



Contractor Safety Handbook



2002 Award Winner

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1.0 Introduction

1.1 Introduction & Purpose

Ryder is committed to providing its employees with a safe, healthy and secure work environment. We believe that all organizations should strive to prevent all workplace injuries and instill the belief in each employee and manager that no injury is acceptable and all are preventable. An effective Contractor Safety Program helps to make a positive contribution to the safe working environment at every Ryder Facility and sets the foundation for the mutually beneficial business relationship with each Ryder Contractor. As such, we require our Contractors to embrace these same commitments when working on site at Ryder Facilities

This policy applies to all contractors, vendors, contractor employees, agents, sub-contractors or other persons not directly employed by Ryder (hereafter “Contractors”) and who are working in or around a facility owned, leased, controlled or operated by Ryder (each “Ryder Facility”). The policies and procedures set forth in this Policy contain some of the information necessary for Contractors to understand and observe the minimum required safe working procedures at each Ryder Facility.

In addition to the information contained here, as Ryder’s Contractor you are responsible to meet or exceed all regulatory requirements and industry recognized safe work practices necessary for the safe and efficient completion of the work assigned. You are expected to determine any activities within the scope of your responsibility that have the potential to place any persons or property at a Ryder Facility at risk and to carry out your assigned activities to ensure such risks are avoided. At all times, you must provide fully trained, well-equipped and competent workers and to monitor their performance to ensure compliance with all applicable regulations and established industry safe work practices. The safety and security of any employee, contractor or other person you assign to work at, bring or invite to a Ryder Facility is your responsibility while they work or remain at the Ryder Facility.

Due to the varied nature of the work assigned to our Contractors, this policy can only contain the basic guidelines relative to safe work practices and are not intended to, nor can they encompass all potential job site safety issues. These guidelines do not eliminate, modify or supersede any requirements imposed by federal, state or local law or regulation governing the specific work performed at the Ryder Facility and all Contractors are required to inform Ryder before performing work at any Ryder Facility of any conflict between such law or regulation and the policies set forth here. Moreover, to the extent this policy conflicts materially with any term in the Statement of Work contained within any written agreement for Services with Ryder, the Agreement will control and Contractor is also required to identify that conflict immediately upon becoming aware of it.

Thank you for your support and cooperation to maintain a safe working environment at Ryder’s Facilities and for your business relationship with Ryder.

2.0 Terms & Requirements

2.1 Definition of Terms

- **Ryder** refers to Ryder Systems Inc and any of its subsidiary or affiliated companies that may be the primary “client”.
- **SHS** is the acronym for Safety Health and Security
- **Ryder Premises, Properties, Site or Facility** refers to any operational property or work site owned, leased, controlled or operated by Ryder as well as any portions of properties or facilities owned by others where Ryder employees perform services.
- **Contractor** refers to any company or individual that performs a service for Ryder, not directly on the Ryder payroll.
- **Contractor’s Personnel** refers to each Contractor’s employees, owners, agents or subcontractors.
- **Services** refer to any services or work agreed or contracted to be provided and completed by the Contractor for Ryder.
- **Project Manager** refers to the Ryder designated local project manager, tasked to serve as the day to day and emergency contact for the Contractor. Within Ryder, there is usually, the local facility manager or designated manager on duty.
- **Contractor Liaison** refers to the Contractor designated individual tasked to serve as the day to day on-site contact, project coordinator and compliance manager.
- **Large Works Project** refers to projects whose total annual or individual contracted compensation amount is \$25,000 or greater
- **Transport Equipment Works** refers to work that involves mechanical, structural, system work or towing of Ryder owned / leased revenue producing vehicles
- **Small Works Project** refers to projects of less than \$25,000 in total annual or individual project compensation and involves small, local vendors that are on site infrequently and do not work on Ryder revenue vehicles.

2.2 Insurance Requirements

- Before performing any Services for a Large Works Project or a Transport Equipment Works Project at a Ryder Facility, each Contractor must provide evidence of current coverage meeting the following minimum standards:
 - General Liability coverage minimum of \$1,000,000 per occurrence
 - General Auto Liability coverage minimum of \$1,000,000 per occurrence
 - Workers Compensation and Employers Liability coverage minimum of \$1,000,000 per occurrence with a waiver of subrogation
 - If working on Ryder vehicles add Garage Liability and Garage Keepers Legal Liability coverage minimum of \$250,000 per occurrence
 - Ryder Integrated Logistics, Inc. or Ryder Transportation, Inc. must be listed as “Additional Insured” on liability coverages
 - Certificate must include a 30 day notice of cancellation
- Before performing any Services for a Small Works Project at a Ryder Facility each Contractor must provide evidence of current insurance coverage meeting the following minimum standards:

- General Liability coverage minimum of \$300,000 per occurrence
- General Auto Liability coverage minimum of \$300,000 per occurrence
- Workers Compensation and Employers Liability coverage minimum of \$300,000 per occurrence with waiver of subrogation
- Ryder Integrated Logistics, Inc. or Ryder Transportation, Inc. must be listed as “Additional Insured” on liability coverages
- Certificate must include a 30 day notice of cancellation
- If contractor has “unsupervised access” to Ryder or Customer owned product inventories, a current contractor Crime or Fidelity Bond is required.
- All medical and associated expenses incurred by the Contractor relative to employee illness or injury shall be the responsibility of the contractor.
- Contractor agrees to indemnify Ryder to the fullest extent possible by applicable law against all direct or indirect liabilities, losses, damages, injuries and expenses against, incurred or paid by Ryder relative to the Contractor’s work.

3.0 General

3.1 Security

- Contractor shall conduct employee background investigations and agrees not to send individuals with felony convictions within the previous 7 years to work at a Ryder Facility.
- Contractor must follow Check-in/ Check-out procedures at the Ryder Facility where they perform Services. Depending on the location, the Contractor and all employees must check in at the reception area and with the location manager. In addition, a documented signature, personal identification and photo identification may be required.
- Personal cameras, recorders or cell phones containing cameras are prohibited from the premises unless specifically authorized by Ryder Management.
- If access to the restricted work areas is allowed, the contractor is required to wear a “readily visible” garment to identify the individual as a Non-Ryder Employee. Generally accomplished by wearing a distinct color (orange) safety vest and / or hard hat.
- A Ryder host / escort shall be assigned to guide safe access to the designated work area and ensure that the work area is defined, clean and hazard free.
- Contractor may be granted access to “available” common work areas (e.g. restrooms, break rooms, etc) depending on facility layout and location.
- If required for the Services, Contractors may be permitted to park vehicles in a safe area within restricted areas so long as Ryder and the Contractor both agree the area is safe for parking vehicles of the type to be parked and that orange traffic cones deployed around the vehicle perimeter. Vehicles parked in these areas may be subject to security search and Contractor hereby consents to same.
- Excess product or materials, scrap or defective products are property of Ryder or Ryder’s Customer. These will be stored in designated areas.
 - Removal from the premises is prohibited unless directed by Ryder.
- Ryder accepts no liability for the protection of contractor’s tools, materials or equipment from theft or damage while at the Facility.

3.2 Firearms and Weapons

- Firearms and other potential weapons are strictly prohibited on Ryder Facilities and may not be brought to a Ryder Facility by Contractor's Personnel or kept in any vehicle parked at a Ryder facility. Violation will result in immediate and permanent expulsion of Contractor Personnel from the Facility and notification to appropriate law enforcement. If State Law specifically prevents Ryder from enforcing this policy and Contractor intends to bring firearms or weapons to a Ryder Facility, Contractor must be fully compliant with the State Law and notify the Ryder Project Manager and Ryder location management at the specific Facility of their intention.

3.3 Substance Abuse and Smoking

- Possession, use, transfer or sale of alcohol, illegal drugs or controlled substances at Ryder Facilities is prohibited.
 - Violation will result in the immediate and permanent expulsion of offending Contractor Personnel and notification of appropriate law enforcement.
- Contractor shall be responsible to ensure that employees performing "safety sensitive" duties, participate in a 49 CFR Part 40 compliant testing program
- Ryder facilities and vehicles are a smoke free work environment.
 - Smoking shall be permitted only in "designated" exterior areas.

3.4 Fire, Emergencies and Evacuations

- Ryder or its customer may at require at its discretion, the Contractor to attend a safety awareness training to familiarize them with facility and / or industry specific emergency procedures
- In the event of any fire, emergency, existing or developing hazard notify Ryder management immediately.
- Unobstructed, emergency access is to be maintained at all times to all:
 - Emergency exit doorways / walkways
 - Fire extinguishers, hoses or miscellaneous emergency equipment
 - Utility control boxes, shut-off valves, etc
- Sprinkler head operating clearance of ≥ 18 " shall be maintained for effective fire suppression
- Alarms or emergency systems may not be altered, tampered with or disabled
 - Any procedure that temporarily disables emergency systems such as sprinklers, alarms, etc must be arranged in advance with the Ryder Project Manager, affected employees shall be notified and interim directions implemented.
- In the event of an emergency evacuation alarm, contractor will proceed to the nearest emergency exit and proceed to the designated facility rally point.
 - Individuals remain at point until Ryder management authorizes return.
 - Contractor should not go to vehicles, depart the property, etc unless Ryder Management has been provided prior notification.
- Combustible materials (e.g. rags, paper & trash) shall be stored in proper, sealed containers.
- Burning of rubbish, trash or debris on site is strictly prohibited.

3.5 Behavior on Premises

Contractor shall be required to treat Ryder personnel, fellow contractors, customers, visitors and all other persons at Ryder Facilities with dignity and respect at all times. Ryder has a strict zero tolerance policy for harassing or inappropriate behavior of any type in the workplace. Examples of behavior that is not tolerated include:

- Verbal –
 - Racial, sexual or ethnic remarks / slurs,
 - Foul language,
 - Flirtatious comments or actions,
 - Comments about a person's body
 - Threats of any sort, direct or implied
- Physical –
 - Improper touching
 - Assault
- Visual Harassment –
 - Inappropriate racial, sexually explicit, ethnic or derogatory photos or materials
 - Inappropriate cartoons or drawings
 - Obscene gestures

3.6 Reporting of an Injury, Occurrence, Damages or Hazard

- Contractor must follow the emergency procedures at the Ryder Facility where work is performed in the event of an injury or other emergency occurrence.
- Ryder Management shall be notified immediately in the event of any work related SHS occurrence on site involving the following:
 - A work related injury that requires first aid and / or medical treatment,
 - A collision involving vehicles or equipment ,
 - Any occurrence that results in property damages of any sort
 - A “near miss” safety related occurrence
- An incident and investigation report inclusive of a root cause analysis and corrective actions shall be provided to Ryder as soon as possible but in any event at least an initial report shall be provided within 24 hours.
- Contractor shall fully cooperate with any Ryder investigation / review of a work related SHS occurrence.
- For SHS hazards or concerns, immediately notify the Ryder Project Manager.
- In the event of any occurrence that requires notification of a regulatory authority in connection with the premises or services performed, notify the Ryder Project Manager immediately.

3.7 Prohibited Use of Cell Phones / Mobile Devices While Driving

- The use of hand-held cell phones is prohibited unless equipped with a hands free device while driving / operating a commercial motor vehicle, powered industrial truck or mobile construction equipment on site
- This prohibition also includes the use of mobile devices to write, send or read text while driving / operating these vehicles or equipment on site.

4.0 Responsibilities

4.1 Ryder's Responsibilities

- To manage its business and to provide and maintain a safe work environment.
- To designate a responsible Ryder individual as the coordinating ***Project Manager***
 - Provide local day to day and emergency contact,
 - Usually the Location Manager or designated Manager on Duty
- Responsible to notify affected individuals of emergencies
- Initiate appropriate emergency response actions (first aid & medical treatment as qualified and able to provide).
 - To summon emergency response personnel as appropriate and necessary,
 - Promptly notify the contractor.
- To gather and record all necessary SHS occurrence information for completion of the OSHA 300 Log as required by OSHA regulations

4.2 Contractor's Responsibilities

- Contractor shall be responsible to know and comply with applicable local, state or federal labor / safety regulations relative to the work task, facility and products or materials used to perform the Services.
- Contractor agrees to:
 - Obtain all necessary licenses or permits prior to beginning work.
 - Designate a competent and responsible individual to serve as the ***Work Site Liaison*** to Ryder. This person is responsible to:
 - Maintain day to day and emergency contacts and communications.
 - To inspect the site, monitor and observe the work process to ensure compliance to safe and effective work practices
 - Take all reasonable steps to ensure that measures are in place to protect employees, agents, customers, contractors, sub-contractors or others.
- Verify the usage of trained and competent personnel only.
 - Individuals must possess the knowledge, ability and experience to safely complete the work assignment.
- Written work procedures (JSAs, SOPs, etc.) or, risk assessments shall be made available to Ryder upon request for specific work tasks to be performed.
 - These must be reviewed and approved by Contractor's Safety Representative or authorized Contractor officer.
- Ryder written work procedures, JSAs, hazard assessments, job safety inspections, etc. should be made available to Contractor Management for communication to Contractor personnel.
- Know and comply with applicable Safety, Health & Security Rules for the Ryder Facility where the Services are performed. These include but are not limited to:
 - Personal Protection Equipment as necessary
 - Lockout / Tagout Procedures
 - Key controls
 - Power equipment to be operated only by trained / certified personnel
 - All posted traffic and speed controls

- Confined Space Procedures
- Hot Work Procedures
- Elevated Work Procedures
- High Voltage Electrical Procedures
- Facility Emergency / Exit Plan Implementation
- Working Alone Procedures

4.3 Pre-Work Safety Meeting

- The Contractor shall ensure that all Contractor Personnel review the requirements and / or special procedures necessary for the Services at the Ryder Facility before work begins. Ryder employees at the Facility must be informed of any issues that may impact or affect their work, work areas or paths of foot or vehicular traffic.
 - Daily or pre-task meetings may be necessary depending on the specific work task, knowledge of the individuals and regulatory applications. Pre-work/tailgate safety meeting materials are available to Contractors per request from Ryder management.
- Prior to beginning Services. Contractor must follow procedure 5.13 below.

4.4 Housekeeping Requirements

- Maintain a clean, safe and orderly work site during active work hours
 - Leave secure, organized and “broom clean” during inactive work hours.
- Maintain accessible and unobstructed walkways, doorways and emergency exit routes
- Do not create tripping hazards or electrical hazards when using hoses, cords and cables
 - Locate and tape all cords and cables in a safe and secure manner.
- Trash shall be placed in proper waste containers labeled for that purpose.
 - Contractor is to supply and use their own trash containers for any hazardous and industrial waste or if the Services will result in significant volume of non-hazardous refuse or other waste. Disposal of all hazardous waste by Contractor must be done in accordance with law and regulation. Contractor must be designated as the generator of all such waste unless the Agreement otherwise designates.
- Contractor supplies and materials shall be properly stored and secured
 - Scrap and debris shall be properly disposed of in accordance with existing environmental regulations.
 - Violations may result in, Ryder at its discretion, undertaking the necessary cleaning and deducting costs from contractor payments

4.5 Safety Signs, Traffic and Safeguards

- Contractor shall provide, display and maintain relevant safety signage.
 - Lights, barricades, railings and other necessary safeguards to protect individuals on, about, or adjacent to the immediate work area as required by conditions, hazards and progress of the work project.
- Comply with all existing safety warning / caution signs as posted.
 - Maximum speed of vehicles while on Ryder property is limited to 5 mph.
 - Vehicle operators shall be aware and yield to all pedestrian traffic.
 - Pedestrians shall stay within designated walkways, where applicable.
 - Comply with all “NO PARKING ZONES” unless authorized otherwise
 - Park vehicles / equipment in designated areas.
 - Do not block access to fire hydrants, utility shut-offs or exits.

5.0 Specific Hazards, Procedures and Equipment

5.1 Work Permit System

- Any “non-routine” hazardous work that poses a serious health or safety risk to the contractor / employee requires a systematic review and issuance of a work permit
- The Ryder Project Manager and Contractor Liaison must fully assess the scope of work and the Contractor must:
 - Identify the specific work procedures and necessary safety precautions to safely perform the work
 - Inspect the tools and safety equipment to be used
 - Ensure that the worker is trained, capable of the work and knowledgeable of emergency procedures
 - Supply the necessary information to Ryder to allow the Ryder manager to prepare the work permit form 8-66 (on Ryder POLICY site) and submit the form to the applicable Safety Manager for review and approval
 - Approved permit is to be posted in immediate work area.
 - Permits are timed, good for one work shift or work day only. Renew as necessary
- Copies shall be retained in on-site file for one year
- **(WPS) Denotes work that definitely does or may require a Work Permit**

5.2 Hazard Communications and Hazardous Materials

- Contractor shall have and make available copies of applicable Material Safety Data Sheets (MSDS) upon request for materials at the work site.
 - Contractor shall make copies of MSDS available for materials used on site upon request Ryder management or any Ryder employees.
- Contractor shall train workers relative to hazardous materials used on site.
 - Includes emergency procedures as required by 29CFR 1910.1200.
- Contractor must properly label hazardous material containers brought onto Ryder Facilities.
 - Display the product name, hazards, safe handling procedures and availability of MSDS.
 - Label secondary containers unless used immediately in its entirety.
- Hazardous materials shall be stored in accordance with OSHA 29 CFR 1910.1200.
- Promptly report all spills (especially hazardous materials or contaminated waste) to Ryder Management. Spills are to be promptly contained, cleaned, and disposed of in accordance with MSDS instructions, applicable environmental regulations and if necessary, the guidance of Ryder Environmental Department.
- Ryder reserves the right to request verification that any spill, waste or recyclable materials have been processed by the quoted and approved disposal facility

5.3 Flammable Liquids / Materials

- Flammable liquids shall be stored in compliance with NFPA Code 30.
 - Those with a flash point below 110 degrees Fahrenheit shall be contained in a UL approved / labeled safety can or flammable cabinet.

- Supplies of flammable liquids such as oil, gasoline, paint or solvents, etc. shall be limited to a “normal” one-day supply on Ryder property
 - Unless Ryder Project Manager specifically approves otherwise.
- Ignition sources such as extension utility lights, electric drills, grinders or other potential spark producing devices are prohibited within 25’ of any flammable materials storage / usage areas.
- Compressed gas cylinders are to be stored by the following guidelines:
 - “Secure” in an upright position with valves closed and caps in place.
 - Locate only in well ventilated areas and away from vehicular traffic.
 - Separate and label storage for full versus emptied cylinders.
 - Separate oxygen cylinders from acetylene cylinders by using a non-combustible partition or by a minimum distance of 20’.

5.4 Inspection of Powered Equipment, Vehicles, Tools and Ladders

- Contractor shall provide their own industrial equipment, vehicles or tools.
 - Use of Ryder owned equipment or tools is prohibited
- Contractor Personnel must be trained and certified as required to operate all equipment.
- All equipment and tools must be inspected by Contractor prior to daily use so as to ensure all is in safe operating order.
- Contractor Personnel shall also inspect equipment “after each daily use” to determine that it is in good operating order and ready for cleaning, storage and usage.
- Contractor must tag and remove from service any equipment, tools or ladders that are not in good, safe operating order.
- Contractor shall complete all inspections required by applicable regulations and shall provide evidence of same to Ryder upon request.

5.5 Powered Industrial Trucks (PITs), Powered Pallet Jacks (PPJs)

- Contractor shall ensure that PITs or PPJs are of proper type and load capacity to safely perform the specific task:
 - Contractor shall follow manufacturer’s safety guidelines relative to use of equipment.
- Only qualified, trained and certified Contractor Personnel shall be authorized to operate PITs or PPJs:
 - Each must possess a current operator’s certification card and produce same upon Ryder’s request
 - Keys to PITs and PPJs shall be secured and accessible only to authorized Contractor Personnel.
- PITs shall be in good working order and equipped with an overhead guard, back up alarm and necessary safety devices as required by OSHA 29CFR-1910.178
- In addition to other required operating procedures, Ryder requires Contractor Personnel operating PITs to:
 - Maintain hands, feet or body parts in the driver compartment at all times.
 - Seat belts shall be worn during operation if so equipped and / or available.
 - Maximum speed of 5 mph shall be observed while on Ryder property
- Lifting personnel is prohibited except in lift cages designed for the purpose:
 - PIT must be stopped, stable, secured and operator attended
 - Cage secured to the PIT mast

- Individual tethered to a fall arrest system
 - Employee shall remain within the cage, no climbing, etc while elevated
- If permitted by Ryder Location management, Contractor may store spare propane tanks securely on facility exterior, locked and labeled appropriately for existing hazards and required PPE.
- Contractor agrees to maintain documents in accordance with CFRs and available upon request:
 - Manufacturer operators manual,
 - Maintenance records and
 - Inspection records

5.6 Overhead Work / Cranes, Storage

- If the Contractor is engaged in overhead work:
 - Load suspension or transport over the head(s) of personnel is prohibited.
 - The floor area underneath shall be barricaded to access
 - Conspicuous warning signs shall be posted stating “Danger, Keep Clear, Overhead Work” or similar.
 - Leaving controls unattended while load is suspended is prohibited.
- A current load test certificate for lifting equipment is required to be produced upon Ryder’s request.
- Contractor must display maximum load capacity on the equipment and support structures.
- Contractor Personnel operator must inspect slings, ropes, chains or cables before and after each use for wear, defects or damage as required by OSHA 29 CFR 1910.184.
 - If defects are noted, Contractor shall tag / place equipment out of service, repair or replace as warranted.
- Contractor Personnel shall strictly observe and maintain the required 10’ clearance guideline for any adjacent or overhead electric lines.

5.7 Elevated Work Surfaces

- If contractor is to perform work from any elevated floor heights of 48”, Contractor Personnel must be secured with a fall arrest system compliant with ANSI Z359.1
- Contractor must ensure that elevated work floor surfaces and / or openings are protected as follows:
 - Standard railing (42” high with a 200 lb weight capacity)
 - 4” high toe board.
- Contractor must display maximum floor load capacity for overhead storage, temporary or permanent (lbs per square ft)

5.8 Scaffolding and Ladders

- Contractor must ensure that all overhead scaffolding structure and planks are stable, securely installed and compliant with OSHA 29CFR-1910.28.
- Contractor must secure scaffolds from access and post prohibitions during non-working hours:
 - Also all miscellaneous tools and equipment shall be secured to prevent falling.
- Contractor shall provide:
 - Tool belts to secure tools and equipment. Not to be carried in pockets
 - Steps, stairs or ladders necessary to prevent climbing over equipment.

- All ladders used by Contractor shall be compliant with OSHA 29CFR-1910.25 - 27
- Contractor may not use wooden ladders at Ryder Facilities
- The use of metal ladders is also prohibited on Ryder Facilities if the immediate work area is within 10' of electrical lines, conduits or similar type hazards.
- Contractor agrees to Observe “Safe Ladder Usage Guidelines”:
 - Maintain 3 points of contact on ladders at all times.
 - Hands free for grasping while climbing and descending (Use tool belts, hoists).
 - Permit only one person on a ladder at a time
 - Set straight ladders at proper angle (4' high for every 1' from the base)
 - Never lean outside the side rail of a ladder further than your belt buckle.

5.9 Aerial Work Platforms (WPS)

- Contractor's using aerial work platforms must maintain compliance with OSHA 29CFR 1910-67
- Contractor Personnel using aerial work platforms shall be trained in accordance with the manufacturer's operators manual before operating the platforms.
 - Boom and scissor lift type platforms are included this requirement.
 - Operator Certification shall be available upon request relative to proper training and certification.
 - Guardrail / gates shall remain closed and secured at all times during operation.
 - Personnel shall wear a full body harness and appropriate lanyard (secured to the lift or building structure) at all times while operating a boom / bucket type lift.
- Prior to usage, Contractor Personnel shall verify that equipment is in proper working order, the base is stable, secured and the load is within the labeled capacity limits.

5.10 Mobile / Construction Equipment

- Contractor shall ensure that equipment is the proper type and load capacity to safely perform the specific task.
- Only that is qualified and authorized Contractor Personnel shall operate any mobile / construction equipment such as backhoes, bobcats, cranes.
 - Contractor Personnel / Operators shall be trained and comply with manufacturer and Ryder safety guidelines relative to the safe use of all equipment and tools.
- Contractor will ensure that equipment shall be equipped with back-up alarm and necessary safety devices as required by OSHA
- Contractor Personnel shall wear seat belts during operation if so equipped and / or available.
- Contractor will secure ignition keys and make them accessible only to authorized operators.
 - Shall be locked and secured during inactive, non-work hours.
- Passengers are prohibited in or on equipment unless designed to do so, it maintains compliance with OSHA standards and they are legitimately necessary.
- Maximum speed of equipment while on Ryder Facilities is limited to 5 mph.

5.11 Hand and Power Tools

- Contractor Personnel shall use hand and power tools only for their intended purpose.
- All Contractor tools shall be maintained in good operating condition and inspected before and after each use.

- All manufacturer installed guards shall be in place, not modified or disabled by Contractor.
- Power supply cords used by the Contractor shall be grounded, may not be frayed, cut or spliced, etc

5.12 Excavation Operations

When services require Excavation, Contractor shall:

- Comply with minimum requirements for trench shoring and bracing in accordance with OSHA 29CFR 1926.650-653
- Contractor shall provide:
 - Temporary railing / barricades, signage / warning devices for fall prevention
- Prior to excavation, consult with Ryder's Project Manager for assistance with locating existing underground utilities.
 - Does not relieve the contractor of primary responsibility for site excavation activities, protection of personnel, others and property or affected equipment.

5.13 Personal Protection Equipment (PPE)

- Project Manager and Contractor Liaison shall meet prior to work start
 - Review the hazard assessment matrix and agree on appropriate PPE required to be worn for the specific work tasks (e.g. safety shoes, eye protections, hearing protection, hand protections, face protections, hard hats, body harness, etc).
- Contractor shall provide Contractor Personnel active on Ryder Facilities with the following for use at all times while active on site:
 - Suitable PPE / safety equipment as required in OSHA 29CFR1910.132
 - Train all persons relative to usage, wearing and maintenance of same
 - Safety shoes are to be worn and comply with ANSI Z.41-1991 standards
 - Safety glasses are to be worn and comply with ANSI Z.87.1 standards
 - Wear High Visibility (yellow) safety vests or High Visibility outer garments at all times on Ryder Facilities.
 - Perform periodic inspections to ensure consistent usage and compliance

5.14 Lockout / Tagout (LOTO)

- Ryder Project Manager and Contractor Liaison shall review and compare applicable equipment lockout policies / procedures to effectively isolate / control energy sources prior to work start.
- Contractor shall provide:
 - Training for authorized and affected workers, agents or sub-contractors in compliance with OSHA 29CFR 1910. 147
 - LOTO devices providing adequate energy securement and tags
 - Displays contractor / worker name & emergency phone #.
 - Chocks to secure vehicle wheels or round objects with a tendency to roll
 - Perform periodic inspections to ensure consistent usage & compliance

5.15 Electrical (WPS)

- Contractor must ensure that all temporary or permanent work is compliant with the National Electric Safety Code and any federal, state or local standards at all times.
- Work shall be completed by “qualified” electrical tradesmen that have in his / her possession a current apprentice, journeymen or master electrician’s license issued by the local state or authority where the work is performed.
- PPE shall be utilized and in compliance with OSHA 29CFR 1910-137.
- Contractor may not overload circuits or use cords that are damaged or frayed.
- All tools, cords or equipment shall be properly grounded:
 - Extension cords may not be semi-permanently attached to the facility, hung or routed thru holes / walls or other structures, etc.
- Potential work conflicts with known electric circuits (e.g. drilling, cutting into walls or partitions) is not permitted until, active lines are locked-out / re-routed

5.16 Hot Work - Welding, Cutting, Brazing, Flash Shielding, etc (WPS)

When the Services require Hot Work, Contractor must adhere to the following:

- Welding, cutting, brazing or other hot work operations shall be performed in accordance with the current standards of the American Welding Society and the National Fire Protection Association.
- Hot Work Operations shall be performed only by competent, certified welders. Ryder reserves the right to request verification of certification.
- Contractor shall provide:
 - Appropriate PPE and require the wearing of proper eye protection (shade), hoods or goggles, gloves, sleeves, aprons, etc as appropriate during the work.
 - Approved screens shall be installed prior to the work to effectively shield light radiation from the eyes of others.
 - Adequate ventilation shall be provided when hot work is performed inside buildings, structures or other confined areas.
 - A fire watch person shall be assigned for every hot work operation, equipped with a minimum of two full 15 lb CO2 or dry chemical type fire extinguishers.
 - Perform periodic inspections to ensure consistent usage & compliance
- Ensure that no unsupervised, open flames exist. Flammable / combustible materials are not permitted within 25’ of the hot work operation.
- Cutting of underground storage tanks and or drum type tanks is prohibited on site.

5.17 Working Alone

- If Contractor determines that it is necessary for Contractor Personnel to work alone, the Contractor shall conduct a risk assessment of the facility, work task, schedule, etc. to ensure safety. Contractor will consider the alternatives:
 - Implement a communications/monitoring process to check employee status.
 - Implement a reduced risk range of duties during work alone hours
 - Re-schedule the task when support personnel are present.

5.18 Confined Space (WPS)

- If necessary, Contractor shall have a well established, written Confined Space Entry Program available upon request.
 - Program shall be compliant with OSHA 29CFR 1910.146

5.18 Asbestos (WPS)

- If you believe you have encountered asbestos in the work site area, immediately notify the Ryder Project Manager
- Be aware . . . Material may be found in older facilities
 - Is primarily an inhalation hazard.
 - May be present in pipe / vessel insulations and structural materials such as floor tiles or roofing felts.
 - Do not cut, drill, remove, tear, hammer or otherwise disturb in any way.
- Asbestos work shall be limited to trained professionals with proper equipment.

6.0 Consequences

6.1 Serious Violations

- All violations of these Policies or of any law or regulation applicable to the Services is a serious violation and may subject the Contractor to termination or the removal of Contractor Personnel from a Ryder Facility.
- Discovery that the responsible Contractor(s) areas of work or that Contractor Personnel are not compliant with any local, state, federal law, code or Ryder requirement: may result in Ryder using its authority as owner / operator to direct immediate work cessation and correction of non-compliant acts. If the Contractor fails to make the requested changes, the Contractor may be subject to immediate termination of the job contract and removal from the premises. Any resulting abatement and / or liability costs shall be the responsibility of the Contractor.
- Although all violations are serious, Ryder highlights the following to the Contractor as the failure to adhere to these policies has the potential to cause the most serious risk of injury:
 - Operating any CMV or Material Handling Equipment such as PITs, PPJs, and cranes, or other mobile construction equipment without being formally trained, licensed or certified to do so.
 - Operating Ryder owned equipment without Ryder management approval
 - Willfully failing to follow established policy(s) when operating powered vehicles, equipment or tools.
 - Working at any elevated height, $\geq 48''$ without having appropriate fall protection equipment securely fastened
 - Failing to promptly report the occurrence of a work related injury, collision or property damages to Ryder Management.
 - Hindrance of an investigation or making false statements in an investigation
 - Injuring or nearly injuring others through deliberate act(s) or gross negligence
 - Performing maintenance, adjustment or general work on any equipment that is not properly locked out in a zero energy state
 - Repetitive violation of any Ryder safety regulation
 - Ryder management observation(s) of unsafe behavior(s) or acts deemed to be detrimental to the overall safety and security of other individuals on site

7.0 Acknowledgment

The Contractor listed below has received and reviewed this copy of the “**Ryder Contractor Safety Handbook**”. The Contractor acknowledges that it has made all Contractor Personnel aware of the policies set forth in this Handbook and directed all to comply with these policies, procedures and rules stated therein. Contractor further acknowledges its responsibility to ensure that all Contractor Personnel fully comply.

7.1 Contractor Receipt and Acknowledgment

I agree to comply with all federal, state and local laws, codes and regulations as well as the Ryder policies set forth in this Handbook.

Contractor Name (Print): _____

Contractor Representative Name (Print): _____

Representative’s Title (Print): _____

Representative’s Signature: _____

Date: _____

Ryder Representative (Print): _____

Representative’s Title (Print): _____

Representative’s Signature: _____

Date: _____

Please retain a copy for your files.