



**Vendor/Supplier/Contractor  
York Campus  
Safety Awareness**



## Contractor Responsibilities

- Contractor assumes and has full responsibility and liability for
  - safety of its employees
  - compliance of subcontractors
  - compliance with Federal Regulations
  - enforcement of rules
  - ensuring that work is performed in a safe manner



## Safety Contacts

- Earl Johnson, 1<sup>st</sup> Shift, 817-1228
- JR Phillips, 1<sup>st</sup> Shift, 515-9860
- Mike Gotwalt, 1<sup>st</sup> Shift, 870-1653
- Bonnie Lauer, 1<sup>st</sup> Shift, 873-2161
- Tammy Tice, 1<sup>st</sup> Shift, 852-6460



# Emergency Information

- Self-contained breathing apparatus, first-aid equipment, fire extinguishers, sprinklers, eyewash stations, egress routes.....etc. are not to be removed or blocked without the permission of the H-D Safety Department
- Accidents & First Aid
  - Non-Serious injury-care available in Medical Department
  - Emergency assistance-dial extension 6000
  - H-D York Project Champion must be notified immediately of any injury to a contractor or subcontractor while working on H-D York property
- Fire Emergency
  - Individuals discovering a fire should activate the fire alarm system by operating a pull station
  - If you can do it safely, dial extension 6000 to report the fire
  - Evacuate the building



# Emergency Information

- **Evacuation Emergency**
  - Prior to beginning work on-site, the Evacuation Procedure must be reviewed with all personnel by a Company Representative or a HD Project Champion.
  - Evacuate if you hear an audible alarm and see a strobe.
  - Do not evacuate if you see a strobe only (this means there is an emergency taking place somewhere else on the campus)
  - In the event of an evacuation, report to the assigned or nearest Rally Point for headcount.
  - If you are not at your assigned Rally Point, notify the Fire Warden.
- **Hazardous Material Release Emergency**
  - In the event of a hazardous material release, call extension 6000 from an internal phone or 852-6000 from a cell phone to report the problem
  - If the area needs to be evacuated, activate a fire alarm pull station



## Alcohol, Drugs, Firearms..etc.

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



# Asbestos

- Prior to removal of asbestos materials on site
  - approval must be obtained from the Harley-Davidson York Safety and Environmental Departments
  - during removal, all applicable Federal, State, and local regulations must be followed
- Installation of new materials that contain asbestos is prohibited



## Chemicals

- All chemicals and compressed gases used that York employees may be exposed to must be approved through the Material Acquisition Request Submittal (MARS) process (WI# YS2.03.525)
- Material Safety Data Sheets must be supplied with the MARS form to the Project Champion
- You are responsible for providing your employees with Right-To-Know training
- Project Champion will review with the contractor the list of H-D chemicals used in the area of construction
- If you find hazardous or unlabeled materials which must be relocated in order to perform work safely, contact the Project Champion



# Chemicals

- To dispose of chemicals, contact the Environmental Department
- All chemical containers must have a label
- Any chemicals stored on site must be contained in appropriate storage facilities/cabinets
- Chemical Spills
  - Immediately call x6000 from an internal phone or 852-6000 from a cell phone
  - evacuate the spill area if a safety hazard exists
  - attempt to contain spill
  - H-D York will be responsible for the spill-clean-up operation, and the disposal or treatment of residue
  - You will be liable for all costs incurred for clean-up and disposal



## Flammable & Combustible Liquids

- Adequate ventilation must be provided
- Extreme caution must be taken when flammable materials are used-no sources of ignition present
- Flammable liquids must be dispensed in safety cans with flash screens



## Confined Space Entry

- Personnel that perform confined space entry work must have appropriate training
- Project Champion must authorize confined space entry work
- The plant wide Confined Space Entry Policy applies to all contractor personnel



# Compressed Gas Cylinders

- Valve protection caps shall be in place when compressed gas cylinders are transported, moved or stored
- Cylinder valves should be closed when work is finished and when cylinders are emptied or moved
- Compressed gas cylinders shall be secured in an upright position
- Cylinders should be permanently marked or stenciled to identify them



## Construction Areas

- Construction areas must be clearly identified through the use of
  - barricades
  - ropes
  - stanchions
  - fences
  - cones
  - 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



## Cranes & Hoists

- Mobile cranes should not be operated within 50 feet of overhead electrical power lines unless approved by H-D Project Champion
- Accessible areas within the rear-swing radius of the revolving superstructure should be barricaded to keep unauthorized persons away
- Hoisting of equipment over the roof on a H-D building is not allowed unless there is no alternative method
- You are not permitted to use hoists and lifting apparatus belonging to H-D York unless approved by Project Champion



# Electrical Safety

- Non-current carrying metal parts of fixed, portable, or plug-connected equipment should be grounded
- No electrical appliances such as crockpots, radios, TV's....etc. will be allowed
- Extension cords
  - Three-wire type
  - Makeshift power extension cords, worn or frayed cords shall not be used
  - Cords should be properly rated for the job
  - Cords should not run across aisleways and corridors
  - Cords and temporary lighting cords should not be fastened with staples, hung from nails or suspended from wires



## Floor Openings

- 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



## Hot Work

- H-D York Fire Safety Coordinator must be called before doing any welding or cutting
- Non-combustible or flame proof shield or screens must be provided
- You must provide a fire watch equipped with a suitable fire extinguisher
- No cutting or welding is permitted in sprinkler equipped buildings while sprinklers are out of service
- Personnel that perform cutting, welding, brazing must have appropriate training
- Plant wide policy applies to all contractor personnel



## Housekeeping

- Material should be carefully stacked and located so that it does not block aisles, doors, fire extinguishers, emergency eye washes/showers, fixed ladders or stairways
- Debris shall be removed after completion of project
- Combustible scrap, waste materials shall be removed daily
- Overhead storage of debris, tools, equipment...etc. is prohibited
- Do not throw cigarettes, cigars, or matches in trash containers



## Industrial Hygiene

- You shall not perform operations that create excessive noise where H-D employees will be affected unless approved by Safety Department
- You shall not perform operations that create excessive gasoline or diesel engine exhaust in areas where H-D employees will be affected unless approved by Safety Department
- You shall not perform operations that create excessive dust, odors, fumes and vapors in areas where H-D employees will be affected unless approved by Safety Department



## Industrial Powered Vehicles

- Personnel that operate powered vehicles must have appropriate training
- The Project Champion must authorize the use of powered vehicles in the plant
- The plant wide Motorized Vehicle Policy applies to all contractor personnel
- Speed Limit inside H-D Buildings is 5 mph
- Speed Limit outside H-D Buildings is 15mph



## Ladders

- Do not work from top rung or step
- Use of ladders with broken or missing rungs or steps, broken or split handrails or with other faulty/defective construction is prohibited
- Portable metal ladders shall not be used for electrical work



## Lockout/Tagout

- Personnel that perform lockout/tagout must have appropriate training
- You must supply locks and tags for your employees
- The plant wide Lockout/tagout policy applies to all contractors



## Working Safely at Heights

- Personnel that perform overhead work must have appropriate training
- The plant wide policy applies to all contractor personnel



## Personal Protective Equipment (PPE)

- Safety glasses with sideshields and steel-toed shoes are required when in manufacturing areas
- All other types of required personal protective equipment will be determined by the exposure to the potential hazard area
- You are responsible to ensure that your employees are equipped with approved personal protective equipment and shall enforce its use.



## PPE – Orange Crush

- Harley-Davidson has established areas in all buildings where pedestrians are required to wear a high visibility vest. These areas are referred to as “Orange Crush Zones” and exist in areas where pedestrians and Powered Industrial Trucks interact on a daily basis. These areas are typically dock areas where we are loading and unloading trucks.
- The warehouse portion of the Materials Velocity Center (MVC) is an “Orange Crush Zone”



# Roofs

- Fall protection must be provided while performing work on unprotected roof edges with a ground-to-eaves height greater than 16 feet
- At least 2 people are required on the roof at all times
- Warning lines are to be used when roof work is more than 10 feet from the roof's edge
- Guardrails, positioning systems or fall arrest systems shall be used when roof work is within 10 feet of the roof edge
- Designated hoisting areas are required
- Extension ladders must be secured to the edge of the building must extend at least 3 feet above the roofline.



## Scaffolds

- Upright scaffolds should be plumb, secure, and have firm footing
- Narrow-base portable maintenance staging must be equipped with outriggers
- Platforms and planks shall be secured or cleated to the scaffold to prevent slippage
- Stationary metal upright scaffolds should be secured to the building or other adequate structures
- Planks should be at least 2 planks wide and extend over the supporting surfaces not less than 6 inches or more than 12 inches
- Scaffolds more than 6 feet above the ground must have guardrails and toe boards on all open sides and ends



## Smoking and Open Flames

- Obey “No Smoking” signs
- Smoking is not permitted inside any buildings
- Smoking is permitted outside during recognized break, lunch and wash-up periods



# Tarpaulins

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



## Tools

- Hand and power tools should be kept in safe operating condition
- Safety guards must be kept in position and in accordance with OSHA 1910 and 1926
- All power tools and equipment must be grounded or UL approved as double insulated
- Non-sparking tools may be necessary in certain areas where flammable solvents or materials are handled or where sparks could create an explosion
- The use of H-D York tools and equipment is prohibited unless approved by the H-D York Project Champion



# Press Safety

- There is a Joint Press Safety Committee
  - Consists of both Union and salaried employees with knowledge of press operation and safety.
  - The role of the committee is to develop safety guidelines, make recommendations for press safety, and review operations.
- Utilize both ANSI & OSHA standards, well established stop time methods.
- Press Safety Committee Contacts
  - JR Phillips (515-9860)
  - Brian Ruppert (818-5175)



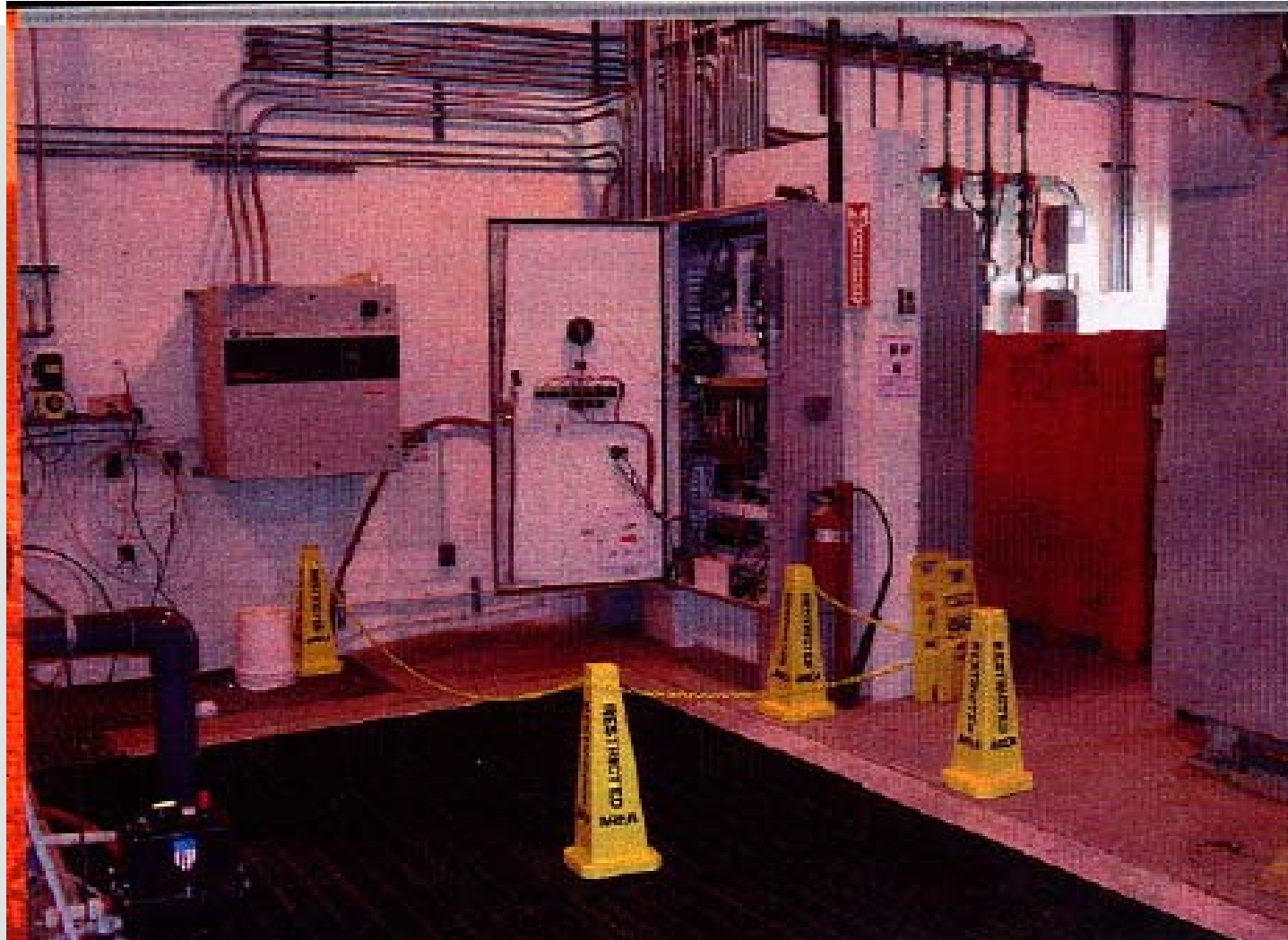
## NFPA 70E

- Managing ARC Flash
  - ARC FLASH HAZARD ANALYSIS WAS DONE AT THE YORK FACILITY TO:
    - Comply with NFPA 70 E standard
    - Determine arc flash boundaries
    - Determine required level of Personal Protective Equipment (PPE) to protect personnel
- Working with Energized Circuits
  - ONLY QUALIFIED PERSONNEL ARE PERMITTED TO WORK ON ENERGIZED ELECTRICAL EQUIPMENT
    - Definition: A qualified person is one who has the technical skills and knowledge related to the construction and operation of the electrical equipment and installations and has received safety training to recognize and avoid the electrical hazards.



# Barriers

(Typical Application Shown)





## **NFPA 70E**

- **Any Harley Davidson employee that brings an Electrical Contractor or Electrical Service Person on site to do electrical work must notify the supplier that Harley-Davidson Motor Company is an NFPA 70E compliant Company.**
- **Contractors and suppliers working at the facility on 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.”**
- **Contractors and suppliers are required to provide documentation of training, their own Personal Protective Equipment (PPE) and any other equipment required to comply with the NFPA 70E Standard.**
- **In addition to complying with the requirements found in the NFPA70E Standard for energized electrical work, all contractors and suppliers doing routine electrical work at the York Facility will be required to wear a Class 2 PPE (8 Cal/cm<sup>2</sup>) outfit when performing electrical related work at the facility.**
- **Failure to follow this standard will result in removal from the site. If you have any questions concerning these policies or the training requirements, contact your Harley-Davidson Plant Engineering representative.**



## NFPA 70E Summary

- **Implementation of the NFPA 70E standard is a Corporate wide policy adopted to protect its employees when working on energized electrical equipment over 50 volts.**
- **Only qualified and trained electrical personnel will be allowed to work on energized electrical equipment.**
- **Unqualified personnel will not be allowed to cross the Limited Approach Boundary.**
- **Qualified electrical personnel will wear PPE appropriate for the task when working on energized electrical equipment.**
- **Arc flash hazard labels will be posted on the electrical equipment to identify the hazard present.**
- **Barriers will be placed around the electrical equipment when there is exposed energized electrical parts to protect unauthorized/unqualified personnel from electrical shock and Arc Flash exposure.**
- **NFPA 70E Policy was implemented on 9/1/05.**



# WARNING

Qualified Persons Only

## Arc Flash and Shock Hazard

### Appropriate PPE Required

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- 3' - 4" Flash Hazard Boundary
- 4.8 cal/cm<sup>2</sup> Flash Hazard at 18 Inches
- 0.48 kV Shock Hazard when cover is removed
- 3' - 6" Limited Approach
- 1' - 0" Restricted Approach - Class 0 Voltage Gloves
- 0' - 1" Prohibited Approach - Class 0 Voltage Gloves

## Class 2

Cotton Underwear, FR Shirt & Pants, Face Shield/Helmet

Date: August 2005, Calculation Method: IEEE-1584

**EQUIPMENT: 1STFLR 2000A**



# Robot Risk Assessment

- **No robots shall be purchased with high speed APV. (High Speed Attended Program Verification controlled from the teach Pendant)**
- **All integrators shall be required to perform a robotic risk assessment in accordance with ANSI/RIA R15.06-1999. This requirement should be contained in the quote or purchase agreement and be part of our equipment acceptance criteria. The assessment shall be completed and accepted by H-D York prior to shipping the equipment.**
  - **Hazard identification in each task and subtask**
  - **Assignment of Risk Factor Ratings**
  - **Safe Guard Methods**
- **The risk assessment is to be completed using our standard risk assessment form.**
- **After the cell is installed in our facility and the Safety Department is called for pink ticket removal, the engineer or personnel responsible for the robot cell shall have a copy of the *final* risk assessment to present to safety personnel.**



# Questions

# Emergency Evacuation Routes and Meeting Locations





# Alarms

- In the event of an fire alarm, all occupants shall evacuate the immediate area.
- **EVACUATE** if the fire audible alarms are activated
  - *Unless informed (verbally/written) by the Safety Department or Fire Safety Coordinator that a test is being conducted*
  - **MUST BE INFORMED IN ADVANCE**
- Do **NOT** evacuate if strobes alone are activated



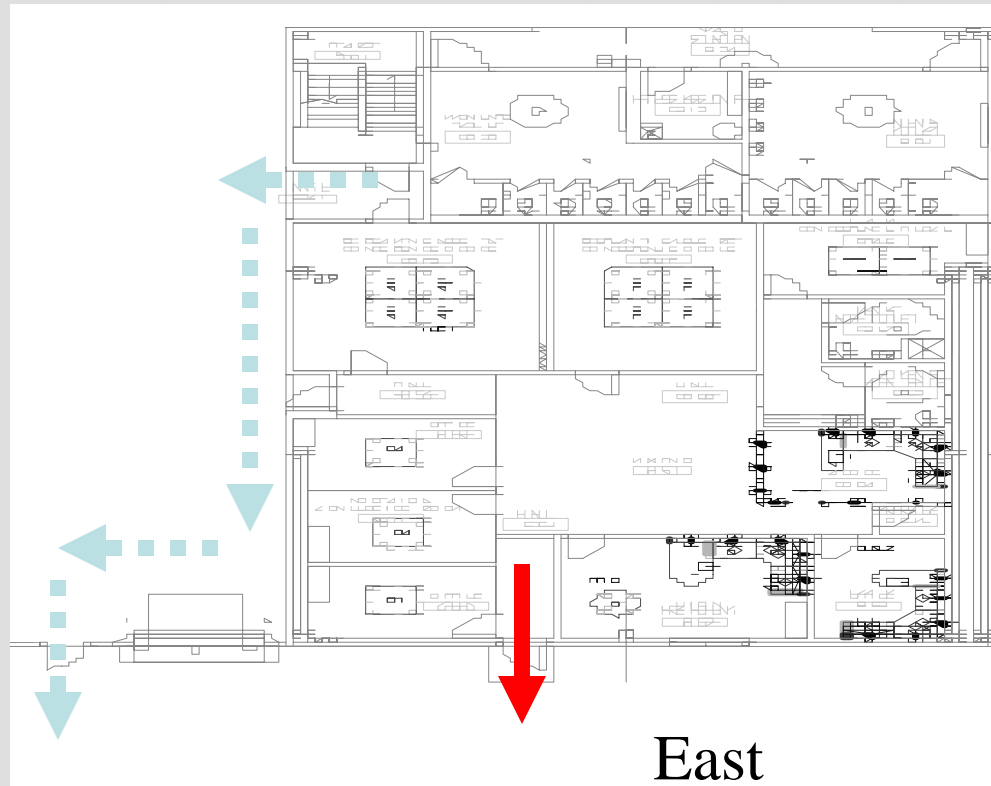
## Evacuation Process

- **Occupants shall follow the primary evacuation route (red) for the area they are occupying.**
- **If the primary route is blocked, follow the secondary route (green).**
- **Individuals visiting an area shall evacuate with the personnel and report to the headcount person.**



# Example of Primary and Secondary Evacuation Routes

South



North

East

At the base of the hill directly east of the primary exit door





# Evacuation Maps

- **Primary Route(s)**
- **Secondary Route(s)**
- **Meeting Locations**





# Evacuation Routes

- **Evacuation routes are posted at entrances throughout the facility and in conference rooms.**
- **All assembly/ meeting areas are identified by a blue triangular sign with an assigned “Rally Point” number.**
- **Upon evacuation – go directly to your rally point and report to the evacuation warden.**
- **If you are not in your normal area during evacuation, go to the closest gathering point and report directly to the evacuation warden/Supervisor. The evacuation warden/Supervisor will call your location into security.**



## Rally Points

- **Individuals evacuating shall assemble at the area's assigned Rally Point Number.**
- **Individual shall remain at this Rally Point, until the headcount is completed and an "All Clear" has been given.**





# Softail Rally Points

- **Rally Points #1, 3, 6 and 7**
  - *Dependent upon area of work performance and construction activities. Contractor personnel shall evacuate with employees in the area.*
- **Rally Point #8**
  - *Buildings 13, 70, 58 59, 52, and 66*
- **Rally Point #9**
  - *Southern third of Building 2 (From column line 33/34 to 48 just South of Crystal Palace)*
- **Rally Point #10**
  - *Building 1*

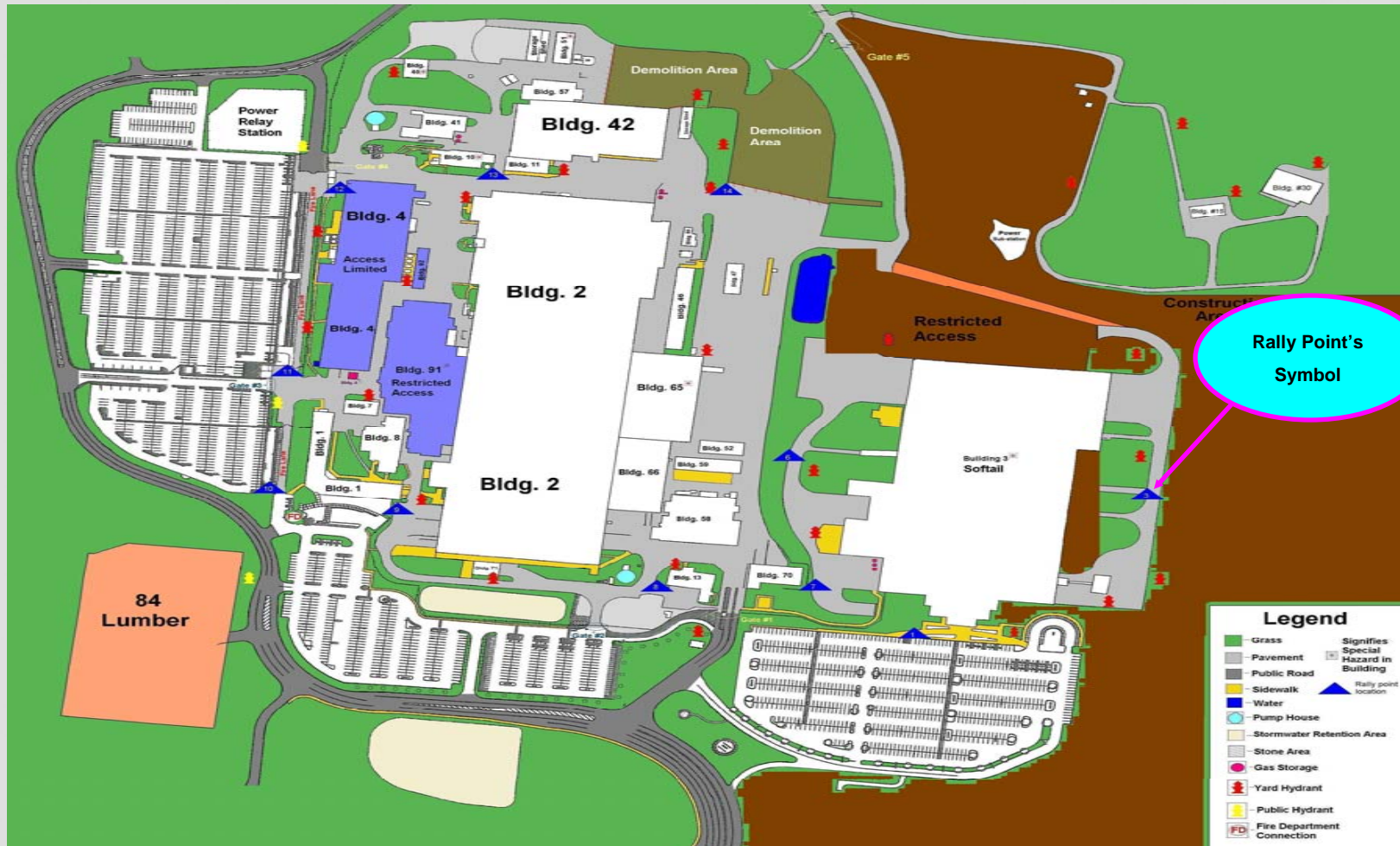


# Main Campus Rally Points

- **Rally Point #11**
  - *Buildings 7, 8, 91, and middle third of Building 2 (column line 21 to 32)*
- **Rally Point #12**
  - *Buildings 4 and 92*
- **Rally Point #13**
  - *Buildings 10, 11, 41, 42, 57, and Northern third of Building 2 (column line 1 to 11), Post Assembly, Wheel Area (E13 – E17)*
- **Rally Point #14**
  - *Buildings 42, 46 and 65*
  - *Building 2 Assembly (column line 11 – 25)*



# Full Campus View





# Headcount Personnel

## Hourly

- *Supervisor or Support Leader*
- *Follows chain-of-command in their absence*
- *Evacuation Check Sheet for Supervisors*

## Salary

- *Supervisor or chain-of-command*
- *Evacuation Wardens will be established for each "office" area*
- *Evacuation Check Sheet for Wardens*



## Evacuation Warden /Supervisor Headcount Procedure

- Maintain an up to date list of individuals that work in your area.
- Keep the list on a clipboard in convenient place.
- During an audible alarm, communicate the need to evacuate.
- Take the clipboard with you, evacuate building by the established evacuation route and go to gathering point.
- Take a role call to determine if everyone is accounted for on the list.



# Evacuation Warden /Supervisor Headcount Procedure

- As a group, determine the location of absent people (e.g. vacation, off sick, off site, etc).
- Security will call out to each Rally Point number. Only one evacuation warden or Supervisor from each “Rally Point” shall give the headcount to Security. As a rule, the first Warden or Supervisor at the rally point shall be responsible for calling in all headcounts for the respective assembly area
- Notify security of any missing individuals and/or extra individuals that are not with your normal group, when security call your Rally Point number.
- Permit individuals to re-enter the evacuated building only after an all clear is given by security.



# Clearing an Evacuation

- No person shall return to any area that has been evacuated until the Headcount Person has indicated it is safe to do so
- The Headcount Person will be notified by Security/Safety Department

# ISO 14001:2004 Environmental Management System (EMS) Overview Softail Facility

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ISO 14001

# Outline of EMS Overview



*“Improving  
Environmental  
Performance  
for a Greener  
Tomorrow”*



- **Annual Training Requirement**
- **ISO 14001:2004 Environmental Management System (EMS)**
- **Environmental Policy**
- **Roles and Responsibilities**
- **Key Definitions**
- **Significant Environmental Aspects / Objectives and Targets**
- **Things to Know**

# Why is annual training required?

- To communicate updated information on the ISO 14001:2004 EMS
  - Policy Updates
  - System Modifications
  - New or Changed Requirements



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# ISO 14001:2004 Environmental Management System (EMS)



*“Improving  
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Part of overall management system which includes:

- Organizational Structure and Responsibilities
- Maintaining Conformance to Environmental Policy
- Improving Environmental Performance
  - Reducing Waste/Increasing Recycling
  - Assuring Environmental Compliance
  - Increasing Environmental Awareness

The EMS is a way to conduct our everyday business to reduce our environmental footprint.

# Environmental Policy

## York Vehicle Operations' Environmental Policy

**Harley-Davidson Motor Company - York Vehicle Operations** - is committed to managing environmental matters as an integral part of the business. In particular, it is HDMC - York Vehicle Operations' policy to assure the environmental integrity of the processes and facilities at all times. Our environmental guidelines and practices include a commitment to:

- Comply with environmental laws, regulations and other requirements.
- Communicate the Company's commitment to environmental quality to our employees, contractors, and stakeholders.
- Educate for understanding and train for adherence to procedures for each process.
- Waste minimization through waste reduction, reuse or recycling.
- Evaluate waste minimization practices during operating, purchasing and leadership decisions.
- Regular assessment of the impact of our operations on the environment and establishing objectives and targets with a goal of continual improvement.



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# Roles and Responsibilities

- **Every individual working on behalf of Harley-Davidson has a role and responsibility for the success of the EMS**
  
- **Contractors working on behalf of Harley-Davidson are responsible for:**
  - Complying with all current federal, state, local and corporate environmental legislation
  - Adhering to Harley-Davidson requirements and procedures
  - Reviewing the current significant/ environmental aspects and objectives and targets as posted on the kiosks and understanding how your job may impact them
  - Maintaining records of any applicable education, training or experience and being able to provide at any time when requested by Harley-Davidson
  - Appointing a competent individual as a project/site supervisor
  - Reviewing the Contractor Orientation Presentation and completing/signing the Harley-Davidson Contractor (Supplier) Employee Tracking Form



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# Roles and Responsibilities cont'd

- **H-D Contact for Contractor / Supplier / Visitor is responsible for:**

- Providing any Environmental requirements within any scope of work, contract requirements or purchasing agreement (as appropriate).
- Defining specific training or certification requirements.
- Defining any Environmental Aspects that the Contractor may impact when doing work within the EMS scope.
- Supervising their contractor/supplier/visitor working within the EMS scope for conformance to Environmental and EMS requirements.

QWeb Work Instruction YS2.03.639



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# Key Definitions

- **Environmental Impact**

Any effect on the environment resulting from an environmental aspect at H-D

(ISO definition: Any change to the environment, adverse or beneficial, wholly or partially resulting from the organization's environmental aspects)

- **Environmental Aspect**

Any activity or process at H-D that can affect the environment

(ISO definition: An element of the organization's activities or products or services that can interact with the environment)

- **Significant Environmental Aspect**

An Environmental Aspect, which has or can have a significant environmental impact



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# Key Definitions (cont'd)

- **Environmental Failure Mode and Effects Analysis (EFMEA)**

Analysis of processes within the plant to determine the environmental aspects and significant environmental aspects. This is done by a Cross Functional Team consisting of Management and Union Representatives.

- **Objective**

Method to address current year's selected significant/ environmental aspects.

- **Target**

A goal for the current year that is typically quantifiable, such as a reduction of a certain volume or a calendar date.



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# Significant Environmental Aspects / Objectives and Targets



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- **The current significant aspects and objectives and targets are posted on the kiosks located throughout the Softail Facility**
- **The significant aspects and objectives and targets are updated annually**
- **It is your responsibility to view the current version of the significant aspects and objectives and targets posted on the kiosks and understand how your job may impact these items**
- **Ask your supervisor/project champion if you have questions on the significant aspects or objectives and targets**

# Things to Know

- **Scope of EMS – physical boundary (access road encircling plant)**
  - Excludes groundwater treatment system, employee parking lot, product development lab and stormwater outfalls 004 and 006
- **EMS Policy**
- **Objectives and Targets**
- **Does your job affect Significant/Environmental Aspects?**
- **How to respond in an Evacuation?**
  - Employee Emergency Action Plan YS2.03.518
- **What to do in Case of a Spill?**
  - Employee Emergency Action Plan YS2.03.518
- **How to Properly Handle/Dispose of Waste?**
  - Waste Disposal Activities YS2.03.637



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**Information is posted on Kiosks throughout Softail Plant**

3/15/12



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Tomorrow”*



# Questions???

Sharon Fisher, Env. Manager – 852-6544

Tim Scripko – 852-6096

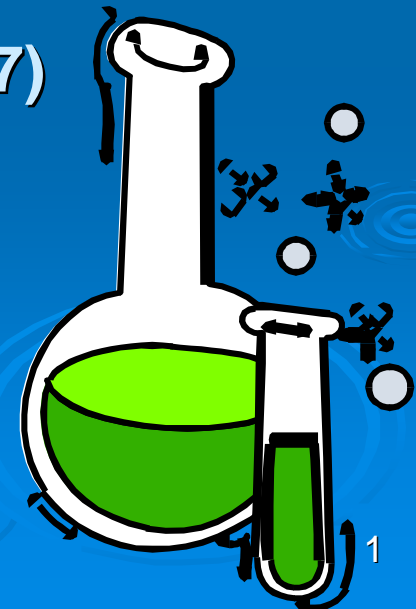
Lisa Smith – 852-6341



# ANNUAL WASTE AWARENESS FOR GENERATORS TRAINING

Harley-Davidson  
York, PA

(Refresher Training YS2.03.637)



# Purpose:

- To Provide guidelines and training to employees on waste generation
- To Comply with federal, state and local regulations relating to the Resource Conservation and Recovery Act (RCRA)
- To Review hazardous waste definitions
- To Review labeling, handling and storage requirements for hazardous waste containers
- To Review spill and emergency response procedures

# Waste Types

- **Municipal Waste:**
  - Office Paper
  - Cafeteria Trash/Household Trash
- **Universal Wastes:**
  - Batteries
  - 4' & 8' Lamps/Ballasts
- **Non-Hazardous (Residual) Waste:**
  - General Plant Trash / Cardboard
  - Powder Paint - Black & Other Colors (Dry)
  - Paint Sludge / Wood / Abrasives
- **Hazardous Wastes:**
  - Paint & Paint Solvents / Debris / PPE (Wet)
  - Acids:  $\text{pH} \leq 2.0$  OR Alkalines:  $\text{pH} \geq 12.5$
  - Aerosols: Flash Point  $< 140^\circ\text{F}$

## RESIDUAL WASTE

### GENERATOR INFORMATION:

SHIPPER: Harley-Davidson Motor Co. Operations, Inc.

ADDRESS: 1425 Eden Road

CITY, STATE, ZIP: York, PA 17402

CONTENTS:

## NON-HAZARDOUS WASTE

# Regulatory Authorities:

- US Environmental Protection Agency (EPA)
- Pennsylvania Department of Environmental Protection (PADEP)
- Springettsbury Township Sewer Authority
- Department of Transportation (DOT)



# Regulatory Authorities: (continued)

## EPA (Federal) and PADEP (State):

- **Regulate Waste Generation & Disposal**
- **What is a Waste?**
  - Materials/Chemicals from an industrial process that no longer have a useful life or are no longer needed
  - Products/materials/chemicals that are expired
  - Spent Products/materials/chemicals
  - Materials that are not reclaimed
- **Cradle to Grave Responsibilities**

# Regulatory Authorities: (continued)

## Springettsbury Township Sewer Authority (local):

**Govern Wastewaters Discharged to the sanitary sewer system including:**

- Liquids: non-contact cooling water, acids, alkalines, part washing solutions / rinses / overflows from metal preparation, and painting
- Solids: wastewater sludges
- Restroom/ locker rooms
- Cafeteria wastewaters



# Regulatory Authorities: (continued)

## DOT (Federal):

Regulates transportation of hazardous materials which includes a subset of hazardous wastes

- Employees that prepare hazardous waste for shipment must be trained in the DOT regulations



# Waste Disposal

- All waste must be placed into appropriate containers
- Wastes include cigarette butts
- Do NOT throw butts on ground – dispose in appropriate container
- Do not co-mingle (mix) wastes



# Waste Labeling

## All Employees Generate Waste – What To Know:

- Waste Labeling – QWeb or Softail Kiosks for Waste Disposal Activities WI (YS2.03.637)
- Waste containers are not automatically pre-labeled
- Waste containers must be properly labeled
- Label the container when YOU first put waste in it
- Some waste containers have labels-Verify Data!
- Tool Crib stocks **Hazardous** & **Residual** Labels
- If you have additional questions, contact your Supervisor or Environmental Team

# Residual Waste Label

A -Preprinted Information

B -Description of Waste

A →

B →

**RESIDUAL WASTE**

**GENERATOR INFORMATION:**

SHIPPER: Harley-Davidson Motor Co. Operations, Inc.

ADDRESS: 1425 Eden Road

CITY, STATE, ZIP: York, PA 17402

CONTENTS: General Plant Trash

**NON-HAZARDOUS  
WASTE**

# Mandatory Hazardous Waste Label Data:

A -Preprinted Information

B -Date: When 55 gals in 1 or more haz. waste containers set together

C -EPA Waste No. (Code)

D -Description of Waste, Bldg. Location and pH Value (in-house only)

E -DOT Description for Shipment

A →

**HAZARDOUS WASTE**

**FEDERAL LAW PROHIBITS IMPROPER DISPOSAL.**  
IF FOUND, CONTACT THE NEAREST POLICE OR PUBLIC SAFETY  
AUTHORITY OR THE U.S. ENVIRONMENTAL PROTECTION AGENCY.

**GENERATOR INFORMATION:**  
NAME Harley-Davidson Motor Company Ops., Inc.  
ADDRESS 1425 Eden Road PHONE (717) 848-1177  
York CITY STATE PA ZIP 17402  
MANIFEST TRACKING NO. \_\_\_\_\_ ACCUMULATION START DATE \_\_\_\_\_  
EPA ID NO. PAD001643691 EPA WASTE NO. D001, F003, \*

SHUTTLE DRUM  
Aerosol cans, alcohol bottles, loctite, lubricant containers,  
touch-up paint \*(F005)

D.O.T. PROPER SHIPPING NAME AND UN OR NA NO. WITH PREFIX

**HANDLE WITH CARE!**

STYLE WML28

LABELMASTER® (800) 621-5808 www.labelmaster.com

← B  
← C

D/E →

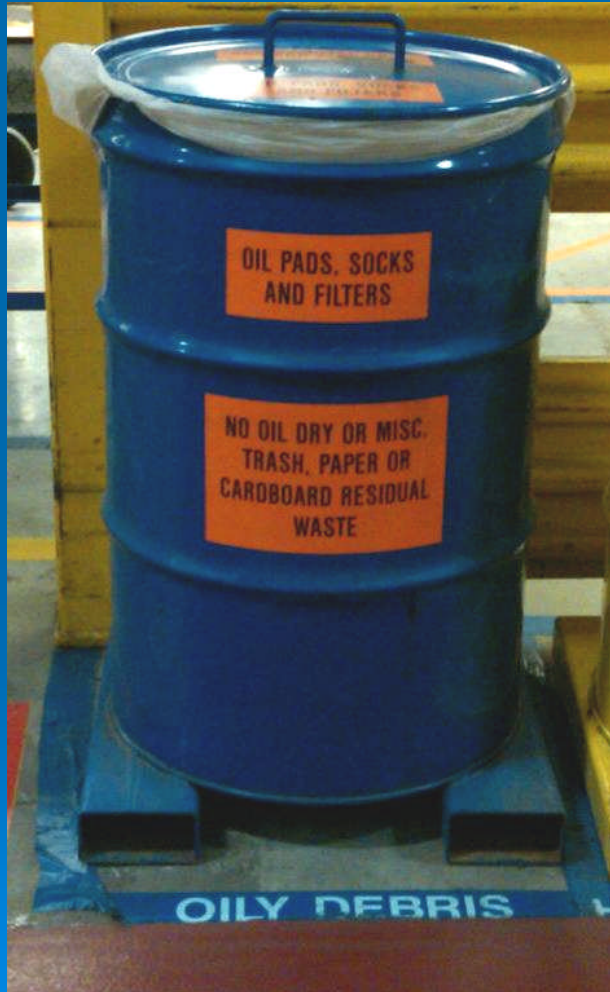
# Waste Containers

## Selection:

- Containers must be good condition
  - No severe rusting
  - No sharp-edged creases or dents
  - No leaking wastes
  - No waste residue on top, sides, clamps, bolts/nuts or rings of drums / totes.
- Containers with residue must be cleaned, decontaminated or over packed



# Residual Waste Containers



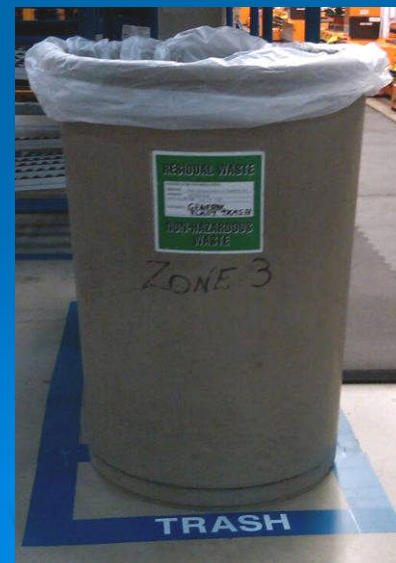
Example of proper container:

***Blue drums*** - oily debris, oily gloves, oily cans and oil soaked pads and socks (no oil-dry)

# Residual Waste Containers

Example of proper container:

***Gray plastic container*** for general plant trash - garbage, cafeteria wastes, plastic and paper (does not include plastic drink bottles or office paper).



# Recycle Containers

- Paper, aluminum cans and plastic bottles



- Other items recycled: Solvent, Cardboard, Scrap Metals and Wood Pallets

# Hazardous Waste Containers

Example of proper container:

## ***Yellow metal hazardous waste drums***

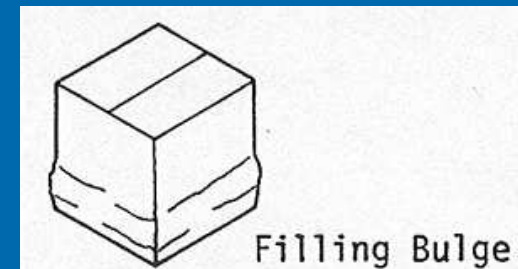
- Use for empty aerosol cans, isopropyl bottles and loctite cans,
- For wiping rags, small empty paint cans
- NO wood, glass, paper, or empty plastic soda bottles / containers).
- These containers are inspected and sorted to verify proper waste disposal.



# Waste Containers

## Filling Containers:

- Do not overfill the container
- Containers can expand and contract due to temperature and pressure changes – create **BULGING** containers.
  - Damage integrity of container
  - Safety hazard
- Drums: Allow 3 – 4 inches of headspace
- Totes: Allow 6 – 8 inches of headspace
- For heavy solids/sludges, more headspace needed
- Close drum bungs and tote lids
- Do not fill roll offs above the rim



# Hazardous Waste Containers

## Closure:

- Under RCRA both US EPA and PADEP require ALL hazardous wastes containers to be closed!
- Closed except when adding or removing waste!!!

**NOT THIS!**



**YES THIS!**



# Importance of Waste Stream Consistency

- Each waste stream must be sampled and approved for disposal at an appropriately permitted facility.
- Any significant deviations in the composition of these approved waste streams can cause surcharges, rejection and return of shipment and the possibility of fines and penalties.

# Spills

To report a spill on-site, call  
York Emergency Hotline:

**852-6000**

(ext. 6000 from a landline)

# Sustainability

## New corporate initiatives across all sites

- Drive to zero landfill
- Increased reuse/recycling
- Diversion from landfills - construction and demolition waste by segregation
- Incineration - Waste to Energy (WTE)
- York is leading the way!



# Summary

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**Each person generating waste is responsible:**

- **To place this waste in the appropriate container**
- **To make sure the container is labeled properly**
- **To know how to respond to a spill and who to notify**

# Security Review for Contractors & Visitors





# Security

## Policy

- Harley-Davidson's Security Department participates in the business process as a "best in class" protective and investigative agency, that helps the company leadership provide the protection of company assets both human and financial. The department supports the corporate vision through the reinforcement of company values, focus on company issues, and constant collaboration with stakeholders.
- The Security Department is constantly searching for better ways to function and supports the intellectual advancement of its employees. By making every motion count, the department increases productivity while seeing to it that resources are not depleted to an unacceptable level.



# Security

## General Information

### Visitor Facility Access:

- All visitors are to be directed to the main lobby during normal business hours of 7:00 am to 5:00pm. Visitors may also enter through Gate 3 and Softail lobby
- After hours, all visitors will access Gate 3 or Softail Lobby.
- Visitors will be required to present a valid government issued photo ID to gain access.
- Visitor will be required to be escorted by their project champion, unless pre-authorization is granted.
- Visitors are not permitted to escort another visitor without proper access credentials.
- Harley Davidson Security reserves the right to refuse access to the facility.
- Harley-Davidson Security reserves the right to inspect any/all packages, bags, briefcases, purses etc. upon entering or exiting the property.



# Security (continued)

## General Information

**Contractor Gate Access:** On the occasion when there is a need to drive inside the facility, the following rules need to be observed:

- Driving inside the fence line is a privilege not a right.
- Contractors should make every effort to limit the number of vehicles parked inside the fence line.
- Driving inside the fence line is reserved for contractors who have a true need to work out of their vehicle. All other vehicles may obtain a 30 minute pass to drop equipment at their work area and the vehicle is expected to be parked in the designated contractor parking area.
- All vehicles must have a placard/logo on the side with the official company name.
- Parking should not block or impede traffic, delivery areas, or cause any type of safety issue.
- Vehicle passes issued by Security must be fully visible on the dashboard with appropriate information filled out.
- All H-D Safety, Security, and Environmental policies must be followed.
- All vehicles are subject to search by H-D Security at any time.
- NO personal vehicles are permitted.
- Any special needs should be brought to the attention of your Project Champion and Security Management.
- Any violations may result in driving privileges being suspended or terminated from the H-D campus.



# Security Review

## General Information

### Parking:

- **South parking lot**- located on the south east side of Eden road (across from 84 lumber) .
- **West parking lot**- located on the west side of Eden road, directly across from the plant. Oversized vehicles and vehicles with trailers should also park in this lot.
- **Motorcycle parking lots**- located in the South, West and Tour Center parking lots as well as Softail. These areas are marked with white poles or signage. DO NOT attempt to park a car or truck in these spaces.
- Harley-Davidson is not responsible for damage or theft to vehicles while on Harley-Davidson property.

### Camera Policy:

- Cameras are not permitted within the Harley-Davidson factory without prior approval from the Harley-Davidson Communications Manager.