

# **UNUM**

## **Contractor Safety Agreement**

### **Approved Contractor Listing – Information Required**

- 1. Copy of Safety Program**
- 2. Three Years Workers' Compensation Experience  
Modification Factors Submitted on Insurance  
Agent's Letterhead**
- 3. Summary of OSHA Violations Over the Past Three  
Years**

**Please provide all of the items outlined above. Partial submissions will not be accepted.**

Unum reserves the right at any time during the term hereof to audit Vendor's safety programs training records for any of the vendor's employees, contractors, agents or other representatives assigned to provide services to Unum.

## UNUM Contractor Safety Agreement

Providing a safe work environment – injury free – for all personnel is the Contractor’s number one priority and responsibility. The following safety requirements are mandatory for all Contractor personnel and any of its sub-Contractors or any of the employees or agents of any of them (the “Contractor”) on all Unum projects. These requirements are not intended to be all-inclusive and may need to be supplemented to meet specific project conditions or as agreed to in Unum pre-award/pre-construction meetings.

The Contractor agrees in the performance of Services to ensure compliance with the following:

1. Meet with Unum’s Corporate Safety Manager prior to any work starting.
2. All applicable federal, state, local or other regulatory agency safety rules including but not limited to the Occupational Safety and Health Act of 1970 as amended and all applicable hazardous materials and waste management regulations.
3. The State’s “Right to Know” laws regarding proper handling of chemicals.
  - a. The Contractor is to provide Unum’s Corporate Safety Manager with the manufacturer’s current and complete SDS (Safety Data Sheet) for every chemical that the Contractor will be bringing onto the site **before** the chemical comes onto the site.
  - b. The Contractor will follow the safety requirements on the SDS, and assumes sole responsibility and liability for compliance with such requirements.
  - c. Small portions of material, which may be used on a daily basis, will be handled in accordance with all applicable laws and disposed of and/or removed from the site at the end of each workday. Small buckets or personal containers that by law do not have to be labeled when used by one person on their shift will not be left on site with residue in them.
  - d. Upon completion of the work, the Contractor will be responsible for the proper clean-up, removal and/or disposal of chemicals. Disposal method(s) and location(s) must be licensed for the applicable chemical.
  - e. State “Right to Know” laws and federal “Hazardous Chemical” laws must be complied with, including, but not limited to, training, labeling, handling and SDS availability.
  - f. Contractor will be the “generator” of any hazardous waste that is created as a direct or indirect result of the utilization of chemicals brought onto the site by the Contractor.
4. Minimum requirements for specific tasks/job as established by Unum and/or required by Occupational Safety & Health Administration (OSHA):

- a. ANSI approved protective hard hat shall be worn when working in areas where there is a potential for injury to the head from fixed and falling objects. If the hard hat is worn backward you must have written verification on whether your hard hat has been tested and found compliant to be worn backward.
- b. ANSI approved protective eye and/or face protection shall be used when the affected employee is exposed to eye or face hazards from flying particles, molten metal, liquid chemicals, acids or caustic liquids, chemical gases or vapors, or potentially injurious light radiation.
- c. ANSI approved protective footwear is required in areas where there is a danger of foot injuries due to falling or rolling objects, objects piercing the sole, or exposure to electrical hazards. The use of sneakers or walking shoes is prohibited.
- d. Fall protection will be implemented for heights greater than six feet and be compatible with the type of work being performed. Fall protection can be provided through the use of guardrail systems, safety net systems, personal fall arrest systems, positioning device systems, and warning line systems. The employer is responsible for identifying and evaluating fall hazards. The employer is also responsible for selecting fall protection measures compatible with the type of work being performed and providing specific training.
- e. Approved lockout procedures shall be used wherever employees could be harmed by an accidental system or equipment start-up.
- f. All electrical tools will be grounded or double insulated. All temporary or permanent electrical work is to be performed by licensed electricians.
- g. Only trained, authorized or licensed personnel will operate or service equipment. Equipment will be operated in accordance with manufacturer's recommendations.
- h. All incidents and injuries shall be immediately reported to the Unum's Project Manager, Unum's Safety Manager and the Contractor Project Manager.
- i. Work areas shall be maintained clean and orderly at all times. Good housekeeping is essential on all projects.
- j. The use, possession or sale of alcohol or illegal drugs is prohibited. Further, Contractors who are taking lawfully prescribed drugs and/or over-the-counter medication that recommends avoiding certain activities, such as driving or operating heavy equipment, are prohibited from engaging in such activities at Unum sites or on behalf of Unum. Violators will be removed from the project.
- k. The Contractor Project Manager shall designate a safety supervisor prior to the start of all contract work.

The following is a non-inclusive list of some of the federal, state and local safety rules, which shall be complied with while working at Unum to maintain a safe workplace for Unum employees:

- a. Prior to the Contractor or sub-Contractor/trade performing Hot Work for a project, including but not limited to, any welding, cutting, high speed grinding or any other procedure where open flames, sparks, fumes, vapors and gases can be generated, the Contractor or sub-Contractor/trade shall obtain a Hot Work Safety Permit. If there are three (3) different sub-Contractors/trades performing Hot Work on one (1) project, each sub-Contractor/trade is responsible for obtaining a permit for their own work either through the General Contractor or the on-site entity to which the Contractor is responsible.
- b. A written permit form can be obtained from one of the following individuals prior to starting any Hot Work:

Unum's Corporate Safety Manager  
Unum's Project Manager  
Facilities Service Manager  
Unum's Director of Safety & Security  
Unum's AVP of Facilities Operations

- c. When working in areas where other people are or may be present, use proper curtains or other shielding around welding, sheet rocking, sanding, cutting or any other procedure where vapors, gases and dusts can be generated.
- d. Within buildings, a fire watch is to be provided during all welding, cutting, high speed grinding or any other procedure where open flames, sparks, fumes, vapors, and gases can be generated. The fire watcher must have adequate fire protection equipment on hand in the immediate area; and the watcher must be properly trained in the use of this equipment and familiar with the procedure for sounding an alarm in the event of a fire. The watch must be maintained for a minimum of 30 minutes after the completion of the work.
- e. All spills involving grease, oil, hazardous and non-hazardous chemical are to be cleaned up immediately and disposed of properly by the Contractor and the Contractor shall notify Unum Corporate Safety Manager of the incident and the steps taken by the Contractor to correct the situation.
- f. Compressed air is not to be used for cleaning the person or clothing. Anyone in the area where air is being used for cleaning purposes must wear goggles.
- g. Never operate or adjust any company machinery or valves except as specifically authorized by the department superintendent.
- h. Railings, barricades and/or warning signs must properly protect all excavations, manholes, etc.

- i. Warning signs must be used for overhead work. Dangerous areas must be roped off.
- j. All working platforms and scaffolds, which are 10'0" high or higher, must be provided with toe boards, cleated planking and railings.
- k. Safety feet are required on ladders. Ladders must be tied or otherwise supported to prevent slipping or falling.
- l. Yellow "caution" tags and red "danger" tags are to be complied with.
- m. An Energized Electrical Permit is required for all live electrical work at Unum where the work includes assembly, disassembly, or re-arrangement of components while they are energized.

Work performed below 50 volts, as well as testing, troubleshooting, and voltage measuring does not require an Energized Electrical Work Permit provided appropriate safe work practices are conducted and personal protective equipment are used.

- n. Approval of an Energized Electrical Work Permit for working on live electrical parts and equipment will only be issued and approved by the Unum Director of Facilities and the Unum Director of Safety and Security
- o. A licensed electrician shall install temporary wiring.
- p. Power tools, extension cords, trouble lights and temporary lighting are to be in good, safe condition and are to be inspected prior to usage. All electrical equipment shall be protected by ground-fault circuit interrupters. Vessel entry requires low voltage or ground-fault circuit interrupters. All electrical work, installations and wire capacities shall meet OSHA requirements and, specifically, the requirements for ground-fault protection.
- q. Welding cables, electric extension cords cutting torch hoses and/or other types of hoses that cross aisles must be tied overhead before they are energized. No one shall roll any equipment over the top of cables, cords, cutting torch hoses and/or any other type of hoses that are on the floor unless they are protected.
- r. All electrical equipment must be disconnected at the electrical power supply at the end of each working day. Do not splash, drop or hose water onto electrical wiring, switches or motors.
- s. Driven machinery must be locked out prior to working on it. The Contractor must strictly comply with the proper procedures.
- t. Proper care and testing must be used before entering any confined space, i.e., vessel, manhole, duct, sewer, etc. The Contractor has the sole responsibility to conduct these tests.
- u. Contractor Housekeeping Rules:

- i. The Contractor shall at all times keep the premises free from accumulations of waste materials or rubbish caused by the work. Waste materials shall be removed and the work area broom-cleaned (or raked, if outdoors) daily.
  - ii. The work area should be kept in an orderly fashion. Welding cables, hoses, etc., which is across aisles, should be neatly tied overhead so as not to create tripping hazards and impair the movement of other equipment.
  - iii. At the completion of the work, the Contractor shall remove from the site all of the construction equipment, surplus materials, temporary buildings, debris, etc., belonging to or generated the Contractor. The Contractor shall fill all excavations made for the Contractor's convenience and shall leave the entire site in as good and orderly condition as when the Contractor began operations. Glass shall be cleaned, damaged paint and other marks shall be repaired on the finished work and the entire area shall be left broom & rake clean.
  - iv. If the Contractor fails to perform the cleaning work specified above or in case of dispute among several Contractors employed by Unum, then Unum reserves the right to remove equipment, surplus materials, temporary buildings, rubbish, waste materials, restore the site to a good and orderly condition and charge these costs to the Contractor to the extent incurred by Unum.
5. Unum's Security Department policies shall be followed and enforced by all Contractor employees, including, but not limited to:
- a. Contractors are expected to follow and enforce Unum's Access Control Policy including:
    - i. Refrain from propping secured doors open without prior approval of Unum's Security Department.
    - ii. Displaying Unum Photo ID or Temporary ID Badge at all times when in the buildings.
    - iii. Access cards, if issued, are personalized to the recipient and track individual usage for auditing purposes. Contractors are responsible for their access cards and shall not "lend" their cards to others. Access cards are not transferable and will be returned to Unum upon the completion of the assignment.
    - iv. Notifying Unum's Security Department immediately if an access card or ID badge is lost or stolen.
  - b. Contractors are expected to follow and enforce Unum's Threat Management Policy including:

- i. Reporting of threats or acts of violence, including domestic-related threats that have the potential to come onto Unum property to Unum's Security Department.
    - ii. Prohibiting firearms or any other weapons on Unum property, including parking lots/ garages or inside buildings
  - c. Vehicles belonging to the Contractor or their employees, except for those given special permission by the Security Manager, shall be parked in areas designated for general parking. The Contractor shall be responsible for the prompt removal of any vehicle parked in an unauthorized area.
6. Unum's Project Manager, Unum's Corporate Safety Manager and shift manager shall have the authority to suspend any activity being conducted which could endanger the safety and health of any person until that unsafe or hazardous condition is corrected by the Contractor.
7. Violation of these requirements may result in termination of the Agreement.

Violation of these rules or any federal, state or local statute, regulation, rule or ordinance shall be a violation of the Agreement and Unum may take appropriate action including charging any costs to the Contractor, barring and/or removing the Contractor from the site, charging the Contractor for any other costs associated with violation of these conditions or terminating the contract.

These Contractor Safety Requirements shall remain in effect for all current and future projects or work undertaken on behalf of Unum and the Contractor agrees that it will be necessary to execute these Contractor Safety Requirements for each project or work request unless Unum should make changes in these Contractor Safety Requirements or unless the parties agree in writing to requirements for a specific project, work or job which are different from or additional to these Contractor Safety Requirements.

These Contractor Safety Requirements are not intended to be a substitute for the Contractor's safety program, but only a general summary of some basic work practices required of the Contractor.

The Contractor has read and understands these Contractor Safety Requirements and agrees to comply with and enforce said requirements.

## **UNUM Hazardous Substance Regulations**

Unum has a detailed Hazardous Material and Waste Management Program in place, which is available to all employees including Contractor employees for review. The purpose of this program is to promote the safety and health of all individuals and to make each person aware of the hazardous materials that he or she may come in contact with, the nature of the hazard, and how to take the proper precautions that must be taken while performing on-site work. Unum's Facility Project Managers assigned to the Contractor will be responsible for coordinating and documenting the flow of information between the Corporate Safety Manager and the Contractor. The Corporate Safety Manager is responsible for informing the Contractor of hazards and of the protective measures to be taken. The Corporate Safety Manager is also responsible for passing on the hazard information received from the Contractor to the appropriate departments.

The Agreement between Unum and the Contractor hereby makes the following requirements of the Contractor:

1. Any and all materials delivered to the project site to be used in the work described in this contract must be accompanied by the Manufacturer's Material Safety Data Sheet. This requirement is applicable on those materials that are required by law to have a MSDS available to the recipients of such materials. MSDS's are required for materials that are toxic or hazardous substances as defined by federal, state or local laws. Manufacturers and Contractors are legally obligated to provide these documents. (The Contractor's request for payment of such materials will be paid only upon receipt of these documents at the job site the materials are incorporated into). The Contractor must obtain the necessary MSDS's from Unum for the materials supplied by Unum to be used in this work.
2. The Contractor must train his people as required in the "Right to Know" laws for handling hazardous materials and document the completion of their worker training program prior to project initiation.
3. The Contractor must inform Unum's Corporate Safety Manager of any hazards introduced by the Contractor's operations.
4. The Contractor must comply with all federal, state and local rules and regulations governing the proper handling and disposal of all hazardous wastes and shall be responsible for the proper disposal of any and all wastes, hazardous or otherwise, generated by his work on the project.
5. The Contractor must submit to Unum copies of all manifests issued as a result of this work prior to removing any wastes from the project. The Project Owner shall be named as the Generator on all manifests unless otherwise specified by Unum.

The Contractor understands applicable federal, state, local or other regulatory agency safety rules and agrees to comply with and enforce said requirements. The Contractor also understands that violation of these requirements may result in termination of the Agreement.



## UNUM Safety Requirement Agreement

The Contractor has reviewed the Unum minimum safety requirement, understands applicable federal, state, local or other regulatory agency safety rules and agrees to comply with and enforce said requirements.

The Contractor also understands that violation of these requirements may result in termination of the contract.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Contractor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Unum Representative