, portable, or plug-connected equipment should be grounded. Portable tools and equipment protected by an approved system of double insulation need not be grounded.
 - d) No electrical appliances such as crockpots, radios, TV's, etc. will be allowed.
 - e) Extension Cords
 1. Extension cords shall be the three-wire type.
 2. Romex, and similar types of makeshift power extension cords shall not be used. In addition, worn or frayed cords shall not be used. Cords shall be properly rated for the job.
 3. Extension cords should not be run across aisle ways and corridors where they may create a tripping hazard. They should be hung overhead to reduce the possibility of traffic cutting or fraying the cord.
 4. Extension cords and temporary lighting cords shall not be fastened with staples, hung from nails or suspended from wires.
 5. Exposed bulbs on temporary lights shall be guarded to prevent accidental contact except where bulbs are deeply recessed in the reflector. Temporary lights shall not be suspended by their electrical cords unless designated for this use.
 6. Receptacles for attachment plugs shall be of the approved, concealed contact type. Where different voltages, frequencies, or types are supplied receptacles shall be of such design that attachment plugs are not inter-changeable. When working on electrical systems, the following procedures must be followed:
 - a. Whenever possible, the circuit shall be de-energized and LOCKED OUT AND TAGGED.
 - b. If lockout is not possible, tagout MUST be used.

7. If it is not practical or possible to de-energize and lock out the circuit, the area must be barricaded and identified to keep unauthorized persons clear of any hazard. All energized circuits shall be properly insulated or covered to prevent accidental contact.
8. Precautions shall be taken to make any necessary wiring inaccessible to unauthorized persons.
9. When pulling wires, breaker box must be de-energized. If not possible, use plastic wire pulling tape. Do not run metal tape into live box.
10. Performance of electrical work shall be done in accordance with existing Occupational Safety and Health Standards, as well as the current National Electric Code and NFPA Electrical Standard for industrial Machinery, if applicable.

Q. Floor Openings

1. Floor openings 4 feet or greater to the next level shall be guarded by a standard guardrail, including a top rail, mid rail, and 4-inch toe board.
2. High Hazard Areas
 - a) Although this list may not be inclusive, there are certain areas and operations where, because of the nature of the hazards, extra precautions must be taken. Before entering any of the following areas, the contractor is required to check with the H-D York Project Champion to review any additional Safety and Health rules which apply.
 1. Confined spaces
 2. High noise level areas
 3. Chemical or waste storage and dispensing areas
 4. Roofs
 5. Overhead Wire cage
 6. Tunnels

R. Hot Work (Cutting and Welding)

1. Fire Safety will issue Hot Work (HW) permits to Contractors except when no one from Fire Safety is on-site. Then the Contractor- Foreman/Supervisor will be responsible.
2. Contractor Foreman/Sup. will go to Gate 3 and complete a HW permit.
3. Contractor Foreman/Sup. will provide Sec. Officer @ Gate 3 with White Copy of completed HW permit.
4. Sec. Office will log on the HW permit log the issuance information & permit number.
5. Contractor Foreman/Sup. will have Fire Watch person sign the Tan copy in the designated area.
6. Contractor Foreman/Sup. will post Tan copy of HW permit @ HW Site.
7. On completion of HW - Contractor Foreman/Sup. will sign the "Post Work Verification" Section on the rear, and in no less than 30 minutes conduct the 1st - Post HW Inspection.
8. If still on-site Contractor Foreman/Sup. will perform the "Final Inspection" of the Post HW Inspection and return the Tan copy of the HW permit to Gate 3 prior to leaving the site.
9. If Contractor should leave the site prior to the "Final Inspection" being completed, he/she shall notify Gate 3 (in person) that HW is completed, provide location and advised that the final inspection is needed.
10. Sec. Gate 3 Officer will notify Central Security - Operator will log in the Central Security HW log that a final inspection is needed - along with location.
11. Security and/or Fire Safety personnel will conduct final inspection and remove the Tan copy from the HW permit site.
12. Tan copy will be placed in Central Security by Security representative.
13. White copy will be placed in the Fire Safety office in bldg. 7 by Security representative.
14. Fire Safety personnel will pick up completed Tan copies from Central Security and match them to the White copies.
15. Non-combustible or flame proof shield or screens must be provided to protect employees from sparks and direct rays of arc.
16. No cutting or welding is permitted in sprinkler equipped buildings while sprinklers are out of service.
17. Personnel that perform cutting, welding, brazing must have appropriate training.
18. The plant wide "Hot Work" Work instruction applies to all contractor personnel. **[See ISO Work instruction # YS2.03.509]**

S. Housekeeping

1. Material should be carefully stacked and located so that it does not block aisles, doors, self-contained breathing apparatus, fire extinguisher, fire blankets, emergency eyewash fountains, emergency safety showers, fixed ladders, or stairways.
2. Form and scrap lumber and all other debris shall be removed after the project is complete. The waste shall be placed in designated containers either staged on site by H-D or ones acquired specifically for the project.
3. Daily cleaning procedures shall include broom sweeping of all affected areas.
4. At the completion of a project, the area will be thoroughly cleaned by such means as vacuuming, hosing down, etc.

5. Combustible scrap, waste materials, and debris shall be removed daily.
6. Containers shall be provided for collection and separation by type of waste either staged on site by H-D or ones acquired specifically for the project. Covers shall be provided on containers used for flammable, combustible, or harmful substances
7. Overhead storage of debris, tools, equipment, etc., is prohibited. No loose material shall be left in the area above suspended ceiling panels.
8. Contractors shall not store any equipment, materials, work carts, tools, trash, or debris in exit stairways, doors, electrical panels, or emergency equipment.
9. Do not throw cigarettes, cigars, or matches in trash containers. "U" designated containers staged throughout the exterior of the facilities.

T. Industrial Hygiene

1. Contractors shall not perform operations that create excessive noise in areas where H-D York employees will be affected unless the H-D York Project Champion has approval from the H-D York Safety Department. The plant wide Hearing Conservation Program applies to all contractor personnel. **[See ISO Work instruction #YS2.03.505]**
2. Contractors shall not perform operations that create excessive gasoline or diesel engine exhaust in areas where H-D York employees will be affected unless the H-D York Project Champion has approval from the H-D York Safety Department.
3. Contractors shall not perform operations that create excessive dust, odors, fumes, and vapors in areas where H-D York employees will be affected unless the H-D York Project Champion has approval from the H-D York Safety Department.

U. Industrial Powered Vehicles

1. Personnel that operate powered vehicles must have appropriate training.
2. The Project Champion must authorize the use of powered vehicles in the plant.
3. The plant wide Motorized Vehicle Work instruction applies to all contractor personnel. **[See ISO Work instruction #YS2.03.507]**

V. Ladders

1. When working on ladders, do not work from top rung or step.
2. The use of ladders with broken or missing rungs or steps, broken or split handrails or with other faulty/defective construction is prohibited.
3. Portable metal ladders shall not be used for electrical work or where they may contact electrical conductors.
4. Additional requirements for ladder use are described in the Overhead Work Work instruction which applies to all contractor personnel. **[See ISO Work instruction #YS2.03.506]**

W. Lockout / Tagout

1. Personnel that perform lockout/tagout to control hazardous energy must have appropriate training.
2. Contractors shall supply locks and tags for their employees. The tag must identify both contractor company name and the contractor employee name.
3. The plant wide Lock-out/Tag-out Work instruction applies to all contractor personnel. **[See ISO Work instruction #YS2.03.501]**

X. Overhead Work

1. Personnel that perform overhead work must have appropriate training.
2. The plant wide Fall Protection Work instruction applies to all contractor personnel. **[See ISO Work instruction# YS2.03.506]**

Y. Parking and Plant Entry

1. Vehicular traffic within the H-D York Campus poses numerous risks to our employees. While there are posted stop signs as well as painted lines, they alone can not ensure safety. Emphasis must be placed on eliminating on site vehicular traffic to further ensure the safety of the pedestrians within the facility.
2. To this end, your company is requested to eliminate all unnecessary on site vehicular traffic. The only exceptions to this rule would be if you are transporting something into the facility that can not be carried into the facility and if the vehicle that is needed on site is to perform a specific function such as a dump truck, bucket truck etc. Other than for extraordinary circumstances as described above, all entry to this facility is to be on foot.
3. Upon entry to this facility, in addition to the present requirement of signing in on the security department's entry form, you are also required to fill in who your H-D York employee contact person is. In other words, who has sponsored or requested that you come on site.

Z. Personal Protective Equipment

1. In certain operations when working in areas or around H-D York equipment, personal protection equipment such as safety glasses, goggles, hearing protection, respirators, hard hats and other protective equipment are required. The type of protective equipment to be worn will be determined by exposure to the potential hazard area. When in doubt of safety measures to be followed, consult the Project Champion.
2. Contractors shall ensure that their employees are equipped with approved personal protective equipment and shall enforce its use. H-D York will not supply such equipment to contractors.
3. The plant wide Safety Glass Work instruction applies to all contractor personnel. **[See ISO Work instruction #YS2.03.533]**
4. The plant wide Foot Protection Work instruction applies to all contractor personnel. **[See ISO Work instruction #YS2.03.510]**
5. The plant wide Hand Protection Work instruction applies to all contractor personnel. **[See ISO Work instruction #YS2.03.512]**
6. The plant wide Hearing Conservation Program applies to all contractor personnel. **[See ISO Work instruction #YS2.03.505]**. The use of personal headset radios is prohibited.

AA. Roofs

1. Fall protection shall be provided while performing work on unprotected roof edges with a ground-to-eaves height greater than 16 feet. Individuals are not allowed to access the roof alone. At least 2 people are required at all times.
2. Warning lines are to be used when roof work is more than 10 feet from the roof's edge. Workers, equipment, or material will not be allowed beyond the perimeters of the warning line.
3. Guardrails, positioning systems, or fall arrest systems shall be used when roof work is within 10 feet of the roof edge.
4. Designated hoisting areas are required and are the only places allowed for hoisting materials to and from the roof. These areas shall be protected with guardrails to prevent an accidental fall.
5. Extension ladders must be secured to the edge of the building and must extend at least three feet above the roofline.
6. Additional requirements for roof work are described in the Fall Protection Work instruction which applies to all contractor personnel. **[See ISO Work instruction #YS2.03.506]**

AB. Scaffolds

1. The erection, alteration, and removal of scaffolds, must be under the direction of a competent person.
2. Upright scaffolds should be plumb, secure, and have firm footing.
3. Narrow-base portable maintenance staging must be equipped with outriggers. Stationary metal upright scaffolds should be secured to the building or other adequate structures.
4. Platforms and planks shall be secured or cleated to the scaffold to prevent platform slippage.
5. Platforms should be at least two planks wide and extend over the supporting surfaces or edges not less than 6 inches or more than 12 inches. A plank is defined to be at least 12 inches wide.
6. A safe means shall be available for access to the work platform.
7. Scaffolds more than 6 feet above the ground must have guardrails and toe boards on all open sides and ends.

AC. Smoking and Open Flames

1. Obey "No Smoking" signs, as they indicate the presence of flammable or combustible materials.
2. Smoking is not permitted inside any buildings. Smoking is permitted outside during recognized break, lunch and wash-up periods.
3. The plant wide Smoking Work instruction applies to all contractor personnel.

AD. Special Conditions

1. Some unique environments exist, such as those commonly controlled by automatic monitoring, alarm or fire control systems. The H-D York Project Champion will make the contractor aware of any of the systems before performing any work.
2. Connections to fire sprinkler systems, chilled water, steam and condensing systems, compressed air systems, etc. must be scheduled through the H-D York Project Champion prior to the work being started.

AE. Tarpaulins

1. When tarpaulins are required for the deflection of hot slag, dust, paint droppings, etc., they must be flame resistant and in good condition.

AF. Tools

1. Hand and power tools should be kept in safe operating condition.
2. Safety guards must be kept in position on power tools and any machines with moving parts. All tools must be guarded in accordance with OSHA 1910 and 1926.
3. All power tools and equipment must be grounded or UL approved as double insulated (see section on Electrical Safety).
4. Non-sparking tools may be necessary in certain areas where flammable solvents or materials are handled or where sparks could create an explosion.
5. Generally, the use of H-D York tools and equipment by contractors is prohibited. However, if unique circumstances arise, approval may be obtained from the H-D York Project Champion.

AG. Utility Clearance

1. When contractors are working on utilities, or the potential exist for the work to interfere with utilities (such as subsurface digging), the plant wide Utility Clearance Work instruction applies to all contractors. **[See ISO Work instruction #YS2.03.300]**

AH. Training

1. It is the responsibility of the contractor to ensure that their employees are trained in the application of this work instruction in order to complete their work on the H-D York Campus.

Quality Records:

Record Number/Name	Record Series ID Number	Link to Retention Schedule
MSDS	HR0519	https://hdrive.harley-davidson.com/empPortal/pageflows/ContentLanding/showDoc.do?contentId=Documents/RRS-HR-05 - Human Resources Fire, Life and Safety.pdf
YS2.03.514.01 Harley-Davidson Standardized Contractor Safety Pre-Qualification Form (SCSPF)	HR0514	https://hdrive.harley-davidson.com/empPortal/pageflows/ContentLanding/showDoc.do?contentId=Documents/RRS-HR-05 - Human Resources Fire, Life and Safety.pdf
YS2.03.514.02 Harley-Davidson Contractor (Supplier) Employee Training Tracking Form	HR0517	https://hdrive.harley-davidson.com/empPortal/pageflows/ContentLanding/showDoc.do?contentId=Documents/RRS-HR-05 - Human Resources Fire, Life and Safety.pdf

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 Fisher
 Susan Ecenrode
 Earl Johnson

 Signed by