



Contractor Safety Handbook

For

Ryder System Inc.

Db

Ryder Truck Rental Inc and
Ryder Integrated Logistics Inc



Table of Contents

Section 1.0 - Introduction	Page
1.1 Introduction & Purpose	4
Section 2.0 – Terms & Requirements	
2.1 Definition of Terms	5
2.2 Insurance Requirements	5
Section 3.0 – General	
3.1 Security	6
3.2 Firearms and Weapons	7
3.3 Substance Abuse and Smoking	7
3.4 Fire, Emergencies and Evacuations	7
3.5 Behavior on Premises	8
3.6 Reporting of an Injury, Occurrences Damages or Hazard	8
3.7 Prohibited Use of Hand-Held Cell Phones While Driving.....	9
3.8 Stop Work Authority and Process (Captain of the Ship)	9
Section 4.0 - Responsibilities	
4.1 Ryder’s Responsibilities	9
4.2 Contractor’s / Vendor’s Responsibilities.....	10
4.3 Pre-Work Safety Meeting.....	10
4.4 Housekeeping Requirements	11
4.5 Safety Signs, Traffic and Safeguards	11
Section 5.0 - Specific Hazards, Procedures and Equipment	
5.1 Work Permit System	11
5.2 Hazard Communication, Hazardous Materials, Wastes and Spills	12
5.3 Flammable Liquids and Materials	12
5.4 Inspection of Equipment, Tools & Ladders.....	13
5.5 Powered Industrial Trucks (PITs, PPJs, MHE)	13
5.6 Heavy Maintenance on Elevated Vehicles on Site (WPS)..	14
5.7 Overhead Work / Cranes, Storage	14
5.8 Elevated Work Surfaces	15
5.9 Roof Work	15
5.10 Scaffolding and Ladders	15
5.11 Aerial Work Platforms (WPS)	16
5.12 Mobile / Construction Equipment	16
5.13 Hand and Power Tools	17
5.14 Excavation Operations	17
5.15 Personal Protection Equipment	17
5.16 Lockout / Tagout	18
5.17 Electrical (WPS)	18
5.18 Hot Work - Welding, Cutting, Brazing (WPS)	18
5.19 Working Alone	19
5.20 Confined Space (WPS)	19
5.21 Asbestos (WPS)	19
5.22 Air Quality	20
5.23 Food Facilities	20

5.24 Yard Drivers/Trailer Spotting..... 20

Table of Contents – Continued

Section 6.0 – Refrigerated Facilities
6.1 PSM Requirements 21
Section 7.0 - Consequences
7.1 Serious Violations 22
Section 8.0 – Acknowledgement..... 23
8.1 Contractor Receipt and Acknowledgement 23
8.2 PSM Contractor Approval Form 23

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.
- **PSM Contractor** refers to contractors at refrigerated food warehouse facilities, likely to affect anhydrous ammonia cooling systems.
- **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. 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. 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 agrees to verify legal citizenship, worker status and has I-9 form completed as required.
- 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 photo identification may be required.
- Contractor entry onto Ryder property constitutes a consent by all to allow a search of personal effects, company property and vehicles at any time.
- Ryder business processes and information are confidential. Personal cameras, recorders or cell phones containing cameras are prohibited from the premises unless specifically authorized by Ryder Management.
 - Taking of photos or videos are prohibited on site unless expressly authorized
 - Confidential information may not be published or disclosed unless expressly authorized
- If access to 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 – logoed) safety vest, approved safety shoes and potentially a hard hat and safety glasses as required by corporate and location policy.
- 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 will be directed to park service vehicles in a designated and 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.
- 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 to do so by Ryder.
- Contractor tools and property should be secured and / or supervised at all times.
 - 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 of, 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 complete 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 must 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 emergency 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 must remain at rallypoint 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.
- For all identified SHS hazards or concerns, immediately notify the Ryder Project Manager.
- Contractor agrees to STOP any assigned work task if, not safe to proceed. Notify Ryder Management immediately and resolve the issue prior to proceeding.
- 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, an initial report shall be provided within 24 hours.
- Contractor shall fully cooperate with any Ryder investigation / review of any work related SHS occurrence.
- 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 portable hand-held cell phones is prohibited in active traffic / work areas, regardless of ownership and use of a hands free device. Callers should leave a message and calls may be returned from a safe, common area such as the break room, lobby, etc.
- This prohibition also includes the use of mobile devices to write, send or read text, access internet sites, games, etc while walking and driving / operating these vehicles or equipment on site.

3.8 Stop Work Authority and Process (Captain of the Ship)

- Contractors have the right and responsibility to stop any work task when it is felt that unsafe conditions prevent them from proceeding safely
 - Unsafe conditions may include weather, personal fatigue, equipment failure or any factor that could result in a safety occurrence.
 - Contractors should halt the work task immediately, remove themselves from the unsafe area or condition, communicate to other individuals in the immediate area and notify Ryder management immediately so the circumstances can be reviewed and resolved.

4.0 Responsibilities

4.1 Ryder's Responsibilities

- To manage its business and to provide and maintain a safe overall work environment.
- Verify that all necessary safe work documents are provided by the contractor and on file prior to work start:
 - Statement of Work Details,
 - Applicable Licenses and Permits,
 - Insurance certificates
 - Training programs / certifications
 - Emergency contacts
- Ensure Contractor Personnel review and complete "Contractor Worker Safety - Condensed Acknowledgement" Form 914A prior to entering work site. Completed form to remain on file for duration of work assignment with Handbook receipt. .
- 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 any 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,
 - Prompt contractor notification.
- To gather data adequate to investigate, report and record all necessary SHS occurrence information and for completion of the OSHA 300 Log as required by 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 all applicable safety regulations 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. Training programs or certifications must be made available to Ryder upon request.
- 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.
- 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 assessment deems necessary
 - Lockout / Tagout Procedures
 - Key controls (Vehicular and Facility)
 - Power equipment to be operated only by trained / certified personnel
 - All posted traffic and speed limits / 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 site requirements and / or special procedures necessary for the Services to be performed at the Ryder Facility be reviewed with personnel prior to work start. Ryder employees at the Facility must be informed of any issues that may impact or affect their work, work areas and foot or vehicular traffic.

- Daily pre-shift or pre-task meetings may be necessary depending on the specific work task, knowledge of the individuals and regulatory applications.
- Prior to beginning Services. Contractor must comply with Section 5.0 below.

4.4 Housekeeping Requirements

- Maintain a clean, safe and orderly work site during active work hours
 - Leave area secured, 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, etc
 - 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.
 - Restricted areas are to be identified by lights, barricades, railings and other necessary safeguards to protect individuals on, about, adjacent or over the immediate work area as required by conditions, hazards and progress of the work project.
- Comply with all existing safety warning / caution signs, barricade as posted.
 - Vehicle speeds on property is site specific and limited to a maximum of 5- 8 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

- Specify the tools and safety equipment to be used, inspect for safety and functionality
- Ensure that the worker is trained, capable of safely and efficiently completing the work task and is 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, Hazardous Materials, Wastes and Spills

- Contractor shall have and make available copies of applicable Safety Data Sheets (SDS) upon request for materials at the work site.
 - Contractor shall make copies of SDS available for materials used on site upon request Ryder management or any Ryder employees.
- Contractor shall train workers relative to any hazardous materials used on site.
 - Includes emergency procedures as required by 29CFR 1910.1200.
- Contractor must properly label hazardous material containers brought onto Ryder Site.
 - Display the product name, hazards, safe handling procedures and availability of SDS.
 - Label all secondary containers unless intent is to use immediately in its entirety.
- Hazardous materials shall be stored in accordance with OSHA 29 CFR1910.1200.
- Contractors are responsible for all unused chemicals and chemical wastes and containers that they generate:
 - Proper management, removal and disposal in accordance with regulatory requirements is required.
- Prompt reporting of all spills (especially hazardous materials or contaminated waste) to Ryder Management is required:
 - Proper spill cleanup, site restoration and disposal is the sole responsibility of the party that created the spill
 - Spills are to be promptly contained, cleaned, and disposed of in accordance with SDS instructions, applicable environmental regulations (local, state and federal level)
 - Engage the Ryder Environmental Department to ensure the process meets all regulatory requirements.
- 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 while 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 Industrial Equipment, Tools and Ladders

- Contractor shall provide their own industrial equipment, tools or ladders
 - Use of Ryder owned equipment, tools or ladders is prohibited
- Contractor Personnel must be trained and certified as required to safely operate all equipment to be operated.
- Contractor Personnel shall complete inspections of equipment or tools prior to use, to ensure safe operating order or comply with regulations. Contractor agrees to provide Ryder evidence of same upon request.
- Contractor must tag and remove from service any equipment, tools or ladders that are broken, malfunctioning and not in good, 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 and effectively stored away.

5.5 Powered Industrial Trucks (PITs), Powered Pallet Jacks (PPJs), Material Handling Equipment (MHE)

- Contractor shall provide their own Powered Industrial Trucks (PITs) , Powered Pallet Jacks (PPJs) or Material Handling Equipment (MHE) or Boom / Scissor Lifts
 - Use of Ryder owned or leased PITs, PPJs , MHE or Scissor Lifts, etc is prohibited
- Contractor shall ensure that PITs, PPJs, MHEs or Boom / Scissor Lifts are of proper type, load capacity and reach height to safely perform the required task:
 - Contractor shall follow manufacturer’s safety guidelines relative to use of equipment.
- PITs shall be in good working order and equipped with a seat belt, overhead guard, back up alarm and necessary safety devices as required by OSHA 29CFR-1910.178
- Contractor Personnel shall complete inspections of PITs, PPJs, MHE or Scissor Lifts, etc prior to use, to ensure safe operating order or comply with regulations. Contractor agrees to provide Ryder evidence of same upon request.
- Only qualified, trained and certified Contractor Personnel shall be authorized to operate PITs, PPJs, MHEs or Scissor Lifts:
 - Each must possess a current operator’s certification card and be able to produce same upon Ryder’s request
- Keys to Contractor’s Equipment (PITs, PPJs, MHEs, etc) shall be secured and be accessible only to authorized Contractor Personnel.

- 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 at all times during PIT operation
 - Obey all traffic signs
 - Maximum operating speeds are site specific and will be clarified. Maximum range of (5-8) mph shall be observed while on Ryder property
- Lifting of personnel is prohibited except in lift cages designed for the purpose:
 - PIT must be stopped, stable, secured and operator attended
 - Cage must be secured to the PIT mast
 - Individual must be 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 Heavy Maintenance on Elevated Vehicles On- Site (WPS)

- This practice should be avoided if possible and only if authorized by local Ryder Management. It is preferable for unit to go to a site specifically designed for these tasks
- If on site work is the only viable option:
 - Vehicle must be properly secured by a rated and functional hydraulic lift, with jackstands and wheel chocks applied (Wooden blocks may only be utilized as secondary backup).
 - Lifting and support equipment must be inspected prior to and after each use to ensure condition and functionality.
 - Periodic observations of contractor condition, work status and progress must be made by Ryder Management

5.7 Overhead Work / Cranes, Storage

- If the Contractor is engaged in overhead work:
 - Load suspension or transport overhead of personnel or individuals is prohibited.
 - The floor area underneath shall be barricaded to any conflicting area access
 - Conspicuous warning signs shall be posted stating “Danger, Keep Clear, Overhead Work” or similar.
 - Leaving controls unattended while the 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.

5.8 Elevated Work Surfaces

- If contractor is to perform work from any elevated floor heights of 48", Contractor Personnel must be secured with an effective fall arrest system compliant with ANSI Z359.1
- Contractor Personnel must be trained and required to use the fall arrest system
- Arrest system to be connected to a "D" anchor ring
- Contractor must ensure that any elevated work floor surfaces and / or openings or mezzanines are protected with the following required controls:
 - Standard railing (42" high with a minimum 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)

5.9 Roof Work

- Contractor will perform a structural analysis to ensure that the strength and integrity of roof surface is adequate to safely support the weight of worker(s), equipment and / or materials.
- Contractor must provide must provide fall protections for unprotected sides or edges to comply with CFR 1926.500-503 for "low slope" roofs that are: $\geq 6'$ above the ground, the next level of roof surface or have openings or skylights, etc.
- Specifications of selected fall protections or combinations of systems such as: Guardrails, Safety-nets, Personal Fall Arrest (PFA) Systems or Warning Lines combined with Guardrails or Safety-net Systems must be fully compliant and effective. Compliant covers may be used to cover roof openings.
- Materials and equipment shall not be stored within 6' of the roof edge unless guardrails are constructed and stack(s) are stabilized
- Contractors are required to provide an employee training program for workers exposed to fall hazards to recognize such hazards, eliminate and minimize them. Proof of employee training certifications may be required.

5.10 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:
 - 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 shall observe Ladder Limitations
 - Ladders constructed of wood are prohibited at Ryder Facilities.

- Stepladders longer than 20' are prohibited. Must have metal spreader / lock sufficient to hold the legs in an open position.
- Single straight ladders longer than 30' are prohibited.
- Extension ladders longer than 60' are prohibited. Extension ladders shall be tied off for Safety.
- The use of metal ladders is also prohibited if the immediate work area is within 10' of electrical lines, conduits or similar type hazards.
- Contractor agrees in 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.

5.11 Aerial Work Platforms (WPS)

- Contractor's using aerial work platforms must maintain compliance with OSHA 29CFR 1910-67
- Only qualified, trained and certified Contractor Personnel shall be authorized to operate Aerial Work Platforms, including but not limited to: Boom Lifts, Scissor Lifts, Bucket Lifts or any other type of aerial lift platform:
 - Each must be trained and certified to operate such equipment in accordance with regulations, manufacturer guidelines and operators manual
 - Possess a current operator's certification card and be able to produce same upon Ryder's request
 - Personnel shall wear a full body harness and appropriate lanyard (secured to the lift or building structure via "D" anchor ring) at all times while operating a boom / bucket type lift.
- Platform unit must clearly display maximum weight capacity limits
- 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.
- Guardrail / gates shall remain closed and secured at all times during operation.

5.12 Mobile / Construction Equipment

- Contractor shall ensure that equipment is the proper type and load capacity to safely perform the specific task.
- Only 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 (5-8) mph.

5.13 Hand and Power Tools

- Contractor Personnel shall use hand and power tools for their intended purpose only.
- 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, modifications or feature disabling by Contractor or individuals is prohibited.
- Power supply cords used by the Contractor shall be grounded, not frayed, cut or spliced or otherwise damaged, etc

5.14 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.

5.15 Personal Protection Equipment (PPE)

- Project Manager and Contractor Liaison shall meet prior to start of work project
 - Review the facility hazard assessment matrix and agree on appropriate PPE required to be worn for the specific work task exposures (e.g. safety shoes, eye protections, hearing protection, hand protections, face protections, hard hats, body harness, etc).
- Contractor is responsible to evaluate work hazards, provide PPE as required by OSHA 29CFR1910.132 and ensure Contractor Personnel are wearing PPE while on-site:
 - Train all persons relative to usage, wearing and maintenance of same
 - Ensure the wearing of:
 - Hi-Visibility garments or vests that conform to Ryder policy while on site
 - Safety shoes or equivalent protections that comply with ANSI Z.41-1991 standards are to be worn while on the property
 - Eye protections (Safety glasses compliant with ANSI Z.87.1 standards), goggles and / or face-shields are to be worn as appropriate
 - Head protections (hard hats) when hazards are existent
 - Hand protections (appropriate gloves) when hazards are in existence
 - Hearing protections when noise levels are determined to warrant
- Contractor and Personnel will jointly continuously assess the work environment and wear appropriate PPE for hazards encountered while on the premises
 - Perform periodic inspections and ensure consistent usage and compliance of all

5.16 Lockout / Tagout (LOTO)

- Ryder Project Manager and Contractor Liaison shall jointly review and compare planned work tasks to existing JSAs and SOPs.
- Ensure all applicable lockout policies and procedures for each piece of equipment are included to effectively isolate and control all energy sources prior to work start.
- Ensure that instructional signage is prominently displayed at critical energy control point
 - Observe work process and enforce compliance
- Contractor shall provide:
 - Training for authorized and affected workers, agents or sub-contractors in compliance with OSHA 29CFR 1910. 147. Ryder reserves the right to request verification.
 - LOTO devices provide adequate and appropriate energy securement and tags
 - Locks, control and tag devices are issued to individual workers
 - Locks, control and tag devices must display contractor / worker name & emergency phone #
 - Controls are to be used exclusively for LOTO purposes only
 - Wheel Chocks are available and used to secure vehicle wheels or round objects with a tendency to roll
 - Periodic inspections are performed periodically to ensure consistent usage & compliance

5.17 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

5.18 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.

5.19 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 worker safety. Contractor will consider the alternatives:
 - Re-schedule the task when support personnel are present.
 - Implement a reduced risk range of duties during work alone hours
 - Implement an effective communications/monitoring process to check employee status.

5.20 Confined Space (WPS)

- Certain work areas within the facility may have been identified as Confined Space.
- Confined Space will be posted with prominent warning signs stating “Confined Space, Enter by Permit Only”
- Under no circumstances should Contractor Personnel enter a confined space to perform any work until authorized by the Ryder Project Manager.
- Contractor must have a well established, written Confined Space Entry Program that is compliant with OSHA 29CFR 1910.146 available for review, that details the following: :
 - Specified work tasks to be performed
 - Hazards are identified and protections are in place.
 - Contractor owned entry and rescue equipment
 - Monitoring / Communications System
 - Spotter, Retrieval and Rescue procedures
- Approved Work Permit shall be required prior to work start

5.21 Asbestos (WPS)

- If you believe you have encountered asbestos in the work site area, STOP and 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.

5. 22 Air Quality

- Contractors are responsible to ensure that air quality in the immediate and adjoining work areas are monitored for inhalation hazards caused by the work task and are properly ventilated.
 - If combustible engine driven equipment is operated in an unventilated area, carbon monoxide levels should be closely monitored
 - If chemical use has the potential to cause irritation, inhalation or respiratory issues air quality must be monitored
- If Permissible Exposure Limits (PELs) are exceeded, work must be stopped and the work area evacuated until corrections can be made and air quality is restored to acceptable PELs.

5. 23 Food Grade Facilities

- Contractors are not permitted to work in areas where food is processed, packaged or stored unless specifically authorized by the Ryder Project Manager.
- If authorized to work in the food processing, packaging or storage area:
 - Must adhere to Ryder's food safety, sanitation and housekeeping policies at all times
 - Contractor entry into areas secured with USDA, FDA or Ryder Hold Tags is specifically prohibited unless authorized by the Ryder Project Manager
 - Contractors may not remove, deface or alter any USDA, FDA or Ryder Product Hold Tags for any reason.

5. 24 Yard Drivers/Trailer Spotting

- Contractors must adhere to all relevant safety guidelines outlined in the contractor safety handbook
- If approved to perform yard driving:
 - Must adhere to Ryder's coupling/uncoupling procedures of parking perpendicular to any trailer being coupled to or dropped if:
 - Driver has to get out of vehicle for any reason (i.e. move or place jack stand)
 - This will ensure if truck is not properly parked, it will not roll into driver
- If yard truck is driven on any public roadways then the following must be met:
 - Driver must possess a valid CDL license
 - Driver must comply with all Hours of Service Regulations
 - Vehicle must be properly licensed for state operating in

6.0 Refrigerated Facilities – Process Safety Management (PSM)

6.1 PSM Requirements

- If contractor has a likely potential to affect the ammonia refrigeration system of the facility they must be designated a “PSM Contractor”.
- Additional information applies and is required of these PSM Contractors and Contractor Personnel:
 - OSHA Recordable Incident Rate (ORIR) for the previous 2 years
 - Copies of their policies and procedures relative to:
 - Lockout / Tagout,
 - Confined Space
 - Powered Industrial Truck
 - Fall Protection
 - Hazard Communication (Hazcom)
- Must designate an employee as the Contractor’s Representative responsible to:
 - Comply with Ryder’s policy
 - All applicable federal, state and local regulations
 - Audit of job site for safe work performance
- Contractor’s Representative must be provided a copy of the Contractor Policy
 - Must sign the Contractor Approval Form to demonstrate understanding and acceptance of Ryder’s Contractor Policy.
- Ryder Project Manager Must Maintain Copies of Additional Forms:
 - Completed and Signed Contractor Approval Form
 - Visitor sign in / out sheet

7.0 Consequences

7.1 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 will be subject to immediate termination of the job contract and removal from the premises. Any resulting abatement and / or liability costs incurred shall be the responsibility of the Contractor.
- Although all violations are serious, Ryder highlights the following violations to the Contractor as the failure to adhere to policies that have the potential for serious, life - threatening injuries:
 - 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.
 - Willfully failing to follow established policy(s) and / or manufacturer guidelines when operating powered vehicles, equipment or tools.
 - Operating Ryder owned equipment without Ryder management approval
 - Working at any elevated height, ≥ 48 " without having appropriate fall protection equipment securely fastened
 - Performing maintenance, adjustment or general work on any equipment that is not properly locked out and in a zero energy state
 - Working under elevated equipment or vehicles without the use of properly rated and functioning lifts, jackstands or equivalent and wheel chocks in place.
 - Repetitive violations of any Ryder safety regulation
 - Injuring or nearly injuring others through deliberate act(s) or gross negligence
 - 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
 - Ryder management observation(s) of egregious, unsafe behavior(s) or acts deemed to be detrimental to the overall safety and security of self and other individuals on site
 - Unauthorized Entry into Confined Space
 - Unauthorized Entry into USDA, FDA or Ryder Hold Tag Areas
 - Removal, defacing or altering USDA, FDA or Ryder Hold Tags
- The above violations will be reviewed as to existing circumstances but, will generally be considered "Zero Tolerance Violations" and cause for potential contract termination and immediate work cessation at the contractor's expense.

8.0 Acknowledgement

The Contractor listed below has received and reviewed this copy of the “**Ryder Contractor Safety Handbook**” as part of the initial qualification process to work at the Ryder location. The contractor will need to maintain currency of his applicable business licenses, professional certifications and insurance documents. Contractor will be subject to annual or pre-usage profile reviews. 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 it’s responsibility to ensure that all Contractor Personnel comply fully.

8.1

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

8.2 PSM Contractor Approval Form

Contractor Name (Print) _____

Insurance Requirements

Certificates of Insurance Attached:

- _____ Worker Compensation Insurance
- _____ General Liability Insurance
- _____ Automobile Liability Insurance

PSM Contractor Requirements

If the contractor will work on or near the anhydrous ammonia system, the following must be completed.

OSHA Recordable Injury Rates for the previous 2 years

Previous Year _____ 2 Years Previous _____

Copies of Contractor's Safety Policies

- _____ Lockout / Tagout
- _____ Powered Industrial Truck
- _____ Confined Space
- _____ Fall Protection
- _____ Hazard Communication (HazCom)

Contractor Agreement

I have reviewed the provisions of Ryder's Contractor Policy and I agree to require all employees and sub-contractors to follow all Ryder Contractor Policy requirements:

Name of Contractor Representative: _____

Signature of Contractor Representative: _____

Date : _____

Please retain a copy for your files.