



**Vendor/Supplier/Contractor  
Health & Safety Awareness**

**Product Development Center**



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



## Key Site Contacts

Telephone numbers for the key site contacts are found in the contractor booklet.

- Safety personnel and contact numbers for the site are:
  - *Safety Lead: Rita Michalski* *Cell: 414-218-1771*
- Environmental personnel and contact numbers for the site are:
  - *Environmental Manager: Ty Axtman* *Cell: 414-406-2924*
- Security personnel and contact numbers for the site are:
  - *Main Security (24x7)* *General line: 414-465-6333*  
*Emergency line: 414-465-6322*
  - *Security Supervisor: Scott Luebke* *Cell: 262-347-1537*
  - *Security Manager: Michelle Thomas* *Cell: 717-873-3775*



# Emergency Information

- 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 *Ext. 6322*
    - 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 *Ext. 6322* 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.
  - 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.
  - 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 *Ext 6322* from an internal phone or *414-465-6322* from a cell phone
  - If the area needs to be evacuated, activate a fire alarm pull station



# Evacuation

- 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 report directly to the evacuation warden.
- Individual shall remain at this Rally Point, until the headcount is completed and an "All Clear" has been given.







## Access Control - Contractor Facility Access

- All contractors are to be directed to *employee entrance or visitors lobby* during normal business hours of *Monday – Friday, 7:30am -5:30pm*.
- After hours, all contractors will access *employee entrance*.
- Contractors will be required to present a valid government issued photo ID.
- Contractors will be required to be escorted by their project champion, unless pre-authorization is granted.
- Contractors 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, tool boxes, equipment, parts, etc. upon entering or exiting the property.





## Access Control - 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 an approved parking area.
- All vehicles inside the fence line 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.



## Alcohol, Drugs, etc.

At no time may individuals be in possession of alcoholic beverages, illegal or non-regulated drugs.



# Asbestos & Lead Paint

- 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



# Camera Policy

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

Camera phones may be subject to tamper proof seals.

- If you require use of your camera phone, a tamper proof seal is **required** inside the PDC.
- You may leave the device in your vehicle, while on premises of the PDC.
- If there is evidence the seal has been tampered with there will be a follow up investigation.



# Chemicals

- All chemicals, including cleaners, mixtures, lubricants, etc. and compressed gases must be approved prior to being brought on H-D property.
- Material 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 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

- All chemical containers must have a label
- Any chemicals stored on site must be contained in appropriate storage facilities/cabinets
- To dispose of chemicals, contact the Environmental Department.
- Chemical Spills
  - Call Ext. 6322 from an internal phone or 414-465-6322 from a cell phone
  - Evacuate the spill area if a safety hazard exists
  - Attempt to contain spill
  - H-D 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.
- 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.



# 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.



# Waste Minimization

- 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 Environmental Department regarding proper disposal of typical waste streams.
- All hazardous wastes you generate must be properly packaged, labeled, manifested, transported and disposed of. Wastes which remain the responsibility of H-D must be handled by H-D authorized personnel or contractors.
- Numerous 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.



# 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.
- 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.



# 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
- 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.



## 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 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.



# 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



# NFPA 70E

- 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.
  - 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.





## NFPA 70E

- All contractors and suppliers working on or exposed to energized electrical circuits operating at 50 volts 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 volts 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/cm<sup>2</sup> protective clothing to be worn for Hazard Classifications 2 or less.



## NFPA 70E

- 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.



Barriers

(Typical Application Shown)





# 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**



# Lockout/Tagout

- Personnel that perform lockout/tagout must have appropriate training and must be considered Authorized to perform lockout/tagout.
- You must supply locks and tags for your employees.
- 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.



# Excavations and 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
- 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.



# Hot Work

- H-D hot work permit system must be followed.
- H-D site Safety Department must 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.
- 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

- 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.



# Powered Industrial 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 4 mph
- Speed Limit outside H-D Buildings is 15 mph unless otherwise marked.



# Ladders

- Do not work from top rung or step
- Portable 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.
- Portable metal ladders shall not be used for electrical work.
- 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.
- H-D facility work instruction for ladders which applies to all contractor personnel.



# Parking

- **Employee Parking:**

- Employee Parking Lot – South Side of facility.
- Employees of PDC and visiting H-D employees from other locations.

- **Visitor Parking:**

- North Side of building located off of 119<sup>th</sup> Street.
- All non H-D resident visitors (Suppliers, consultants, interviews etc.) unless otherwise permitted.

- **Motorcycle parking lots:**

- April 01-November 01 Motorcycle parking only directly located in front of the PDC.
- November 01 – April 01 cars may park on the south half of this area.
- Visitor motorcycle only parking is located in the visitor parking lot.

- 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.



# Working Safely at Heights

- 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.



# Personal Protective Equipment (PPE)

- Safety glasses with sideshields and steel-toed shoes are required when in manufacturing areas.
- Sunglasses or tinted lenses are not permitted inside the facility unless required for specialty hazard protection.
- All other types of required personal protective equipment, such as metatarsal foot protection, hard hats, etc. 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.
- High visibility vests are required in “Orange Crush” zones.
  - “Orange Crush Zones” have been established and marked in areas where a higher risk exists between Powered Industrial Vehicles and pedestrians.
  - Typically dock areas where we are loading and unloading trucks.



# Roofs

- 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 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 used to access the roof must be secured to the edge of the building and 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.





## Tobacco Use



- The use of tobacco products is prohibited on Harley-Davidson, Inc., Company property.
- Tobacco products include 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 H-D
  - Grounds, streets or sidewalks within 50 feet of any Company building/entrances/windows/ventilation systems
  - All vehicles owned or leased by H-D
  - Use of tobacco in personal vehicles that are parked and/or operating on H-D property will be considered to be in violation of the tobacco use policy.



# 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.
- 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.



# Workplace Violence Policy

- 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 a coworker has witnessed or received, notify your Work Group Advisor, Supervisor, Human Resources Representative or Site Security Supervisor immediately. The Site Security Supervisor will contact Corporate Security.
- If you witness any behavior that may be regarded as violent, contact Site Security immediately or call 911 for outside assistance.



# Workplace Violence Policy

- 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.



# Questions