

Corporate Policies and Procedures	Corporate:	SSQE	Effective Date:	2/13/2017	Page 1 of 4
	Prepared by:	Director Safety, SSQE	Revision No.:	0	
	Approved by:	Director Safety, SSQE	Retention:	ACT + 10 years	
Supplier Safety, Health and Environment Requirements					CPP-SAF-028

## 1.0 PURPOSE

1.1 Is to identify the Safety, Health and Environmental protection requirements for Crowley Suppliers.

## 2.0 SCOPE

2.1 This procedure applies to all Suppliers and their employees who work at Crowley owned, operated, or managed facilities, vessels, and worksites.

## 3.0 DEFINITIONS

- 3.1 Crowley business partner means a Crowley contractor, supplier, vendor, or visitor at a site, vessel, or other location covered under this policy.
- 3.2 Crowley company means a subsidiary or part of a subsidiary of Crowley Maritime Corporation that is subject to this policy; examples of Crowley companies, as defined here, may include an entire business unit, a line of business, or a distinct operation within a line of business.
- 3.3 Crowley company management means top management of a Crowley company.
- 3.4 Person-In-Charge (PIC) – The PIC is the liaison between Crowley personnel and business partners, and coordinates their daily operations.

## 4.0 RESPONSIBILITY

- 4.1 The person ordering the service or the PIC shall be responsible to ensure supplier compliance with this program and all applicable Crowley company standards, policies and administrative controls prior to commencing work and during the work process.
- 4.2 All Suppliers shall:
- 4.2.1 Comply, and ensure compliance by its employees and subcontractors with all applicable federal, state and local safety, health and environmental regulations, laws and standards, as well as Crowley standards, policies and administrative controls.
  - 4.2.2 Ensure that all supplier personnel are qualified, trained and equipped to perform the contracted services.
  - 4.2.3 Comply with terms and conditions of Crowley Purchase Order, Repair Service Order, Master Service Agreement or equivalent (see [www.crowley.com](http://www.crowley.com), Vendors/Suppliers, Forms and Documents).
  - 4.2.4 Be responsible for ensuring that all operations are conducted in a safe and pollution free manner. Promptly correcting and reporting to the Crowley company PIC and to the Suppliers' employees and subcontractors all known or suspected hazards or unsafe conditions.
  - 4.2.5 Comply with all Crowley company personal protective equipment (PPE) requirements.
  - 4.2.6 Comply with all security policies and requirements prior to accessing Crowley owned, operated, or managed facilities, vessels, and worksites.

Corporate Policies and Procedures	Corporate: SSQE	Effective Date: 2/13/2017	Page 2 of 4
	Prepared by: Director Safety, SSQE	Revision No.: 0	
	Approved by: Director Safety, SSQE	Retention: ACT + 10 years	
	Supplier Safety, Health and Environment Requirements		CPP-SAF-028

4.2.7 Provide all required PPE for their employees and subcontractors.

## 5.0 PROCEDURE

### 5.1 Accident, Injury and Illness, and Spill Reporting:

- It is the responsibility of the Supplier's designated person-in-charge to report, immediately or as soon as safely possible, all incidents occurring on Crowley owned, operated, or managed facilities, vessels, or worksites to the Crowley PIC, and to all applicable federal, state and local governments having jurisdiction. Incidents include, but are not limited to: injuries, work related illnesses, hazardous materials spills, fire and/or explosions, property damage, and vehicles incidents.

### 5.2 Controlled Access: To maintain security of our facilities the Supplier shall consult with their Crowley point of contact, prior to arrival to determine the proper verification of identity needed to access the property:

- At a minimum, a valid driver's license or passport,
- Specify a Crowley point of contact **located at the facility** they are visiting,
- If working in a restricted area, onboard a vessel or in a regulated waterside terminal, a Transportation Workers Identification Card (TWIC) may also be required **in addition** to the identification requirements above.

### 5.3 Environmental Protection:

- Contractor shall perform work on Crowley vessels and facilities in a manner that protects the environment and fully complies with federal, state, and local pollution prevention laws, as well as Crowley procedures.

### 5.4 Hazardous Communication:

- Crowley shall provide Supplier, upon request, an appropriate Safety Data Sheet (SDS) for hazardous chemicals or materials maintained at each location.
- Supplier shall maintain an on-site appropriate SDS for any hazardous material or chemical which Supplier brings on-site. Such hazardous materials or chemicals shall be properly stored and labeled in accordance with OSHA, USCG and local Fire Department regulations.

### 5.5 Personal Protective Equipment Standard Requirements:

- Eye/Face Protection** — Eye/face protection compliant with the ANSI Z87.1 standard shall be worn at all times on deck, in machinery spaces, all shore-side industrial work areas (such as piers, docks, terminals, yards, and repair facilities), and any other area designated as "Eye Protection Required" as per the table below. Outside of the above areas, eye protection shall be worn during any task where there is a potential for eye injury.
- Fall Protection** — All work performed over six (6) feet above ground, deck of barge or tug, or where a fall hazard of 6' or more exists shall use OSHA-approved fall protection, except in stevedoring operations where 8' is the standard.
- Foot Protection** – Hard-toe footwear meeting the ASTM2413-05 standard shall be worn at all times on deck, in machinery spaces, all shore-side industrial work areas (such as piers, docks, terminals, yards, and repair facilities), and any other place designated as a "Safety Shoes Required" area. Outside of the above areas, footwear meeting the ASTM F2413-05 standard shall be worn when it is anticipated that there is a risk of foot injury. In other work areas foot wear shall

Corporate Policies and Procedures	Corporate: SSQE	Effective Date: 2/13/2017	Page 3 of 4
	Prepared by: Director Safety, SSQE	Revision No.: 0	
	Approved by: Director Safety, SSQE	Retention: ACT + 10 years	
Supplier Safety, Health and Environment Requirements			CPP-SAF-028

be in good condition. Leather or water resistant uppers are preferred. Sandals, clogs, open toed shoes or other footwear exposing large areas of the foot shall not be worn while working on Crowley owned, operated, or managed facilities, vessels, or worksites as required.

- **Hand Protection** — Appropriate protective gloves shall be worn where there is risk of exposure to high temperatures, freezing conditions, sharp edges, chemicals, vibration or any other conditions or materials which may cause injury to the hands.
- **Head Protection** — A non-conductive hard hat that meets the requirements of the ANSI Z89.1 Class B standard shall be worn while performing work on Crowley owned, operated, or managed vessels, or shore side industrial work areas such as piers, docks, terminals, yards, and repair facilities as per the local requirements.
- **Hearing Protection** — Hearing protection devices that meet the standards of OSHA 1910.95 shall be worn in all posted high noise areas. Hearing protection is required in all known or suspected areas with noise levels of  $\geq 85$  dBA. All personnel shall wear both ear plugs AND muffs when working in engine rooms or areas placarded as “Double Hearing Protection Required”.
- **High-Visibility Clothing** – High-visibility reflective vests or outerwear with reflective striping shall be worn in designated high traffic areas, at Crowley terminals, or wherever determined necessary by job safety analysis or personal safety check process.
- **Personal Floatation Devices (PFD):**
  - Coast Guard-approved Type III or V PFDs shall be worn;
  - When working within six (6) feet of an unguarded edge over water,
  - When accessing a vessel via ladder,
  - When transiting between vessels,
  - When making a vessel/dock transit without a proper gangway,
  - When riding or working in a small open boat,
  - When working on an unguarded barge deck,
  - Anywhere else determined necessary by job safety analysis or personal safety check process.
- **Protective Clothing** — Protective clothing shall be worn in accordance with all posted signs and placards, when handling hazardous materials or chemicals, when such is specified by the applicable Safety Data Sheet (SDS), or as determined necessary by the job safety analysis or personal safety check process.
- **Respiratory Protection Equipment** — Personal respiratory protection equipment shall be selected, inspected, maintained and used in accordance with the Respiratory Protection Standard.

**5.6 Pre-job meeting:**

- Understanding of the safety, health and environmental requirements of the job is critical to the overall success of the project.
- Suppliers shall be required to attend a pre-job meeting to discuss Supplier safety, health and environmental requirements, and job site safety/hazard and environmental protection information.
- Suppliers shall participate in a Job Safety Analysis (JSA) when working with Crowley personnel. In the event that two or more Suppliers are working independently in the same area, the Crowley PIC responsible for the work shall ensure that a JSA is completed with both Suppliers.
- A safety orientation shall be provided by Crowley personnel. Particular attention shall be given to the accident prevention requirements including the use of the Personal Safety Check and JSA.

Corporate Policies and Procedures	Corporate:	SSQE	Effective Date:	2/13/2017	Page 4 of 4
	Prepared by:	Director Safety, SSQE	Revision No.:	0	
	Approved by:	Director Safety, SSQE	Retention:	ACT + 10 years	
Supplier Safety, Health and Environment Requirements				CPP-SAF-028	

**5.7 Reporting to Work:**

- Supplier supervisory personnel shall report to the Crowley PIC upon arrival at the work location. Supplier management shall ensure that supplier personnel are given a safety, health and environmental orientation for familiarization with potential jobsite hazards, emergency procedures, and environmental protection.
- The Crowley PIC shall evaluate and monitor the contractor’s safety, health and environmental program and compliance with applicable Crowley and regulatory requirements.

**5.8 Safe Work Practices** — The following items recognize basic safe work practices:

- **Confined Space Entry** — All Suppliers performing work involving confined space entry shall have programs and processes that manage Confined Space Entry in accordance with applicable federal and state regulatory standards.
- **Hot Work** — All welding, cutting, and brazing shall be done in accordance with applicable state, federal and local fire department regulations.
- **Lockout/Tagout** — All Suppliers shall have programs and processes that comply with applicable federal and state regulatory standards while working on powered equipment, when performing confined space entry operations or when engaged in other work activities where the control of potentially hazardous energy is necessary to ensure personal safety.
- **Signs** — All Suppliers shall be familiar with and comply with all signs posted throughout Crowley owned, operated, or managed facilities, vessels, or worksites facilities.
- **Smoking** — Smoking is prohibited at all facilities except in designated smoking areas. Smoking is prohibited at any time on Crowley vessels, unless a smoking area is designated.

**5.9 Waste Management:**

- Supplier shall notify the appropriate Crowley PIC of any waste generated on Crowley property.
- Supplier shall place waste in a waste storage area.
- Supplier shall be responsible for appropriate waste disposal unless otherwise stated by contract.

**5.10 Training:** Supplier’s employees shall be appropriately trained to perform the assigned task.

**5.11 Vehicle Operations:** Suppliers shall operate vehicles in full compliance with all applicable federal, state and local regulations.

**5.12 Records**

5.12.1 Pre-job meeting records shall be kept, at a minimum, for the duration of the work

**6.0 RELATED DOCUMENTATION**

- 6.1 OSHA Standards 1910
- 6.2 ANSI Standards
- 6.3 ASTM2413-05/ ASTF2413-05