

HARLEY-DAVIDSON®

HARLEY-DAVIDSON
VISITOR & CONTRACTOR
ENVIRONMENTAL, HEALTH, SAFETY AND
SECURITY SITE OVERVIEW

The Harley-Davidson logo is visible on the right side of the slide, partially overlapping the text. It features the words "MOTOR HARLEY-DAVIDSON CYCLES" in a stylized, shield-like font.

TOMAHAWK OPERATIONS – SOMO AND KAPHAEM

H-D ENVIRONMENTAL, HEALTH, SAFETY AND SECURITY OVERVIEW



All visitors must comply with H-D Tomahawk's Safety, Environmental and Security rules and regulations.

Visitors who do not conform to these rules and regulations will not be allowed access to H-D Tomahawk

Any questions on the content of this presentation or other H-D requirements should be directed to your onsite H-D champion or representative

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**HARLEY-DAVIDSON
VISITOR & CONTRACTOR
SECURITY SITE OVERVIEW**



H-D SECURITY MESSAGE



Harley-Davidson's Security Department participates in the business process 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.

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 facility without prior approval from the Harley-Davidson Communications Manager.

H-D SECURITY VISITOR ACCESS



- All visitors are to be directed to the main 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.
- 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.
- Vehicles entering gated areas of H-D will be required to follow the gate access process.

H-D Tomahawk is monitored by proprietary video surveillance and recording equipment. All activities occurring while on property are subject to monitoring by Harley-Davidson Security

HARLEY-DAVIDSON ANTI-VIOLENCE



Harley-Davidson has an established Workplace Violence Policy with the purpose of establishing and communicating our zero-tolerance towards threats, threatening behavior, or acts of violence conducted by anyone against employees, visitors, guests, or other individuals on Harley-Davidson property including its facilities and parking areas.

If you witness or receive any threats, or if you have been told about a threat, notify Site Security immediately.

If you witness any behavior that may be regarded as violent, contact Site Security immediately at *999 or call 911 for outside assistance.

HARLEY-DAVIDSON ANTI-VIOLENCE



Prohibited conduct on Harley-Davidson property includes, but is not limited to, the following examples:

- Physical possession of firearms (including air-pistols and air-rifles), switchblades, spring-loaded knives or other knives not required for one's job, explosive materials, toxic agents, and any other object carried for the purpose of injuring or intimidating others. Please be aware that public law enforcement officers, licensed armored courier services or other officials in the performance of their official duties may be in possession of some of these items while on Harley-Davidson property.
- Abusive or threatening language or behavior, including verbal threats, harassing phone calls and stalking.
- Unwanted physical contact such as hitting, fighting, pushing, shoving, or throwing of objects.
- Damaging property as a result of violent acts.
- Possession of a weapon in violation of federal, state or local law.

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HARLEY-DAVIDSON QUALITY MANAGEMENT SYSTEM (QMS)

The Harley-Davidson logo is embossed on the right side of the slide. It features the classic shield shape with the words "MOTOR HARLEY-DAVIDSON CYCLES" arranged around the perimeter.

HARLEY-DAVIDSON QUALITY MANAGEMENT SYSTEM (QMS)



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- ❑ A Quality Management System (QMS) is defined as a formalized system that documents processes, procedures, and responsibilities for achieving quality policies and objectives.

 - ❑ H-D's QMS is certified to the ISO 9001:2015 Standard
 - ❑ ISO – International Organization for Standardization
 - ❑ Guideline for the H-D QMS Standards

 - ❑ We are formally audited once per year by:

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**HARLEY-DAVIDSON
VISITOR & CONTRACTOR
SAFETY OVERVIEW**



HARLEY-DAVIDSON PARKING OVERVIEW



Employee Parking:

- Somo: West and South parking lot.
- Kaphaem: Main parking lot.

Visitor Parking:

- Somo: West and South parking lot or in short term visitor parking on 8th St.
- Kaphaem: Main parking lot.

Motorcycle parking lots:

- Somo: Along Somo Ave and 8th St. in designated parking area.
- Kaphaem: Designated area in front of the building.
- 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. Properly lock your vehicle and store valuables in the trunk or out of plain site.

HARLEY-DAVIDSON PERSONAL PROTECTIVE EQUIPMENT REQUIREMENTS



Safety Glasses	ASNI approved Safety Glasses with side shields are required in all areas of the production floor.
Safety Shoes	ASNI approved steel/composite shoes are required at all times outside of office/break areas.
Hearing Protection	Required only in marked and identified areas.
I.D. Badge	I.D. badges should be clearly displayed using clips or other means. Neck lanyards are prohibited while on the production floor.

HARLEY-DAVIDSON EMERGENCY NOTIFICATION PROCESS



IN THE EVENT OF AN EMERGENCY SITUATION PLEASE UTILIZE THE FOLLOWING CONTACT METHODS:

Red Landline Phones Throughout the Facility	Any H-D Landline Phone	Personal Cell Phone
Pick up handset and it will automatically dial the Security Department	Dial *999	715-453-0202 (Somo) 715-224-2904 (Kaphaem)

THIS INCLUDES BUT NOT LIMITED TO: SPILLS, ENVIRONMENTAL INCIDENTS, MEDICAL INCIDENTS

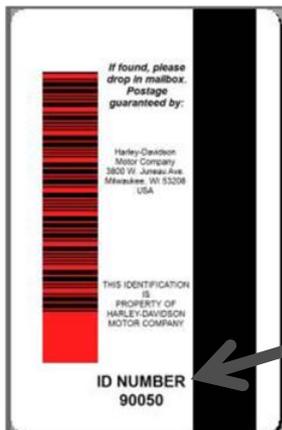
HARLEY-DAVIDSON ELECTRONIC MUSTER POINT PROCESS



RALLY POINT AND SHELTER IN PLACE READER INSTRUCTIONS:

- Hold your badge over keypad and wait for light to turn green. (Employees visiting from other sites, if you forgot your badge, enter your clock number followed by #)
- Reader light will turn green.
- Anyone without a badge should see the evacuation warden to capture your name for accountability.

ID Badge



ID Number

Employee and Contractor badge ID numbers are located on back of badge.

Employee number is 5 digits

Contractor number is 6 digits



HARLEY-DAVIDSON TAKE SHELTER PROCESS – Weather Emergencies



- **“Tornado Warning” (a tornado has been sighted)**

- Shut-down production
- Sweep your area to notify others
- Take shelter immediately in gender identified bathrooms by the main entrance

- **“Tornado Watch” (conditions are favorable) or “Severe Thunderstorm Warning”**

- No immediate action required
- Be on alert for additional announcements

- **How will you be notified?**

- Evacuation Wardens
- Security Officer
- AssuranceNM
- Facility PA Announcement

- **Shelter in Place (SIP) badge scanners are located at internal and external evacuation rally points.**

- Make sure to scan your badge to be accounted for during a severe weather event in the bathroom.

HARLEY-DAVIDSON TAKE SHELTER PROCESS – Power Outages



- *In case of a power outage – Please proceed to the cafeteria/break room.*
- **Shelter in Place (SIP) badge scanners are located at internal and external evacuation rally points.**
 - Make sure to scan your badge at the muster station in the break room, to be accounted for.

HARLEY-DAVIDSON EVACUATION PROCESS



Evacuation Emergency

- Prior to beginning work on-site, the Evacuation Procedure must be reviewed with all personnel. Site evacuation maps are posted throughout the facility. Your project champion will review your closest muster point with you.
- Evacuate if you hear an audible alarm and see a strobe.
- In the event of an evacuation, report to the assigned or nearest Rally Point for headcount. Follow H-D employees to the Rally Point
- If you have a badge, scan it at the mustering point outside.
- **Notify your site contact of your location.**

Hazardous Material Release Emergency

- In the event of a hazardous material release
 - call *999 (*Somo and Kaphaem*) from an internal phone
 - call 715-453-0202(*Somo*) or 715-224-2904 (*Kaphaem*) from a cell phone
- If the area needs to be evacuated, activate a fire alarm pull station and immediately notify Security of the release.

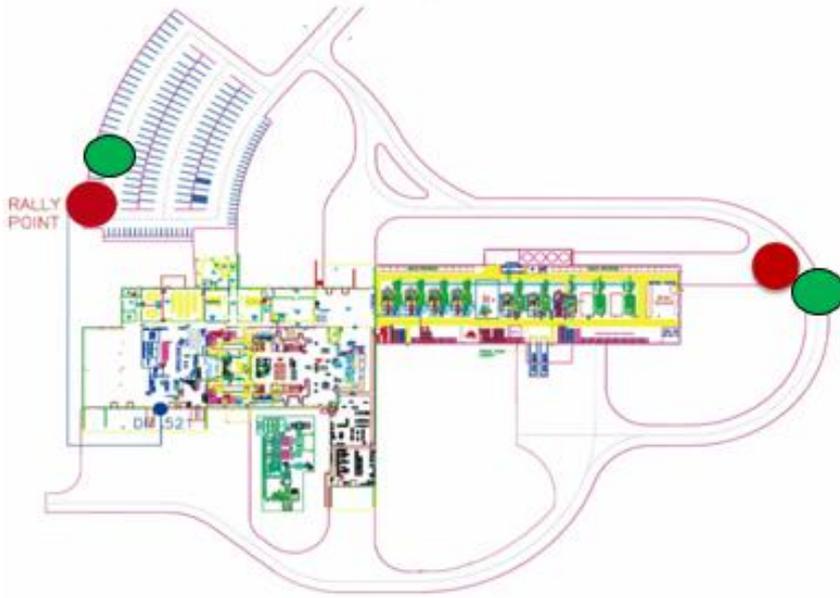
HARLEY-DAVIDSON EVACUATION PROCESS



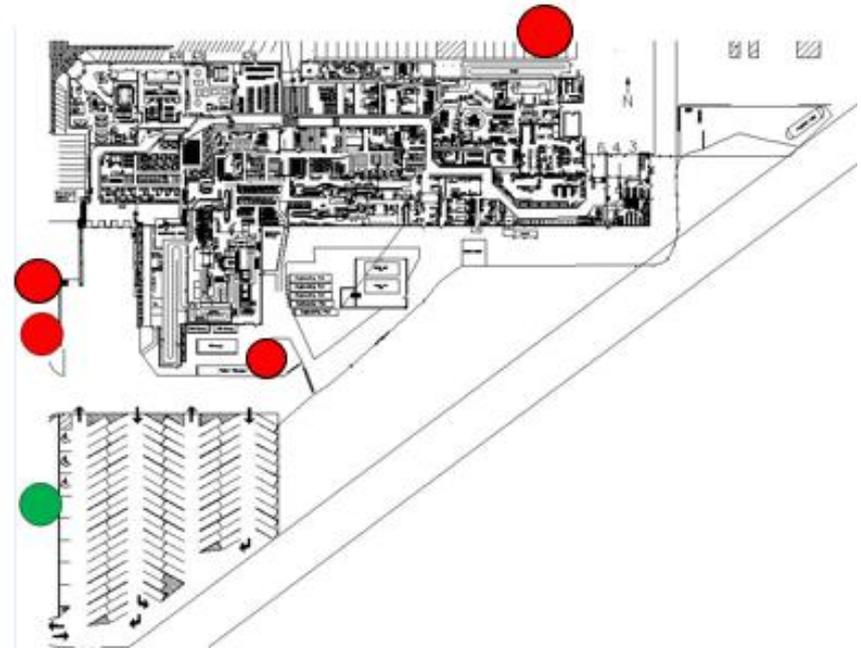
- Evacuation routes are posted at entrances throughout the facility.
- Individuals evacuating shall assemble at the area's assigned Rally Point.
- Report to your supervisor for headcount.
- If you are not in your normal area during evacuation, go to the closest gathering point and notify the evacuation warden.
- Individual shall remain at this Rally Point, until the headcount is completed and an "All Clear" has been given.



HARLEY-DAVIDSON EVACUATION PROCESS



Kaphaem



Somo

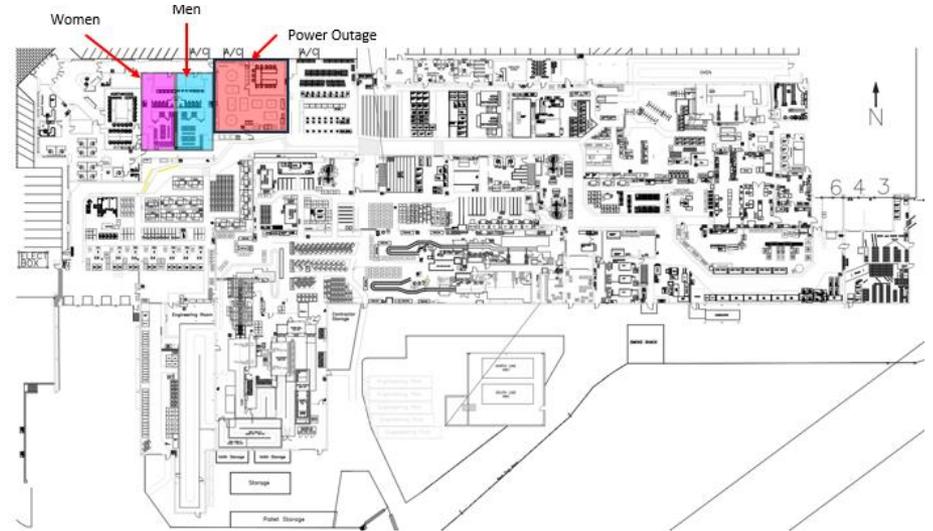
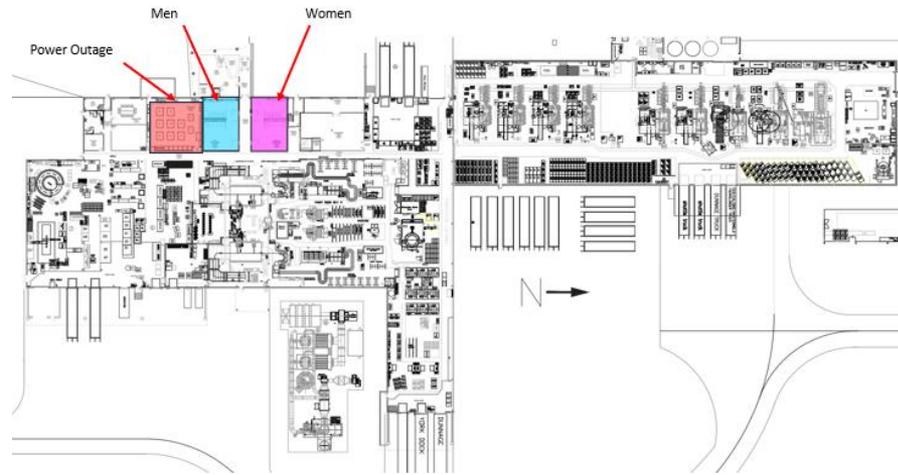
-  Mustering Points
-  Rally Points

HARLEY-DAVIDSON EVACUATION PROCESS



- **KAPHAEM SHELTER POINTS**

- **SOMO SHELTER POINTS**



HARLEY-DAVIDSON FACILITY SAFETY OVERVIEW



Emergency equipment must remain clear at all times.

- First-aid equipment, fire extinguishers, sprinklers, eyewash stations, egress routes, etc.
- If you must block or remove, contact the Health & Safety Department

Accidents & First Aid

- Non-Serious injury-care available in Health Clinic
- Emergency assistance - call Security at *999 (*Somo and Kaphaem*)
 - Do not dial 911 – *work through Security*
- H-D Project Champion must be notified immediately of any injury

Fire Emergency

- Individuals discovering a fire should activate the fire alarm system by operating a pull station
- If you can do it safely, dial *999 (*Somo and Kaphaem internal phones only*) to report the fire
- Evacuate the building



WARNING



Imold Plasma Units
Generate
Electromagnetic Fields
which may affect
Pacemakers



WARNING



Painting Processes
Generate
Electromagnetic Fields
which may affect
Pacemakers

HARLEY-DAVIDSON®

HARLEY-DAVIDSON
VISITOR & CONTRACTOR
ENVIRONMENTAL
SITE OVERVIEW



HARLEY-DAVIDSON FACILITY ENVIRONMENTAL POLICY



The Company believes in protecting the environment. The Company is committed to the advancement of operating and management practices that minimize, consistent with the Company's business objectives, the impact of its operations on the environment. Accordingly, the Company's environmental and energy guidelines and practices include:

Providing training for employees, emphasizing both individual and corporate responsibility for compliance, sound environmental management and conservation actions.

Considering the minimization of energy and water use and the generation and discharge of waste (including air emissions, wastewater and solid waste) in research, design, operating, purchasing and management decisions.

Evaluating reuse, recycling and other beneficial uses of waste materials prior to landfill or other means of disposal.

Conducting internal environmental & energy audits to promote better operating practices, pollution prevention, energy use, waste management, water management, information exchange, recordkeeping and compliance with regulations.

Conducting environmental & energy reviews for new projects, processes and materials to confirm regulatory compliance, assess environmental impact and consider energy efficiency.

Establishing operating practices to meet our responsibilities under environmental laws and regulations in all countries where we operate.

Supporting the development and implementation of environmental laws and regulations that represent an appropriate balance of the interests of all our stakeholders.

Communicating the Company's environmental commitment to employees, contractors and stakeholders.

Establishing specific operating and performance targets on a regular basis consistent with the Purpose and Objectives of this policy.

Reporting on Harley-Davidson's performance with the goal of continual improvement with respect to Harley-Davidson's commitment to the Purpose and Objectives of this policy.

HARLEY-DAVIDSON FACILITY ENVIRONMENTAL OVERVIEW – RECYCLING STREAMS



- Cardboard (boxes & cores)
- All beverage containers (plastic, glass & aluminum)
- Office paper
- Scrap metal
- Pallets (wood)
- GTX Plastic
- Used solvents
- Empty plastic and metal drums
- Punctured Aerosol cans (metal recycling)
- If unsure of how to dispose of item, ask your help chain



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**HARLEY-DAVIDSON
VISITOR & CONTRACTOR
SITE OVERVIEW**



HARLEY-DAVIDSON TOBACCO FREE POLICY



All U.S. H-D facilities are tobacco-free

Employees, contractors, contingents, consultants and others who are working on behalf of the Company and visitors are prohibited from the use of all Tobacco Products on Company Property.

- Tobacco Products: pipes, cigarettes, e-cigarettes, cigars, snuff, chewing tobacco, and all other tobacco-related products.
- Company Property includes:
 - All buildings, grounds, parking lots, and ramps owned, leased, rented and/or maintained by Harley-Davidson in the U.S.
 - Grounds, streets or sidewalks within 50 feet of any Company building entrances/windows/ventilation systems.
 - All vehicles owned or leased by Harley-Davidson in the U.S.



HARLEY-DAVIDSON SUMMARY



This completes the visitor portion of this presentation. For further explanation of any Harley-Davidson Visitor policy or procedure, please consult with Security and or your Harley-Davidson Sponsor.

The Next section of this presentation is required of ALL residential contractors and contractors that will be performing work on Harley-Davidson grounds.

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**HARLEY-DAVIDSON
CONTRACTOR
ENVIRONMENTAL, HEALTH, SAFETY AND
SECURITY SITE OVERVIEW**



CONTRACTOR RESPONSIBILITIES



Contractor assumes and has full responsibility and liability for:

- safety of its employees.
- compliance of subcontractors.
- compliance with H-D standards and applicable laws and regulations.
- enforcement of Environmental, Safety and Security rules.
- ensuring that work is performed in a safe manner.

Contractors who do not conform to these rules and regulations will be required to cease work and depart property.

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**HARLEY-DAVIDSON
CONTRACTOR
SITE EXPECTATIONS**



H-D CONSTRUCTION SITE SAFETY



-
- Construction areas must be clearly identified through any use of:
 - barricades
 - ropes
 - stanchions
 - fences
 - cones
 - appropriate signs
 - 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.
 - Hard hats must be worn in areas and on projects where there is a danger to the head from falling objects or individuals working overhead.

H-D ASBESTOS AND LEAD POLICY



Before starting any demolition work ensure Asbestos and Lead testing has been completed on the items to be removed.

Only Certified Asbestos and Lead Paint Contractors are permitted to handle asbestos containing material or lead paint.

Prior to removal of asbestos materials on site

- approval must be obtained from the Harley-Davidson 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

H-D HOUSEKEEPING EXPECTATION



- Harley-Davidson requires a clean as you go policy
- Environmental requirements dictate this along with the need to maintain quality of our product and the need to maintain a “Tour Ready” environment.
- Locate waste receptacles.
 - Harley-Davidson segregates waste by type.
 - Ask if you are not sure where to dispose waste.
- Daily Sweeping or mopping

H-D GENERAL FACILITY EXPECTATIONS



Operations that create excessive noise where H-D employees will be affected are prohibited unless approved by Safety Department.

Operations that create excessive gasoline or diesel engine exhaust in areas where H-D employees will be affected are prohibited unless approved by Safety Department.

Operations that create excessive dust, odors, fumes and vapors in areas where H-D employees will be affected are prohibited unless approved by Safety Department.

H-D HOUSEKEEPING EXPECTATION



- Material should be carefully stacked in a designated location 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. Do not throw items in the site dumpsters unless approved ahead of time. Certain dumpsters are designated for recyclables.
- Combustible scrap, waste materials shall be removed daily.
- Overhead storage of debris, tools, equipment, etc. is prohibited.
- We are a tobacco-free, smoke-free environment.
- Before storage of any materials outside it must be approved by the project champion through the Yellow Tag process.

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**HARLEY-DAVIDSON
CONTRACTOR
USE OF CHEMICALS ONSITE**



USE OF CHEMICALS



- All chemicals, including cleaners, mixtures, lubricants, etc. and compressed gases must be approved prior to being brought on H-D property.
- Safety Data Sheets and request form must be supplied to the Project Champion who will request approval for use on-site.
- You are responsible for providing your employees with Right-To-Know/Hazard Communication 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.

USE OF CHEMICALS



-
- All chemical containers AND secondary containers must have a label
 - Any chemicals stored on site must be contained in appropriate storage facilities/cabinets
 - To dispose of chemicals, contact the Safety/Environmental Department.
 - ALL Hazardous Waste generated by the contractor is the responsibility of the contractor and must be removed from site, by the contractor.
 - Chemical Spills
 - In the event of a hazardous material release
 - call *Ext. *999 (Somo) or Ext. *999 (Kaphaem)* from an internal phone
 - call *715-453-0202(Somo) or 715-224-2904 (Kaphaem)* from a cell phone
 - Evacuate the spill area if a safety hazard exists
 - Attempt to contain spill
 - You will be liable for all costs incurred for clean-up and disposal

USE OF CHEMICALS – FLAMMABLE 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.

Flammable liquids must be stored in an approved cabinet.
The amount stored shall not exceed:

- 25 gallons of class IA liquids in containers or
- 125 gallons of class IB, IC, II or III liquids in containers.

Acids, alkalines and flammables must not be stored together.



Work in Hazardous Material Rooms

Several locations within Tomahawk hazardous electrical work classification's locations due to flammable chemical storage/usage

- These include Class 1 DIV 1 and Class 1 Div 2 work areas
- Typically, these are the mix rooms/paint kitchens, paint storage, hazmat rooms, and robot spraying areas
- Any work in these areas requires additional precautions (closure/removal of materials) and proper equipment (EE rated scissors lift), work with your site rep for additional details

USE OF CHEMICALS – BULK LIQUIDS



- Bulk deliveries of fuels, oils, coolants, or other materials present an increased risk of spills. Immediately notify site security of any spill or emergency.
- Equipment must be in good working order and contractor personnel must remain with their load at all times.
- During bulk liquid offloading and loading, wheels must be chocked and contractor must have an emergency communication device.

Please note spill kit locations prior to offloading / loading.

HAZARDOUS MATERIAL TRANSPORTATION



- All applicable federal, state and local requirements for bills of lading, hazardous materials and wastes, manifests and materials of trade must be followed.
- Excess chemicals brought on site by Contractor must be removed in a compliant manner, including all applicable DOT requirements

H-D WASTE MINIMIZATION POLICY



- Bring only enough materials to complete the job.
- Contractor is responsible for all housekeeping and proper disposal of materials and wastes while working at H-D. Please consult the Safety/Environmental Department regarding proper disposal of typical waste streams.
- All hazardous wastes you generate must be properly packaged, labeled, manifested, transported and disposed of. This is the responsibility to the contractor to remove from site or arrange proper removal. Any wastes which remain the responsibility of H-D must be handled by H-D authorized personnel or contractors.
- Containers for recyclables are available throughout H-D facilities. While on site, contractors are expected to observe the signs, labels and posted instructions for recyclables, cardboard, paper, plastic bottles and metals.

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GENERAL SAFETY REQUIREMENTS**



H-D COMPRESSED GAS CYLINDER SAFETY



- 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.

H-D CONFINED SPACE SAFETY



-
- 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. An on site rescue team is required for permit required spaces. **This must be coordinated with your project champion.**
 - Harley-Davidson has posted warning signs at the entrances of permit-required confined spaces.
 - It must be recognized that situations and tasks may create a hazardous atmosphere that will require a permit in non-posted confined spaces.
 - H-D will not loan or otherwise provide equipment to contractors for confined space entry. Contractors must provide all necessary equipment to enter and perform work in confined spaces.

H-D HOT WORK SAFETY



-
- H-D hot work permit system must be followed.
 - H-D site Safety Department must be notified prior to any welding or cutting.
 - Non-combustible or flame proof shield or screens must be provided.
 - You must provide a fire watch equipped with 2 suitable fire extinguishers, including for 30 min after the work is completed.
 - 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.

H-D CRANE AND HOIST SAFETY



-
- 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 and appropriate protections are in place.
 - You are not permitted to use hoists and lifting apparatus belonging to H-D unless approved by Project Champion.

H-D LOCKOUT TAGOUT SAFETY



- Personnel that perform lockout/tagout must have appropriate training and must be considered Authorized to perform lockout/tag out.
- You must supply locks and tags for your employees. Their name must be clearly identified on their lock(s) or a tag(s).
- Group lockout will need to be performed when working with Harley-Davidson personnel.
- Locks must only be removed by the person who applied the lock.
- The plant wide Lockout/tagout policy applies to all contractors.

H-D FLOOR OPENING / EXCAVATION SAFETY



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

Excavations must be guarded by barriers and by lights (at night).

Excavations must be properly shored to prevent cave-ins.

Openings in the ground or in floors (open manholes, pits, sewers, etc.) must be guarded.

H-D FLOOR WORKING FROM HEIGHTS SAFETY



- Personnel that perform overhead work must have appropriate training.
- The H-D facility Fall Protection work instruction applies to all contractor personnel.
- Work areas must be appropriately marked and barricaded where overhead work will be performed.
- No overhead work may be performed when there is the possibility of an unprotected contractor or H-D employee at risk of being struck by a falling object.
- The plant wide policy applies to all contractor personnel. See the project champion for a copy of the policy.
- Fall protection must be used when operating/using “scissors lifts” or “boom lifts”

H-D FLOOR ROOF SAFETY



-
- Fall protection must be provided while performing work on unprotected roof edges with a ground-to-eaves height greater than 15 feet.
 - At least 2 people are required on the roof at all times.
 - Warning lines/markers are to be used when roof work is more than 15 feet from the roof's edge.
 - Guardrails, positioning systems or fall arrest systems shall be used when roof work is within 15 feet of the roof edge.
 - Designated hoisting areas are required.
 - Extension ladders used to access the roof must be secured to the edge of the building and extend at least 3 feet above the roofline.

H-D LADDER SAFETY



-
- Anyone using ladders on H-D site must be trained on the proper use of their ladders.
 - Do not work from top rung or steps, follow all warning labels
 - Portable and fixed ladders must be inspected prior to use each day.
 - The use of ladders with broken rungs or steps, broken handrails or other defective construction is prohibited.
 - Use of all metal ladders is prohibited.
 - Portable ladders must be equipped with safety feet.
 - “Homemade” ladders must not be used.
 - Ladders must be of appropriate length to safely perform the job.
 - Extension ladders must extend 3 feet above roof line or level.
 - H-D facility work instruction for ladders which applies to all contractor personnel.
 - Fixed ladders: tools must be raised and lowered by rope and bucket method.

H-D POWERED INDUSTRIAL VEHICLE SAFETY



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.

Stop at all intersection and sound the horn.

Speed Limit inside H-D Buildings is 4 mph

Speed Limit outside H-D Buildings, slow enough to maintain safe travel.

Seatbelts must be worn when operating PIV's that are equipped with them.

H-D SAFE TOOL EXPECTATIONS



-
- 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.**
 - Tools operated by explosives are not permitted in H-D facilities without prior approval.
 - 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 tools and equipment is prohibited unless approved by the Project Champion.
 - Small tools are to be stored within a lockable storage cabinet/box when not in use. This cabinet/box is to be marked with the company logo or other distinguishing mark which identifies the owner.
 - Larger tools are to be marked with company logo or other distinguishing mark which identifies the property owner. Tag must not be able to be removed from the tool.

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CONTRACTOR

ELECTRICAL SAFETY EXPECTATIONS



H-D ELECTRICAL SAFETY EXPECTATIONS



- 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 aisle ways and corridors
 - Cords and temporary lighting cords should not be fastened with staples, hung from nails or suspended from wires
 - GFCIs required in wet areas

H-D ELECTRICAL NFPA 70E EXPECTATIONS



- All contractors and suppliers working on energized electrical circuits operating at 50 VAC/60 VDC or more at the H-D Facility are required to follow the requirements outlined in NFPA 70E.
- Contractors and suppliers working on energized electrical circuits operating at 50 VAC/60 VDC or more will be required to have the appropriate training to classify them as a “Qualified Person.” Documentation of training is required.
- 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.
- H-D requires 8 cal/cm² protective clothing to be worn for Hazard Classifications 2 or less.

H-D ELECTRICAL NFPA 70E EXPECTATIONS



- Managing ARC Flash
 - Arc flash hazard analysis has been performed at the H-D 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.
 - If work must be performed on electrical conductors or parts that are not placed in an electrically safe work condition, an **Energized Electrical Work Permit** must be completed prior to performing any work beyond voltage testing and trouble-shooting.
 - 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.

H-D ELECTRICAL NFPA 70E EXPECTATIONS



- A safe electrical work condition must be created including de-energizing all electrical 50 volts or greater inside the electrical box.
 - The circuit shall be **LOCKED OUT AND TAGGED**.
 - A Live Electrical Work Permit must be completed for any energized electrical work.
 - Trouble-shooting activities are exempt from the permit requirement.
- Barriers will be placed around the electrical equipment when there is exposed energized electrical parts.
 - Unqualified personnel will not be allowed to cross the Limited Approach Boundary.
 - Qualified electrical personnel will wear PPE appropriate for the task.
- Arc flash hazard labels are posted on the electrical equipment to identify the hazard present.