

Contractor Safety Quiz

Name: _____

Date: _____

Contractor: _____

1. All near misses, incidents and accidents should be reported to your contact
 - a. True
 - b. False

2. Poor housekeeping is the cause of many serious accidents
 - a. True
 - b. False

3. Before any work can occur, your company contact will determine (Circle all that apply):
 - a. If a clearance and/or lockout is needed.
 - b. What PPE will required
 - c. Where the lunch truck will be
 - d. What is your favorite hard hat color

4. Fall protection is required whenever:
 - a. Hot work is in progress
 - b. There is a working surface at 4 feet or above
 - c. There is a working surface 12 feet or above
 - d. Hot work will occur

5. Lock out / tag out is designed to prevent the unexpected release of energy
 - a. True
 - b. False

6. When a clearance is requested the requester will specify in detail (circle all that apply):
 - a. The equipment or system to be cleared (LOTO)
 - b. The scope of work under the clearance
 - c. The starting time and date
 - d. The estimated duration of the clearance

Contractor Safety Quiz

7. The Clearance Locking Authority, also known as the CLA, will determine the complete set of isolation points required to ensure full lockout of the equipment to be worked on.
 - a. True
 - b. False

 8. What minimum protective equipment is required in the facility at all times (circle all that apply)?
 - a. Hard Hat
 - b. Safety Glasses
 - c. Long Sleeves
 - d. Hearing Protection
 - e. Work Boots

 9. All grinders must be equipped with a guard and a handle
 - a. True
 - b. False

 10. The meeting place for plant evacuation will be provided by your Covanta contact prior to performing work.
 - a. True
 - b. False
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Smoke and Tobacco-Free Environment Policy

Purpose

Covanta is dedicated to providing a safe, healthy and productive work environment for all of our employees, as well as customers, visitors, vendors and contractors. We believe that tobacco use is harmful to the health of the user and to the health of those who may be affected by secondary smoke. To promote our commitment, Covanta entities will be smoke and tobacco-free environments contributing to a clean air environment while employees, customers, visitors, vendors and contractors are within that environment.

Policy

Covanta is a smoke and tobacco-free organization. This policy applies all to Covanta employees, vendors, contractors, and visitors. All forms of smoking and/or the use of tobacco are not permitted anywhere on Covanta owned/operated property at any time. This means that smoking and tobacco use of all types, including but not limited to cigarettes, pipes, cigars, electronic cigarettes, snuff, chew, etc. is prohibited. The definition of Covanta owned/operated property for the purpose of this policy includes all land, buildings, structures, parking lots and means of transportation owned/operated by or leased to Covanta and any area, including customer owned property, where an employee is engaged in Covanta business. Municipal customer/client representatives will be asked for their full cooperation in recognizing and supporting this Covanta policy while on the location.

Specifically:

- a. Smoking and the use of tobacco products is prohibited on all property, grounds, parking lots and sidewalks on Covanta owned/operated properties.
- b. No sales of tobacco or tobacco-related products will be allowed on Covanta properties.
- c. Smoking and the use of tobacco products is prohibited in Covanta owned/leased vehicles.
- d. Smoking and the use of tobacco products is prohibited in personal vehicles (1) when parked on company property; and (2) when used in the course of work when another person is in the vehicle for work-related reasons.

Smoke and Tobacco-Free Environment Policy

INTERNAL PROCEDURES

Covanta Employee Responsibilities:

- a. It is the responsibility of every employee to adhere to the procedures set forth in this policy. All employees who fail to comply with this policy will be subject to disciplinary action as defined in the Employee Manual.
- b. It is the responsibility of every employee to assist in compliance with this policy, including the reporting of any violations to facility management, senior management or human resources.
- c. In addition to personally adhering to this policy, employees should courteously inform vendors and contractors of this policy and request they refrain from smoking and/or using tobacco products in violation of this policy.
- d. If a vendor or contractor refuses to comply with the Smoke and Tobacco-Free Environment policy, employees are responsible for contacting facility management, senior management, or human resources for assistance in achieving compliance.

Covanta Facility Management and Senior Management Responsibilities:

- a. Facility management and senior management are responsible and accountable for implementing this policy. This responsibility includes leading by example.
- b. Ensure that all current employees and new employees under their supervision have reviewed and have been advised of the purpose and intent of this policy. Violations of this policy will be addressed following the disciplinary action guidelines in the Employee Manual.
- c. Ensure all vendors and contractors are educated about the smoke and tobacco-free environment policy as outlined in this policy.
- d. Ensure that all applicants for employment are aware of this policy.
- e. Management must respond promptly and consistently to any violation of the smoke and tobacco-free environment policy.

EXTERNAL PROCEDURES

Vendors and contractors:

- a. Vendors and contractors are informed of the policy in bid documents as well as in the contract agreement and during on-site (EMS) orientation at the beginning of the contract.
- b. Vendors and contractors who violate this policy will be informed of the violation and instructed to cease smoking and/or the use of the tobacco product immediately. Continued violation of the policy may result in being escorted from the property.
- c. Repeated violations of the smoke & tobacco-free environment policy may result in penalties and the potential revocation of operating privileges and/or contract termination.

Customer/Client Representatives:

- a. Customers are informed of Covanta's smoke and tobacco-free environment policy.
- b. At Covanta operated facilities owned by our municipal customer, we will ask for their full cooperation in recognizing and supporting this Covanta policy while on the location.

Lancaster Contractor Site Specific Safety Information

Facility Security and Access

- Normal business hours: 6:30 am to 4:00 pm
- Site access for contractors is in the front gate at 1911 River Road. Use the Gaitronics phone at the front gate to contact the Control Room and request access to the facility.
- During non-business hours the gate may be locked. There is an intercom and camera outside the gate to request permission to enter.
- Contractors shall report to the Administration Building to sign in upon arrival and sign out upon leaving the site.

Emergencies

- In case of an emergency the designated muster point is the east perimeter fence out from the Tipping Floor entrance OR the west perimeter fence behind the Maintenance Building.
- If there is an emergency, you will hear the facility fire alarm and/or verbal announcement over the facility public announcement system (Gaitronics).
- The contractor sign-in log book is brought to the Muster Area to account for Contractors in the event of an evacuation.
- All emergency notifications go through the Control Room: (717) 426-4938 ext. 233, or Gaitronics
- First aid kits are located in the following areas:
 - Control Room
 - First Aid Room
 - Water Treatment
 - Crane Pulpit
- An AED is located in the Control Room
- Eye Wash Stations are located in the following areas:

Boilers – 6 th floor, east and west sides	SDA Penthouses #1 and #3 Atomizer
Slaker Silos inside Pump Room	Cooling Tower Building
Ammonia Storage Tank – Pump Platform	Control Room – Lab sink
Water Treatment – Potable Water Tank	Water Treatment – Lab Sink
Water Treatment – Sulfuric Acid Pump	Water Treatment – HCL Tank
Battery Room – west wall	Fire Pump House – east wall
Maintenance Shop	Outside West Stairwell at propane regulator valve

Traffic Flow

- Traffic flow is as follows:
 - Counter clockwise around the facility.
 - Do not drive over the scales. Always use the bypasses around the scales.
- Contractors are to park in the main parking lot. Parking in other locations shall be directed by Covanta personnel.



Lockout Tagout

- During outages CLA Assistants are NOT used for LOTO
- This facility does use Remote Field Boxes for LOTO

PPE Requirements

- The minimum requirements for PPE are:
 - 100% cotton long sleeve shirt (with sleeves rolled down) and long pants
 - Sturdy work boots with steel toes (and sufficient tread)
 - Hard hat (not bump cap) with brim turned forward
 - Safety glasses with side shields
 - Hearing protection (NRR> 27)
- Additional requirements include:
 - Safety/reflective vest on Tipping Floor
 - Fall protection as required
 - Contractors working the boiler must be clean shaven
 - Full face respirator in boiler
 - A Face shield and safety glasses or full face respirator is required for all grinding operations.
 - Tyvek suits are only permitted in the facility. No Tyvek suits are permitted in the Administration Building, Control Room or Cafeteria. Dispose of all dirty Tyvek suits in dedicated bins.

Covanta Equipment

- Contractors are permitted to use Covanta forklifts if properly trained to do so and if Covanta Management approval is granted.
- Contractor staging areas shall be determined by Covanta personnel prior to the start of work.

Anchor Point Identification

- All rigging anchor points in the facility are painted green.
- All fall protection anchor points in the facility are painted yellow.

Smoking Areas

As of September 1, 2014, all Covanta facilities are Smoke and Tobacco Free. See the attached Smoke and Tobacco Free Environmental Policy.

Rest Rooms/Breaks

- Rest Rooms:
 - Porta Pottys
 - Employee Locker Room
- Breaks: Contractors are permitted to take breaks in their own trailers/vehicles.

Cell Phone Use

- Cell phones are permitted to be used at this facility for business or emergency purposes only.

Chemicals

- Chemicals are labeled according to the NFPA system
- Bulk Chemicals include:

Lime	Aqueous Ammonia
Sodium Hydroxide	Sulfuric Acid
Ferric sulfate	Bleach
Carbon	Sodium Bromide Solution
Propane	Oils
Fuels	

Other

- Eating, drinking, smoking and chewing (Food, drinks and tobacco) are not permitted in the plant.
- Ensure all cords and hoses are run overhead to prevent trip hazards.
- Do NOT tie or tape anything to upper handrails.
- All PPE, including long sleeve shirts, are required in the plant at all times.
- Turn off gas bottles when not in use.
- Make sure to place empty gas bottles in the “empty” storage area.
- Keep work areas clean to prevent slip and trip hazards.
- Any hot work outside the boiler requires its own hot work permit.
- All rigging operations need a Covanta check off sheet completed and a supervisor must sign and return a copy to Covanta personnel before work commences.
- Fall protection is required to be used when working at elevations over 4 feet.
- A confined space attendant cannot be relieved from his station/duties until another attendant has signed onto the permit or the space has no entrants.
- If you enter a confined space and exit through another point of access, make certain to let the attendant of your original access point know that you are no longer in the confined space. This is your responsibility.
- Do not block electrical panels, fire protection equipment, PPE or eyewash stations with welding carts or other equipment.
- Each individual needs their own personal lock for LOTO.
- All grinders must have handles and guards at all times. Only the Covanta outage supervisor can authorize using a grinder without a handle for specific jobs.
- When done using a ladder return it to where it belongs.
- Provide SDS's for any chemicals brought on site.
- Clean up spills immediately.
- Don't leave open barrels outside.
- Clean up after performing work outside.
- Place tarps or plastic on the ground when removing equipment that may have contaminants.
- Ensure proper storage of materials.
- Contact facility personnel to report any abnormal conditions or safety concerns.
- No Known Asbestos Containing Materials

CONTRACTOR WORK RULES

Reglas de trabajo para los contratistas

The following work rules will be strictly adhered to when working at this facility:

Las siguientes reglas de trabajo se tienen que seguir estrictamente cuando se trabaja en esta planta:

1. Work areas will be specified for all contractors and all work conducted in these areas must conform to all safety rules. Proper housekeeping will be maintained to ensure efficient and productive work area. *Se especificarán las áreas de trabajo para todos los contratistas y todo el trabajo realizado en estas áreas deben cumplir con todas las normas de seguridad. Mantendrán la limpieza adecuada para asegurar una área de trabajo eficiente y productivo.*
2. All personnel will begin and end work at the times designated during orientation. *Todo el personal comenzara y terminara el trabajo en los tiempos designado durante la orientación.*
3. All personnel will take breaks at the designated times and for a duration of no longer than 15 minutes. *Todo el personal tomara el descanso en su tiempo designado y no más de 15 minutos de duración.*
4. Lunch break will be taken as specified for a duration not exceeding 30 minutes. *Almuerzo se tomará como especificado para una duración no mas de 30 minutos.*
5. Use of cell phones is limited to company use only or for personal use only at break times and lunch period only. *Uso de teléfonos celulares se limita al uso de la empresa solamente o para uso personal solamente en tiempos de descanso y period de almuerzo sólo.*
6. Red Danger tape and Yellow Caution tape shall be used as per Covanta policy per direction of the facility outage manager. *Cinta de peligro roja y amarilla de precaución se utilizarán según la póliza de Covanta y por la dirección del administrador durante el tiempo de reparación.*
7. Use Danger or Caution tape only in the area needed, and immediately remove when no longer needed. *Utilice cinta de peligro o PRECAUCIÓN solamente en el area necesitado y retire inmediatamente cuando ya no sea necesario.*
8. All personnel must be aware of the facility lock out tag out procedures and the plan for utilization as it pertains to your work scope. *Todo el personal debe ser consciente de la instalación de el procedimiento de "lock out tag out" y el plan utilizado según el plan de trabajo.*
9. All personnel will be aware of the facility plan for consumable usage expectations, locations, and the method for replenishing. *Todo el personal debe estar consciente de el plan de consumibles, ubicaciones y el método para la reposición.*
10. All personnel will be aware of the facility plan for tool usage expectations, locations, and method for accessing. *10. Todo el personal será consciente del plan para las expectativas de uso de herramienta, ubicaciones y método para acceder a instalaciones*
11. All personnel will understand the facility welding machine assignment plan as well as power outlet plan. *Todo el personal comprenderá la instalación de soldadura plan de asignación de máquina así como el plan de salida de energía.*
12. All personnel will maintain a clean and orderly work area conforming to Covanta safe work area requirements. All personnel will conform to trash and waste material disposal per facility requirements. *Todo el personal mantendrá un área de trabajo limpio y ordenado conforme a los requisitos del área según las regulaciones de Covanta y el trabajo. Todo el personal se ajustaran a disponer la basura apropiadamente aun los requisitos de instalación de residuos.*
13. All personnel are required to follow ELEVATOR RULES as posted in the elevators and outside at each elevation. *Todo el personal está obligado a seguir las REGLAS del ASCENSOR como publicada en los ascensores y exterior en cada elevación.*

NOTE: Violations of these work rules will be taken very seriously - facility management will take appropriate actions up to and including removal of offending personnel from the facility. Nota: Las violaciones de estas reglas se tomarán muy en serio. Los herentes de administración tomarán acciones apropiadas, incluyendo remover el personal de la planta.

ELEVATOR RULES
REGLAS DEL ELEVADOR

- 1. ALL PERSONNEL not carrying tools or equipment are required to walk up to a minimum of 2 elevation and walk down all elevations using stairways.** *(Todo el personal que no carga herramientas o equipos están obligados a caminar hasta un mínimo de 2 alturas y a caminar por todas las elevaciones utilizando escaleras)*
- 2. Materials, tool boxes, tool carts, welding or cutting rigs or equipment being transported by carts must be staged prior to blasting/deslagging/boiler cleaning or during break times or shift change. ANY EXCEPTIONS MUST BE APPROVED BY OUTAGE MANAGER ONLY.** *(Herramientas, cajas de herramientas, carros de herramientas, equipos de soldar o equipos que son transportado por los carros se deben de establecer antes de la voladura / DESLAGGING / limpiezas de caldera o durante tiempo de descanso o cambio de turno (Las excepciones deben ser aprobadas por el administrador del “outage” solamente)*
- 3. Elevator car must not be held up, stopped or prevented from normal operation without the approval of the Facility Manager.** *(El elevador no debe ser detenido o prevenido de sus operaciones normal sin la aprobación del administrador del centro)*
- 4. No destruction or damaging elevator cars or its components. This is a basis for immediate removal from the facility.** *(No se permite destrucción o daños al elevador. Esto puede causar ser removido de la planta inmediatamente.)*
- 5. Immediately identify any discrepancies in elevator performance and report to operations personnel in the Control Room.** *(Favor de identificar inmediatamente cualquier problema con el elevador e informar al personal de operaciones en la sala de CONTROL).*
- 6. Elevator operator is working under the direction of the Outage Manager. He is obligated to work under these rules; please do not ask him to operate the elevator outside of what he has been instructed to do.** *(El operador del elevador está trabajando bajo la dirección del administrador de la planta. ÉL ESTÁ OBLIGADO A TRABAJAR BAJO ESTAS REGLAS. Por favor no pida que opere el elevador fuera de las instrucciones que tiene.*
- 7. Elevator operator may ask any personnel (facility or contractor) to immediately vacate the car if, in his opinion, an employee is not being respectful of the elevator rules or others using the elevator, or is in any way disruptive to normal elevator use.** *(El operador del elevador le puede pedir a cualquier miembro del personal (de la planta o contratista) que salga del elevador inmediatamente si en su opinión el empleado no es respetuoso con las personas a quienes él se le ha asignado para el transporte o demuestra formas disruptiva para uso NORMAL del ascensor)*



All Confined Spaces – Can be Classified as Permit-Required

Facility: Lancaster

No.	Location/Description of Space	Potential Hazards (fill in code)	Typical Controls Necessary to Meet Classification (fill in Control Code)
1	Boiler Steam Drums	1,2,3,7,8,10	2,8,9,10
2	Boiler Penthouse	2,3,5,7,8,11	2,3,6,8,9
3	Boiler Superheater Sections	1,2,3,5,6,7,8,10,11	1,2,4,5,7,8,10
4	Boiler Convection Hoppers	1,2,3,5,6,7,8,10,11	1,2,3,4,5,7,8,10
5	Boiler Furnace	1,2,3,5,6,7,8,10,11	1,2,3,4,5,6,7,8,10
6	Furnace Lime Day Bin	1,3,6,8	1,2,6
7	Stoker Underfire Air Zones	2,3,5,6,7,8,10,11	1,2,4,6,7,8,10
8	Stoker Ash Discharger	1,2,3,5,6,7,10,11	1,2,4,7,8
9	OFA Fans and Duct	2,3,4,7,10,11	2,4,6
10	FD Fans and Duct	2,3,4,7,10,11	2,4,6
11	Preheaters	8	2,8
12	Economizer 4 Tube Bundles	1,2,3,5,6,7,8,10,11	1,2,4,7,8,10
13	Economizer Hoppers and Duct	1,2,3,5,6,7,8,10,11	1,2,4,7,8,10
14	SDA Turning Vanes	1,2,3,5,6,7,8,10,11	1,2,4,7,8,10
15	SDA Hoppers	1,2,3,5,6,7,8,10,11	1,2,4,7,8,10
16	Baghouse Inlet Ducts	1,2,3,5,6,7,8,10,11	1,2,4,7,8,10
17	Baghouse Hoppers	1,2,3,5,6,7,8,10,11	1,2,4,6,7,8,10
18	Baghouse By-Pass Ducts	2,3,5,6,7,8,10,11	1,2,4,7,8,10
19	Baghouse Tubesheets	2,3,5,6,7,8,10,11	1,2,4,6,7,8,10
20	ID Fans and Duct	2,3,5,6,7,8,10,11	1,2,4,7,8,10
21	Stack Flues	2,3,5,6,7,8,10,11	1,2,4,7,8,10
22	Cooling Tower Cells	1,2,3,4,5,6,7,10	2,6,10
23	Dustmaster Day Bin	1,2,3,5,6,7,8,10	1,2,10
24	T/G Condenser	1,2,3,7,8	2,8,9,10
25	By-Pass Condenser	1,2,3,7,8	2,8,9,10
26	T/G Lube Oil Tank	1,2,3,4,5,7,8,10	
27	Dearerator	1,2,3,5,6,7,8	2,8,9,10
28	Ammonia Storage Tank	1,3,5	2,8,9,10
29	CTSS Vessel	1,2,3,5,6,7,10	2
30	Process Tank	1,2,3,5,6,7,10	2

31	EQ Tank	1,2,3,5,6,7,8,10	2,4,9,10
32	Demin Tank	1,2,3,5,6,7,8,10	2
33	Carbon Filters	1,3,5	2,6,9
34	Make Up Filters	1,3,5	2,6,9
35	Lamella	1,3,5,6,10	2
36	Sludge Tank	1,2,5	1,2
37	Potable Water Tank	1,2,3,5	2
38	Cooling Tower Blowdown Tank	1,3,5,7	2,4,9,10
39	Sewage Lift Station	1,2,3,5,6,7,10	1,2,4,6,9,10
40	Scalper	1,2,5,6,8,10	1,6

Hazard Codes:

1. Engulfment	5. Slipping/Falling.	9. Cold Stress
2. Mechanical/electric/gas/steam release	6. Falling Debris	10. Adjacent worker groups may create hazards
3. Internal configuration (impedes entry / escape)	7. Toxic Gas/Welding fumes / CO / Oxygen Risk	11. Welder's flash
4. Fire	8. Burns/Heat Stress	12. Other: _____

Hazard Control Codes:

1. Ash/MSW/lime/carbon removed	5. Scaffolding/dance floor	9. Coprus blower/other fan
2. Lock-out	6. Physical barrier to hazard	10. Increased air monitoring frequency to:
3. Expand opening/remove slope or configuration	7. ID fan online	11. Retrieval equipment
4. Remove combustibles	8. Allow for space cooling time	12. Other: _____