



CONTRACTOR SAFETY PROGRAM

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Cold-Link Logistics

Contractor Safety Program

Compliance Acknowledgement

- Each contractor performing maintenance/contract work in a facility operated by Cold-Link Logistics, Inc., or its subsidiaries and affiliates "Cold-Link" shall be subject to the provisions of the Occupational Safety and Health Act of 1970, and the current safety standards including OSHA 1910 (general industry) and 1926 (construction).
- It is the responsibility of the contractor to initiate and maintain safety training and compliance programs that meet or exceed OSHA Standards and all applicable Federal, State, and Local Safety Health and Environmental regulations.
- It is the contractor's responsibility to promote good safety practices and eliminate hazards during the performance of work.
- Each contractor shall provide evidence of active insurance coverage as required by the guidelines set forth in the Cold-Link Contractor Safety Program. A hard copy of the insurance certificate must be on file at the Cold-Link facility in which work is being conducted.
- Contractors shall be responsible for reporting all incidents immediately to Cold-Link leadership/management.
- Each contractor shall be required to follow the workplace rules and regulations set forth in the Cold-Link Contractor Safety Program and perform their scope of work in a manner that provides a safe environment for the construction personnel, maintenance technicians, facility team members, and vendors.
- Contractors are responsible to ensure that all sub-contractors have been provided a copy of the Cold-Link Contractor Safety Program and that all sub-contractors agree in writing to the policies set forth. When applicable, a copy of the Compliance Acknowledgment must be kept at the work site for the duration of the project for each contractor/sub-contractor.

I, the undersigned, have read, reviewed and acknowledge my understanding of the compliance guidelines, as set forth in this document. In addition, my company and its employees and other personnel are committed to the implementation of these items. We also realize that these statements are comprehensive, and the safety rules and regulations presented are minimum guidelines that must be followed:

Contractor Name _____ Date _____
Name of Company Safety Representative _____
Business Phone _____ 24 Hour Emergency Contact _____
Authorized Signature _____

GENERAL SAFETY REQUIREMENTS

- Cold-Link is committed to providing a safe working environment at all times. We believe that all incidents are preventable, and we intend to promote the health and well-being of our team members, contractors and vendors.
- All contractors and their subcontractors are required to follow all applicable Federal, State and Local Codes including: safety, environmental, building, and fire regulations, as they apply to your scope of work.
- It will be every contractor's responsibility to ensure that their employees and their subcontractor's employees have been trained regarding all safety and health regulations pertaining to their discipline of work.
- Every contractor is responsible for ensuring that their employees and their subcontractors comply with all applicable regulations, industry accepted safety practices and guidelines, as they apply to their discipline of work.
- Every contractor must supply a copy of the written safety programs, training records, and supporting documentation for their company and all subcontractors when requested by the Cold-Link safety department. Contractors must participate in Cold-Link contractor safety discussions, as requested.
- It is the controlling contractor's responsibility to inform all subcontractors of potential hazards associated with the work they will perform and ensure that they apply appropriate safety practices.
- Any questions regarding compliance should be directed to Barry Slater with Cold-Link Logistics, or with the safety contact with Cold-Link at the Cold-Link location that the work is being performed.
- Cold-Link maintains the right to remove any contractor or subcontracted employee for non-compliance to any of these safety policies and guidelines.
- If you have any concerns regarding your safety or the safety of those working around you, please address these concerns with Cold-Link leadership immediately.
- This program may contain provisions that are not applicable to certain contractors. In the event of a conflict between this document and any written executed agreement between Cold-Link and the relevant counterparts such executed agreement shall control.

CLEANING, TEMPORARY PROTECTION & HOUSEKEEPING

- Contractors must police the work areas and keep the areas clean, neat and free of any slip, trip and fall hazards at all times.
- Contractors are responsible for the removal and proper disposal of all old parts, equipment, packaging materials, and related items.
- The contractor is responsible for the removal and proper disposal of any chemicals associated with their work scope including, but not limited to; used oil, cleaning chemicals, fuels, and paint.
- Use of cones or other warning devices to alert team members and vendors of a contractor presence in a work area is mandatory.

- All floor openings, excavations, changes in floor grade, etc. must be guarded with adequate covers or barricades, and must be adequately marked and identified.
- Compressed gas cylinders must be secured on approved carts or chained to a support in the upright position. All cylinders not in use must be protected by a valve cap.
- Contractor shall provide safety, traffic and pedestrian controls and barriers necessary for interior and exterior work zones during the execution of the work.
- Unless a work zone is totally isolated from Cold-Link team members (such as behind temporary walls), no elevated work shall be performed on the warehouse floor during day shift hours unless pre-approved by Cold-Link. The contractor and/or subcontractor using ladders, scissor or boom lifts or other equipment to perform elevated work six feet or above floor finishes in any area accessible by team members shall be required to provide and use safety awareness signs. If there is a chance that a Cold-Link team member will need to enter the work zone, the contractor performing the overhead work must halt work until the work zone is free of non-construction personnel.
- Contractor and/or subcontractor shall be responsible to provide temporary transition ramps between floor finishes.
- Contractor and/or subcontractor shall be responsible to provide temporary cover plates over floor openings created during demolition work for mechanical, electrical and plumbing installations. Cover plate material shall be capable of supporting twice the load of employees, equipment or other weights that may be imposed at any time.
- When the work being performed is expected to create a potential dust hazard, the contractor and/or subcontractor shall be responsible to provide temporary barricades, dust protection and awareness signage around the work zone.

INSURANCE COVERAGE/BONDING

Contractor shall procure and maintain in full force and effect, the following insurance in the amounts and with the conditions set forth:

- Commercial General Liability insurance, including Personal and Advertising Injury, Products/Completed Operations, Medical Payments, Bodily Injury, and Property Damage, with minimum limits as set forth in the below Matrix:
- Workers Compensation/Employer's Liability insurance at no less than \$1,000,000 p
- Automobile Liability insurance at no less than \$1,000,000
- Professional Liability insurance at no less than \$1,000,000
- Umbrella/Excess Liability insurance is acceptable to meet the above defined requirements. Supplier shall cause each insurance company to provide the insurance on an umbrella basis in excess over and no less broad than the liability coverages required herein (including as to Company's additional insured status), with the same inception and expiration dates as Commercial General Liability insurance, and with coverage that "drops down" for exhausted underlying aggregate limits of liability coverage. This Umbrella/Excess Liability coverage may supplement the underlying coverage.

- Supplier must provide current Certificates of Insurance and copies of pertinent policy endorsements verifying Supplier's compliance with the insurance requirements above
- If the certificate of insurance does not comply with the requirements, a delay will occur in processing the agreement until compliance is met. Failure to maintain insurance coverage may result in an inactivation of the account. Orders and payments may be withheld until the certificate of insurance has been received and approved by Cold-Link
- Supplier shall maintain a contact in the United States to be reached during normal business hours for Cold-Link claims.

Insurance Amounts Reference Chart (In USD):

Category	Commercial General Liability	Umbrella	Automobile	Worker's Compensation	Professional Liability
All Suppliers, excluding general contractors	\$1,000,000 per occurrence	\$1,000,000 per occurrence	\$1,000,000 per occurrence	\$1,000,000 employer's liability or stop gap	\$1,000,000 per occurrence or \$2,000,000 aggregate
General Contractors	\$1,000,000 per occurrence or \$2,000,000 aggregate	\$1,000,000 per occurrence or \$2,000,000 aggregate	\$1,000,000 per occurrence	\$1,000,000 per occurrence	N/A

SIGN IN & OUT

- All contractor and subcontractor employees must sign in at the main office of any Cold-Link facility where work is to be performed. All contractor and subcontractor employees must sign out at the end of the day and/or at the end of the project. For large projects, subcontractor employees may sign in and out daily with the general contractor, and the general contractor is to sign in and out with the Cold-Link facility daily. The general contractor is to keep a list daily of all subcontractor employees on site.

INCIDENT REPORTING

- Any incident involving personal injury, equipment damage, or property damage must be reported immediately. The following individuals will be notified immediately:
 - Cold-Link site leadership
 - Cold-Link corporate health & safety
 - General contractor (if applicable)
- Every contractor will be required to complete and forward a copy of their company's incident report to the Cold-Link safety department within 24 hours of the incident.

CHEMICAL HAZARD COMMUNICATION

In accordance with the Federal Hazard Communication Standard, all contractors must:

- List the hazardous chemicals in use and maintain a copy of the Safety Data Sheets (SDS) for each chemical. SDS must be readily available to Cold-Link Leadership upon request.
- Train their employees regarding the hazards of the chemicals they will use and provide them with the appropriate personal protective equipment (PPE).
- Ensure that all chemical containers used on site are properly labeled and stored.
- Remove all Hazardous Chemicals from the work site after work is completed.
- Contractor and/or subcontractor shall be responsible to provide effective control measures to prevent exposure to toxic products that exceed OSHA standards, and that are potentially life threatening to unprotected workers due to release and/or accidental spill.
- All contractors are required to report any work scope that may create toxic concentrations to accumulate above safe levels of any and all substances. In the event that this situation arises, it is the responsibility of the contractor to provide all institutional controls to mitigate or eliminate any potential hazard.

PERSONAL PROTECTIVE EQUIPMENT

- Steel toe (or equivalent) footwear must be worn at all times while performing work in a Cold-Link facility.
- It is every contractor's responsibility to perform a PPE assessment for each task their employees will perform.
- Each contractor must provide their employees with the correct PPE and ensure that it is used consistently and appropriately (working at heights, protective eyewear, etc.).

HOT WORK REQUIREMENTS

- A hot works permit is required whenever any temporary operation involving open flames, sparks, or heat producing equipment is used including, but not limited to: brazing, cutting, grinding, soldering, arc welding, pipe thawing, and torch use is being conducted unless the work area is located outside the building and a minimum of 35 ft away from the walls of the building.
- Hot work is not permitted to be performed in areas where the fire suppression system has been impaired unless it is for the sole purpose of returning the impaired fire suppression to full operation.
- An approved hot works permit must be completed for all hot works activities and posted in the work area.
- Cold-Link leadership must be notified and sign-off authorizing hot works to be performed.

- Complete a hot works permit, in conjunction with Cold-Link leadership and post in the work area.
- Only complete hot works in the designated hot works area of the facility. When this is not practical, remove or protect all combustible material within a 35-foot radius of the work area.
- Provide a fire watch meeting the following requirements:
 - Designate a fire watch employee to perform assigned fire watch duties only.
 - A fire extinguisher must be kept on hand in the immediate work area.
 - Know the location of and how to activate the fire alarms.
 - If a fire starts: immediately notify Cold-Link leadership, activate a pull station (if present), and contact the local fire department.
 - Provide continuous monitoring of hot works area for 30 minutes after work is completed, and periodically for 3-hours after.

FIRE PROTECTION & SHUTDOWN NOTIFICATION PROCEDURES

- Cold-Link leadership must be notified, by the sprinkler contractor or testing agency of any fire protection system water flow, alarm testing, or system maintenance.
- Testing and maintenance must be in accordance with NFPA and local fire department requirements.
- A Red Tag Permit process must be followed when a fire protection system shutdown is required. Documentation of completion of the Red Tag Permit process must be sent to Cold-Link site leadership.
- Hot work activities are prohibited when the fire system is out of service unless approved by Cold-Link leadership.
- Cold-Link leadership must be immediately notified when all testing is complete, and when the protection system is placed back into automatic service.

FLAMMABLE STORAGE

- Contractor's flammable materials must not be stored inside a Cold-Link facility without approval.
- If a contractor needs an area for material storage, they must discuss their requirements and concerns with Cold-Link leadership.
- All contractors must use approved flammable liquid containers that are clearly labeled with a company name and contents. Proper bonding and grounding must be in place.

LOCKOUT/TAGOUT

- The contractor is responsible for developing and implementing specific lockout/tagout procedures, training their employees on lockout/tagout, and providing their employees with adequate lockout equipment. (locks, tags, specific lockout devices).

- The following general procedures should be followed whenever lockout/tagout is employed:
 - Notify Cold-Link leadership and the controlling contractor that lockout/tagout procedures will be utilized, what equipment will be affected, and why it has to be done.
 - All energy isolation devices must be locked out with an individually keyed lock. A signed and dated tag must also be applied to the isolation device.
 - Each person who will be servicing the equipment must attach their own lock and sign the tag.
 - After servicing is complete and the equipment is ready for normal production operations, inform Cold-Link leadership that the equipment is back in service.
 - A lockout tagout checklist must be completed prior to lockout/tagout of energy isolating devices.

EMERGENCY EVACUATION

- If an emergency evacuation is announced, and/or an alarm is sounded, the following procedures must be followed:
 - Immediately shut down any equipment being used.
 - Walk (do not ride equipment) to closest exit.
 - Proceed outside of the building to the designated gathering area.
 - No one will be allowed back inside the building until authorization is given by Cold-Link leadership.
 - There will be a designated gathering area inside the building in case of a tornado or adverse weather (instructions will be provided in an announcement).
 - A contractor who identifies a fire or other emergency must immediately notify Cold-Link leadership. If it is not safe to do so, they should proceed to the nearest exit and activate a pull station on their way out.

EQUIPMENT SAFETY

- The use of Cold-Link equipment is strictly prohibited; unless authorization is provided by Cold-Link leadership.
- When use of Cold-Link equipment is approved, the contractor is responsible for providing their employees with proper training on the specific piece of equipment.
- Contracted employees shall be responsible to follow all Cold-Link equipment safety rules and practices.

CARBON MONOXIDE

- Contractor and/or subcontractor shall be responsible to provide effective control measures to prevent worker and Cold-Link team member exposure to carbon monoxide levels that exceed OSHA standards, as listed under section 1910.146. These controls are to be as follows:
 - Gasoline-powered equipment and tools are prohibited for use inside.
 - Scrubbers shall be used on propane or diesel equipment.
 - Ventilation systems must be installed that will remove carbon monoxide fumes, from work areas. Exhaust ventilation systems to be installed to isolate work areas and remove air from interior work areas to the exterior of the building.
 - Detection monitoring devices are to be placed in work areas, where carbon monoxide producing equipment is used.
 - Each contractor must establish and maintain an “Equipment Calibration and Maintenance Log” for documenting equipment calibrations, inspections and maintenance during the course of the project. Logs are to be maintained onsite and available for review by Cold-Link.
 - Each contractor must evaluate and determine if the work environment requires special equipment or procedures not stated in these guidelines.
 - Contractors are required to educate and train on site workers about the causes and conditions that may produce higher than recommended levels of carbon monoxide.
 - Contractors are required to educate and train, on site workers, about the awareness and recognition of carbon monoxide exposure and symptoms.
 - All contractors are required to report any situation that may create carbon monoxide concentrations to accumulation above safe levels of 35 ppm to the general contractor or Cold-Link leadership.

CONFINED SPACE ENTRY

- Any contractor whose employees will enter a permit required confined space is required to have a written confined space entry program and permit system.
- The contractor must ensure that all precautions required by OSHA regulations are taken prior to an employee entering a permit required confined space. ♣
- The contractor must notify Cold-Link leadership prior to entering a confined space.

CRANE OPERATION

- All crane use must be coordinated with Cold-Link leadership in advance in order to minimize risks to team members.
- If possible, only use cranes when the facility is closed, typically at night or early in the AM. Be sure to provide adequate lighting on the ground and on the roof.
- If the crane will swing over a structure which could have people inside, you must complete the following:

- Determine the best location to set the crane to minimize the possibility of swinging over people.
- Set up highly visible cones and caution or danger tape in the facility to cordon off the area under the swing. Prevent anyone from going into the “no entry” zone and change the perimeter of the area as needed.
- Two-way radios will be used for communication between the crane operator, crane supervision, and safety spotters. All areas will be required to confirm the area is clear prior to the lift.
- A crane may never swing over people or vehicles. Both pedestrian and vehicular traffic must be physically prevented from entering the crane swing area.
- If facility operations require access to the secured area, all crane operations must cease to allow safe access to the work zone. No crane operations will continue until the work zone is re-established, safety watch workers are in place, and “all clear” communication has been given from people inside and outside of the facility.
- The foreman of the crew conducting crane operations must verify that all prep work has been completed prior to starting work. This will include a check to see that all connections and hardware to the unit being lifted have been disconnected, and that no “loose” hardware, bracing, piping, etc. can fall from the lift area.
- Ensure that the annual crane inspection has taken place and all crane operator certifications are present.
- Ensure that the flight path is clear of all objects (electrical wires, signage, etc.).
- Ensure that adequate footing for the crane is present, with a 10’ secure perimeter around the crane has been established.

AMMONIA TRAINING AND COLD ENVIRONMENT AWARENESS

- Any contractor work near ammonia system components shall be required to take Ammonia Awareness Training before work begins.
- Any contractor working on or near the ammonia system shall receive Process safety management Ammonia Contractor Training before work begins.
- Cold-Link operates cold storage warehouses that are often in extreme cold environments. All contractors are required to educate and train all workers to the unique hazards of working in extreme cold environments.

MISCELLANEOUS

- Contractors, subcontractors and their employees are expected to treat all Cold-Link team members and vendors with dignity and respect.
- The use, possession, distribution, or sale of any controlled substance or alcoholic beverage by any contractor or subcontractor personnel is prohibited on Cold-Link property.
- Firearms or any other form of weapon is prohibited on Cold-Link property.

- Smoking on Cold-Link property is only permitted in designated locations