

“General Rules for Subcontractors / Visitors”

Mare Island Dry Dock, LLC (MIDD) is fully committed to maintaining a safe and environmentally conscious worksite. Herein are expectations of all those working on our jobsites and throughout the shipyard:

- 1. Put as much effort into your commitment to safety and health and reducing environmental impacts as you put into any other important part of your business.**
- 2. Actively encourage employee involvement so we all succeed.**
- 3. Hold people accountable and makes sure everyone does their part. Report all injuries, accidents, and spills immediately.**
- 4. Identify and control hazards. Complete a JHA daily prior to starting work. Where hazards are found, promptly correct them or implement interim controls to protect employees until they are corrected.**
- 5. Support a culture of safety. Where workers hold safety as a value; they actively care about themselves and others. Mutual respect is the norm.**

All subcontractors are required to adhere to state, local, and Federal Occupational Safety and Health, Environment Protection Standards, and permit requirements, all MIDD Environmental Health & Safety protocols; as well; as the requirements of the Owner of the project.

Train employees on hazard identification, and how to eliminate or control the hazard to prevent exposure, Emergency and Fire Protection and Prevention procedures. Employees shall also to trained to know and understand employee rights under OSHA.

Personal Protective Equipment (PPE)

All MIDD jobsites require hardhats, safety glasses/goggles, face shields, hearing protection, long pants, full leather safety boots with a defined heel at a minimum ¼ inch and no more than a 1 ¼ inch, a 4” capped sleeve shirt (short sleeve) minimum when entering production areas.

- Subcontractors shall conduct a PPE Hazard Assessment and provide all required PPE to their employees after it has been determined that engineering and administrative controls have been utilized.

Subcontractor/Visitors shall:

Comply with safety rules, standards, regulations, postings, boundaries, and instructions of safety, health, and emergency response officials. Report unsafe conditions and safety hazards. Where necessary STOP WORK and correct unsafe conditions.

Locate and review the emergency evacuation maps posted in main office and shops throughout the facility. Promptly evacuate to the designated muster point in the event of a fire/emergency alarm. To initiate the Emergency Response System within the facility, **dial 999** from any landline.

Notify the MIDD Safety Office immediately upon determination that an incident or injury has occurred during the performance of work at Mare Island Dry Dock, LLC.

- A follow-up written report shall be formally provided to the Safety Office.

Safety:

All persons must follow all applicable safety rules and regulations, including OSHA Regulations, 29 CFR 1910, 1915 applicable to the shipbuilding industry. Vessel is solely responsible for the safety of its employees and its Subcontractors/suppliers.

MIDD performs Daily Safety Inspections of the jobsite. All subcontractors are required to immediately correct any deficiencies identified. Each Subcontractor is ultimately responsible for compliance by its employees and lower-tier subcontractors with all applicable safety and health rules and regulations.

When notified of serious/recurring safety problems, aggressive action by the contractor is required and can include removing employee(s) and/or equipment from jobsite, work stoppages, or suspension of subcontractor activities pending satisfactory resolution of such safety deficiencies.

Subcontractors are required to keep their work areas clean and orderly, and to assist with daily housekeeping on the projects.

No running, bicycles, skateboards allowed. Look for uneven pavement and crane rails.

DO NOT feed animals or birds.

DO NOT lean on safety chains around the graving docks.

5 MPH is the speed limit in the shipyard. Obey STOP signs.

Safety Action Items:

Safety Data Sheets (SDS): SDSs shall also be readily available upon request. A copy of SDS must be provided to the Environmental Department prior starting work.

Hot Work: All hot work performed within the shipyard requires an approved notice be posted. Hot Work notices shall be completed and submitted the day prior to the hot work operation. Some contracts require notices to be submitted 24 hours in advance for hot work planned Tuesday through Friday preceding start of work. For hot work on federal holidays, weekends, and Mondays, provide notice no later than 0900 of the last business day.

Never perform hot work in a confined space without a posted “Safe for Hot Work” notice.

Marine Chemist/Competent Persons: The shipyard will provide these services unless otherwise directed by contract.

Never enter a confined space without a posted “Safe for Entry” notice.
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- Prior to entering Badges or IDs are required to be hung at space entrance.
- Some contracts require the names of persons assigned to enter tanks. Provide names upon request daily.

Environmental Compliance:

Adequately contain or control work activities to prevent spills, unauthorized discharges, or prohibited releases of trash, debris, industrial waste, and toxic or hazardous substances into the environment.

All Subcontractors must comply with all environmental compliance directives and specifically:

Spills of solid or liquid material must be contained and be reported immediately to the Environmental Department.

Discharge of any solid or liquid materials to the storm drains or to the Napa River is prohibited.

All materials within the dry docks must be within adequate containment to protect the dock floor and prevent discharge to the drainage system.

No over the water transfers or transfers of fluids within 50-feet of storms drains are permitted. At no time shall activities which may introduce contaminants into receiving water ways take place without precautions formalized and authorized by MIDD.

For any Over the Water Transfers, MIDD SOP-E-005, Enclosure 4 shall apply. Contact Environmental Department for process.

Trash: Bins are provided throughout the facility. Only deposit trash in appropriate containers. Some regular trash bins / dumpsters may be locked to control contents. If containers are full or additional containers are required contact the Yard Superintendent.

Hazardous Waste Generated

Compliance with the requirements of MIDD SOP-E-005 is mandatory.

Comply with the Resource Conservation and Recovery Act (RCRA) and all other applicable Federal, State and local laws, codes, ordinances and regulations for the management and disposal of hazardous waste. Refer to the California Code of Regulations, Title 22, Division 4.5; Environmental Health Standards for Management of Hazardous Waste, for the definitions of “generator” and “hazardous waste”.

SDS shall be made available upon request for all materials brought into the shipyard and when known provided for all waste generated for disposal.

Environmental Action Items:

All workers will separate all trash, recyclables and solid hazardous waste and place into their respective **CLEAR** plastic bags.

- Bags will be marked with your company name and its contents.
- Hazardous waste bags will be placed **ONLY** into labeled hazardous waste containers.

Equipment/Products in the Shipyard: For all products and equipment brought into the shipyard, provide a report with company name, on-site supervisor, vessel name, Work Item(s), a description, quantities and intended use, laydown and or storage required. Diesel powered equipment shall be reported to the Environmental department prior to its appearance to the shipyard.

Report to Yard Superintendent: Provide a list of the equipment you will be staging in the shipyard prior to your arrival. Request a vehicle pass at this time.

Report to Environmental Compliance Department: Provide a list of fuels, solvents, paints and grit or blast materials. Provide SDS as appropriate.

For any chemicals transported into the shipyard, MIDDs Environmental Compliance Department must be provided with a copy of the Safety Data Sheet (SDS) and a listing of products indicating Work Item Number and where the chemical will be used.

- These must be submitted to and reviewed by the Environmental Compliance and the Safety Departments before the chemical enters the shipyard for used on any MIDD project. The review process may take up to 5 days.
- Please submit all documentation to allow ample time for processing.

Access and Security:

Proposed work to be accomplished by personnel other than Shipyard employees is subject to the review and approval of Shipyard management. All work by subcontractors shall be approved by the shipyard in advance.

All work performed by crew members, employees, subcontractor, agents, or otherwise of either the vessel or the owner, whether or not agreed to in writing, is the responsibility of the vessel and owner and the Shipyard shall NOT be responsible to the vessel or owner in any manner for any damages resulting therefrom. The vessel, its owners, and all parties in interest shall indemnify and hold us harmless from all liability to any party arising from such work, including but not limited to non-compliance with any Federal, state, and local regulations or statutes.

Subcontractor will be required to sign the Subcontractor Access Agreement and comply with all Shipyard insurance, environmental permits, safety requirements and security protocols.

- Subcontractor Access Agreement and Security:

All Subcontractors working in the shipyard must sign the Subcontractor's Access Agreement and provide the required Certificate of Insurance.

A Visitor Access Request (VAR) shall be submitted 72-hrs prior to the planned visit. Your MIDD Project Manager (sponsor) can provide you details.

Parking: For vehicle access into the shipyard, you must request a Parking Pass. Ask your Project Manager for details. Speed limit is 5 MPH. Obey all STOP signs.

The following department personnel are granted the organizational freedom and authority to ensure that the quality compliance, environmental, safety and health programs and policies are maintained in accordance with the requirements of our programs and policies, and as required, each is further granted the authority to act on the behalf of the company, as the executive compliance management representative, to stop activities not in keeping with directives set forth by the organization.

Environmental Compliance Manager:	Richard Maddux	707-849-1115
Health and Safety Manager:	Ken Creel	415-515-6223
VP Operations:	Richard Palmer	707-639-6710
Yard Superintendent:	Kory Mitchell	504-677-4460
MIDD Security – Main Gate:	24/7	707-240-0100
Shipyards Emergency	Any Landline	999

CONSOLIDATE DELIVERABLES LIST

REQUIREMENT	POINT OF CONTACT	WHEN REQUIRED
Safety Data Sheets (SDS)	Environmental Dept	Prior to Start of Work
List of Products and Chemicals	Environmental Dept	Prior to Start of Work
Diesel Powered Equipment	Environmental Dept	Prior to Arrival
List of Equipment	Yard Superintendent	Prior to Arrival
Hot Work Notices	Safety Dept	Daily
Over the Water Transfer of Hazardous Waste	Environmental Dept	Prior to Start of Work
CLEAR Plastic Bags; no black bags		ALWAYS
Security Access Request	Project Manager	Prior to Arrival
Parking Passes	Yard Superintendent	
COVID Questions; (707) 652-7356 x172	COVID Help Desk	

Version	Date	Management Approval	Date
Review & Approval	03/24/14	S. Castleman	
Revision 1	04/02/14	S. Castleman	04/02/14
Revision 2: Name Change and Authority Statement	05/18/15	C. Snyder	05/18/15
Revision 3: Name Change and Authority Statement	08/23/21	C. Snyder	08/23/21
Revision 4: Rewrite document in its entirety and re-title from General Rules for Subcontractor & Suppliers to General Rules for Subcontractors & Visitors	10/19/22	C. Snyder	