

# Marine Hydraulics International, Inc.

## SUBCONTRACTOR/AIT

### OSHA SAFETY/ENVIRONMENTAL AFFIDAVIT

I, \_\_\_\_\_, as a duty appointed  
(Name)  
representative of \_\_\_\_\_  
(Company Name)

Do affirm that the Company has the following:

1. A fully documented and implemented Safety and Health Policy

YES \_\_\_\_\_ NO \_\_\_\_\_

2. A Safety and Hazard Communication Training Program as required by CFR 1910.1200 (e)

YES \_\_\_\_\_ NO \_\_\_\_\_

3. Safety Data Sheets are available and shall be provided to MHI Safety Department for process review and approval for any hazardous material or product to be used prior to using on MHI jobs.

YES \_\_\_\_\_ NO \_\_\_\_\_

4. A fully documented and implemented Confined and Enclosed Space Entry Program as required by 29 CFR 1915 (d)

YES \_\_\_\_\_ NO \_\_\_\_\_

5. Company Fire Safety Plan as required by 29 CFR 1915.502

YES \_\_\_\_\_ NO \_\_\_\_\_

6. A copy of MHI's Fire Safety Plan SAF-DOC -003 including the Emergency Muster Area Location diagram and has trained all of its employees to its contents

YES \_\_\_\_\_ NO \_\_\_\_\_

7. A copy of MHI's Hazardous Waste Management Plan ENV-DOC-001 and Containment requirements ENV-DOC-002.

YES \_\_\_\_\_ NO \_\_\_\_\_

8. Documentation to be provided upon request that all of its employees working on MHI jobs have been trained on the following:

- Respiratory Protection
- Machine Guarding
- Scaffolding Safety
- Lockout/Tagout
- Hearing Protection

9. A copy of MHI's Pre-Work Job Site Hazard Assessment SAF-DOC-013

YES \_\_\_\_\_ NO \_\_\_\_\_

10. A copy of MHI's PPE requirements while on the ship and on the pier at MHI's Mid-Town facility. These requirements are for offsite work as well.

YES \_\_\_\_\_ NO \_\_\_\_\_

**\*\*MHI IS A SMOKE FREE WORK PLACE\*\***

**\*\*THERE IS NO SMOKING ON THE SHIP\*\***

**\*\*THERE IS NO SMOKING WITHIN THE MHI SHIPYARD\*\***

**\*\* CAMERA PHONES OR OTHER PHOTO EQUIPMENT ARE NOT ALLOWED ON THE PIER, SHIP, OR ANY MHI JOBS WITHOUT PRIOR AUTHORIZATION\*\***

**\*\*\*THERE ARE NO ILLEGAL DRUGS, ALCOHOL, OR WEAPONS ALLOWED ON ANY MHI JOBS OR PROPERTY\*\*\***

ANY QUESTIONS CALL THE MHI SAFETY DEPARTMENT AT (757) 545-6400 ext.289

Additional Comments:

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Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Phone No.: \_\_\_\_\_

**FOR MHI SAFETY/ENVIRONMENTAL DEPARTMENT ONLY**

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Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_



	<b>SAF-DOC-003</b>	
	<b>MHI FIRE AND SAFETY PLAN</b>	
	Issued by: <b>Safety Department</b>	Issued: <b>MAY 13</b>
		Rev: <b>D</b>

**1.0 PURPOSE:** Marine Hydraulics International Incorporated (MHI) is dedicated to the Safety and Health of employees, contractors and ship’s personnel while present at MHI’s facilities. The purpose of the MHI Fire and Safety Plan is to protect personnel and property, establish procedures for the prevention of fire at MHI’s facility, describe procedures for emergency fire response and establish a plan for evacuation and accounting of all personnel.

**2.0 SCOPE:** The MHI Fire and Safety Plan conforms to the fire prevention regulations of Naval Sea Systems (NAVSEA) Standard Items , Occupational Safety and Health Administration (OSHA) Standards for fire protection in shipyards; 29CFR1915 (Subpart P) and National Fire Protection Association (NFPA) Standards. Our plan provides a coordinated approach for protecting all ships and personnel while at MHI. This Fire and Safety Plan is principally designed to avert unsafe conditions and practices, which cause fires but also provides guidance in the case that emergency response is required.

**3.0 RESPONSIBILITIES:**

- 3.1** The MHI Safety Manager will review and update this plan when changes are required and at least annually. The Safety Manager is the sole person authorized to amend this plan and is authorized to halt any operation of the company where there is danger of personal injury or damage to property.
- 3.2** All personnel shall familiarize themselves with the fire and safety plan as it pertains to the location where they are working. They should be thoroughly familiar with evacuation routes and fire alarm procedures.
- 3.3** All MHI employees will be trained on this plan and receive refresher training annually thereafter. They must be thoroughly familiar with the requirements of this plan. Training records will be maintained by the MHI Safety Department and available to the supervisor upon request.
- 3.4** All subcontractors must train their personnel on their fire safety plan at least annually or prior to starting work at MHI. This training must be compliant with the MHI Fire and Safety Plan and will be documented to MHI via the “Subcontractor / AIT – OSHA Safety / Environmental Affidavit” This affidavit will be verified and maintained by MHI’s Safety Department and available to the supervisor upon request.
- 3.5** *It is the policy of MHI to rely upon the City of Norfolk Fire and Rescue department to respond to any fires or emergencies that may occur at our facilities.*



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**4.0 PLAN SECTIONS:** This Fire and Safety Plan will be divided into two sections. Section (5) will cover landside facilities with Section (6) covering Ships berthed at the Mid Town pier.

**5.0 Section Five: LANDSIDE FACILITIES**

**In the event of an emergency call the MHI Security number listed below first. If you are unable to reach security call 911**

**EMERGENCY TELEPHONE NUMBERS**

SECURITY.....644-7279 or 644-7280  
 POLICE AND FIRE .....911  
 DIRECTOR OF SECURITY.....217-6535  
 SAFETY OFFICER.....449-7040

- **If there is an emergency such as a fire or other emergency that requires personnel to exit the building the following actions are to be taken.**

**5.1 Evacuation Plan.**

- 5.1.1 Supervisors present at the time of the emergency are responsible for the orderly evacuation of buildings and facilities with the assistance of security.
- 5.1.2 **DO NOT** take time to turn off computers, printers, or office lights. Close, but **DO NOT** lock, office door.
- 5.1.3 Exit the building through the closest exit.
- 5.1.4 All personnel should be familiar with the exit paths for their areas. Be familiar with the shortest path possible.
- 5.1.5 Proceed in an orderly manner as quickly as possible to the nearest exit and then to the designated reporting area.
- 5.1.6 Stay in the designated reporting area until you are instructed to leave. This way an accurate head count can be taken. All employees should



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report immediately to their supervisor.

**5.1.7** Upon arrival of emergency personnel, security will assist them in whatever manner they request or direct. Police/Fire/Rescue and/or MHI security will clear the building, checking areas for personnel whom may be physically disabled and/or injured.

**5.2** Emergency alarms' being turned off DOES NOT mean the building is clear and safe to re-enter. They are silenced so that emergency response personnel are able to communicate with each other. **DO NOT RE-ENTER THE BUILDING** for any reason until instructed to do so by fire department, EMS, Police or MHI security officials.

**5.3 Fire:**

**5.3.1** Pull the red fire alarm. Refer to the floor plan and be familiar with the nearest alarm location. An alarm will ring at MHI security who will call the fire Department.

**5.3.2** If there is immediate danger, remain calm and follow evacuation procedures and then call security or 911, if you cannot contact security from a nearby building.

**5.3.3** If there IS NOT an immediate danger, call MHI security at 644-7279 or 644-7280.(Only)

**5.3.4** If you call 911 from a cell phone, immediately identify your location.

**5.3.5** Follow evacuation plan. Listen for directions and congregate at the designated area. Supervisors will account for employees.

**5.3.6 DO NOT RE-ENTER BUILDING.**

**5.4 IF YOU ARE TRAPPED IN THE BUILDING...**

**5.4.1** If the door to the room you are in is hot to the touch and/or smoke is seeping in around it, **DO NOT OPEN IT.**

**5.4.2** Remain calm. Walls, ceilings, floors, and doors are designed to withstand fire for a safe period of time.

**5.4.3** Pack the crack under the door with clothing or other material to keep the smoke out.

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- 5.4.4 Let someone know you are trapped. Call Security and stay on the line until the guard tells you to hang up. If there is no phone available, yell out the window, wave out the window to gain attention.
- 5.4.5 If you call 911 from a cell phone, immediately identify your location.
- 5.4.6 Stay low to the floor near the window as the smoke will fill higher areas first.

**FIRE EXTINGUISHERS ARE TO BE USED ONLY TO PUT OUT A PATH OF FIRE TO GET OUT OF BUILDING. DO NOT USE A FIRE EXTINGUISHER TO PUT OUT THE FIRE.**

## **5.5 HAZARDOUS MATERIALS SPILL**

- 5.5.1 **BENCH TOP SPILLS.** A bench top spill is defined as; a spill that will not contaminate the water supply, sewer, air handling system, or any other area, is small enough to be easily handled by staff, and there are NOT any injuries. If you experience a Bench Top Spill:
  - 5.5.1.1 Remain calm.
  - 5.5.1.2 Contain the spill with absorbent pillows.
  - 5.5.1.3 Consult the *Safety Data Sheet (SDS)*.
  - 5.5.1.4 If you are familiar with handling the spilled reagent, obtain the proper spill kit and follow the directions that are with the spill kit.
  - 5.5.1.5 Notify the Safety Director immediately.

If you are not familiar with the spilled reagents or you do not feel comfortable cleaning up the spill, follow instructions for large spills.

- 5.5.2 **LARGE SPILLS.** A large spill is defined as; a spill that may contaminate the water supply, sewer, air handling system, or any other area, is too large to be easily handled by staff, and/or there are injuries. If you experience or witness a Large Spill:
  - 5.5.2.1 Remain calm.
  - 5.5.2.2 Only if there IS immediate danger; call Security, have the following information available for the Guard; where the spill has occurred, what was spilled, how much was spilled, when the spill



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occurred, and if there are any injuries. Stay on the line until the guard tells you to hang up. If there is **NO** immediate danger, follow the evacuation procedures and call the Safety department or Security from a nearby building and have the above information available.

**ALL SPILL AREAS SHOULD BE EQUIPPED WITH SPILL KITS FOR THE APPROPRIATE MATERIALS BEING USED IN THE SHOP.**

**5.5.3 SPECIAL AREAS.** To assist security and Fire Authorities with possible emergencies that require special attention, example: Weld Shop, Paint Shop, Truck Shop, etc., or any other areas which may require special attention in an emergency, specific information such as that listed below should be noted.

**5.5.3.1 LOCATION IN BUILDING**

**5.5.3.2 MATERIALS IN SHOP**

**5.5.3.3 ANYTHING SPECIAL ABOUT THE AREA**

**5.6 FLOODING.**

**5.6.1 INTERIOR FLOODING.** If you experience Interior Flooding, you should:

**5.6.2** Evacuate the affected area.

**5.6.2.1** Report to designated area.

**5.6.2.2** Call Facilities for assistance in having water shut off.

**5.6.2.3** Call security at 644-7279 or 644-7280 from a nearby building and have the following information available; where the flooding occurred, if there are any injuries and stay on the line until you are told to hang up.

**5.6.2.4** If you call 911 from a cell phone, immediately identify your location.

**5.6.2.5** Stay away from all power (electrical) sources.

**5.6.2.6** Stay away from utility vaults.





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**5.6.3 EXTERIOR FLOODING:** In the event of exterior flooding, you should:

**5.6.3.1** Remain calm.

**5.6.3.2** Call security at 644-7279 or 644-7280 and let them know what building you are in, how high the water is, and how many people are with you.

**5.6.3.3** If you call 911 from a cell phone, immediately identify your location.

**5.6.3.4** If there is water all around the building, proceed to the roof of the building or the highest point accessible.

**5.6.3.5** If there is water on only one side of the building, proceed in an orderly fashion out of the building exit that has NO water.

**5.6.3.6** Immediately go to the highest area possible.

**5.7 MEDICAL.** In case of a Medical Emergency:

**5.7.1** Remain calm.

**5.7.2** Call security at 644-7279 or 644-7280 and state the emergency and location.

**5.7.3** If you call 911 from a cell phone, immediately identify your location. MHI Security will assist emergency response personnel gaining access to the facility.

**5.7.4** Do **NOT** move the victim unless there are life threatening conditions which require it.

**5.7.5** Remain with the victim and try to keep the victim warm and alert by talking with them until emergency response teams arrive.

**5.8 TORNADOS AND WINDS.** In case of severe weather:

**5.8.1** Proceed to the nearest interior room. If at all possible have a phone, radio, flashlights and first aid kits available.

**5.8.2** Contact MHI security at 644-7279 or 644-7280.



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- 5.8.3 If you call 911 from a cell phone, immediately identify your location.
- 5.8.4 Monitor the storm by listening to the radio. **DO NOT LEAVE THE TORNADO EVACUATION POINT SAFE AREA UNTIL TOLD TO DO SO.** MHI security Fire/Rescue Authorities will be making rounds throughout determining damage and will contact you when it is safe to leave the building. This may take a while, so remain in the designated area until you are contacted to leave. There may be structure damage.

**NOTE: Tornadoes have been known to leave the ground and come back down again in a matter of minutes or even as long as half an hour. Remain in the designated area until notified by Security Emergency Personnel that it is safe to leave.**

**5.9 BOMB THREAT.** In case you receive, or are notified of, a Bomb Threat:

- 5.9.1 Locate the FBI Bomb Data Questionnaire and fill it out while talking to the caller. If questionnaire is not immediately available, record every word spoken by the caller and any background noises. Then immediately fill out Bomb Threat Questionnaire.
- 5.9.2 Alert a co-worker via note (if possible) while on the line with the bomb threat. Have co-worker call Security and have the following information available; where the bomb threat is, who is taking bomb threat call, an estimate of how many people are in the building, and have them stay on the line until the dispatcher tells them to hang up.
- 5.9.3 If you call 911 from a cell phone, immediately identify your location.
- 5.9.4 Notify your supervisor.
- 5.9.5 Notify security at 644-7279 or 644-7280.
- 5.9.6 Evacuate the building immediately.

**OTHER EMERGENCIES**

**5.10 ASSAULT, HARASSMENT, DESTRUCTION OF PROPERTY,  
VANDALISM, PROBLEM PATRONS, AND THEFT:**

- 5.10.1.1 Call security at 644-7279 or 644-7280.

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- 5.10.1.2 Notify the director of security.
- 5.10.1.3 Observe suspicious persons but *DO NOT TRY TO DETAIN THEM.*
- 5.10.1.4 Ask the victim to remain until security arrives.
- 5.10.1.5 Obtain names, addresses, and telephone numbers of witnesses.

**5.11 POWER FAILURE**

- 5.11.1.1 Facilities maintenance will be contacted by designated departmental personnel.
- 5.11.1.2 Security should be contacted by designated departmental personnel after normal working hours and on the weekends.

**5.12 REFERENCES AND ASSOCIATED DOCUMENTS**

- 5.12.1 MHI Level III Procedure MHI-SEC-004 (Bomb Threat Procedure).

**SECTION (6) SHIPS BERTHED AT MID-TOWN PIER**

**6.0 FIRE HAZARDS:**

**6.1 Work Site Fire Hazards and How To Properly Control Them**

- 6.1.1 It is the policy of MHI to rely upon the City of Norfolk Fire and Rescue Department to respond to any fires that may occur at our facilities. Fire Station Number 6 is located within four blocks and can typically respond to our facility in less than five minutes.
- 6.1.2 Fire watches are used to reduce the risk of fire by responding only to incipient stage fires. Fire watches are trained to the requirements of 29 CFR 1915.508.



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- 6.1.3** MHI is a non-smoking facility which greatly reduces the risk of fire associated with smoking.
- 6.1.4** Storage of flammable and combustible materials aboard ship such as fuels, paints, thinners, gas bottles, crating or packing material, is limited to the essentials needed for work in progress. Storage is located in areas that do not cause interference with firefighting equipment or personnel access and is jointly determined by MHI, the Supervisor and the Commanding Officer.
- 6.1.5** Fire zone boundaries are clearly marked in conjunction with the Supervisor and Ships Force prior to the start of production work. Service lines do not penetrate fire zone boundaries unless quick disconnects are installed at the door or closure. Temporary access cuts made in fire zone boundaries are made only upon written authorization of the Supervisor.
- 6.1.6** All hoses, welding leads, and temporary lights are kept clear of decks on temporary “trees” or brackets. Passageways are kept clear of obstructions and fire aisles are strictly maintained.
- 6.1.7** MHI has a full-time capability to assist Ships Force or Municipal Fire Fighting Organizations in case of a fire emergency. This capability consists of the following categories:
  - 6.1.7.1** Emergency backup power; such as the emergency generator (tested weekly during the availability).
  - 6.1.7.2** Firefighting equipment; such as the pier side fire pumps including two primary electric, one back-up electric and one back-up diesel.

**\*\* Note:** Whenever MHI is required to provide fire main to ships berthed at the Mid-Town Pier it is imperative that certain steps be taken anytime the fire main system is to be secured or a total loss of the system occurs.

- 6.1.7.3** Prior to securing Fire Main to the pier for any reason both the NSSA Project Team along with NSSA Safety must be notified by the MHI Project Team of the intent to de-energize the system and must receive approval prior to securing the system.
- 6.1.7.4** In the event of a total loss of the Fire Main the MHI Project Team will notify the NSSA Project Team, NSSA Safety, and all vessels affected immediately upon discovering the system is inoperable.



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All hot work on the vessel will be shut down until Fire Main is restored to proper working order.

- 6.1.7.5** Tests and inspections of firefighting equipment; such as the fire hoses (tested in accordance with NFPA standard 1962 within 90 days before being placed in service for the first time and annually thereafter).
- 6.1.7.6** Interface with municipal systems; such as emergency phones installed in main spaces, on the quarterdeck and at the head of the pier plus radio's (tested daily during the availability).
- 6.1.7.7** Both Pier and Shipboard installed, temporary fire stations are compatible with Norfolk Fire Department and US Naval Vessel connection.
- 6.1.7.8** The Fire lane down the center of the pier allows ample access to vessels by emergency vehicles and is maintained free of all materials and vehicles except those that can be moved in case of an emergency such as mobile cranes and forklifts. No vehicles that are blocking the fire lane will be left unattended, so as to facilitate their movement in case of an emergency.
- 6.1.8** An emergency water supply meeting the requirements of NAVSEA Standard Item 009-08 is available. Temporary Fire Stations are placed so all sections of the ship can be reached by two (2) 100 ft. lengths of one and half-inch fire hose. The hoses and nozzles are pre-connected and stored on racks near the station. Water flow tests, as required by NAVSEA Standard Item 009-08 are accomplished prior to the availability start date in order to verify water supply.
- 6.1.9** Hot work onboard vessels pose the highest risk of fire at the facility. MHI uses several methods to reduce and eliminate these risks.
  - 6.1.9.1** MHI will ensure that hot work is not performed in or on any of the following confined and enclosed spaces and other dangerous atmospheres, boundaries of spaces or pipelines until the work area has been tested and certified by a Marine Chemist as "Safe For Hot Work";

- Within, on or immediately adjacent to spaces that contain

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or have contained combustible or flammable liquids or gases.

- Within, on, or adjacent to fuel tanks that contain or have last contained fuel.
- On pipelines, heating coils, pump fittings or other accessories connected to spaces that contain or have last contained fuel.

**6.1.9.2** Within the ship, no hot work of any type will be performed in any space containing ammunition and explosives.

**6.1.9.3** If the work area is adjacent to, (i.e., on the same level as and sharing a bulkhead with, an explosives area), hot work may be performed on the bulkhead furthest removed from the bulkhead shared with the space containing ammunition. Hot work may be performed on the overhead, deck and bulkheads at locations no less than 5 feet from the shared structural or nonstructural bulkhead. In spaces directly below the explosive area, hot work may be performed on the deck and bulkheads at locations no less than 5 feet from the overhead.

**6.1.9.4** Prior to any hot work in a space or magazine that has contained ammunition or explosives, or in any adjacent space in any direction, a Marine Chemist Certification that all ammunition and explosives have been removed or that the affected areas meet the requirements of Navsea OP-4 and are otherwise safe for hot work is required.

**6.1.9.5** For spaces, areas or equipment requiring certification by a Marine Chemist all hot work areas will be maintained / re-certified as often as needed or at least daily, *prior to entry*, by a Shipyard Competent Person unless the conditions on the Marine Chemist Certificate change. Once conditions change hot work will be shutdown until re-certified by the Marine Chemist.

**6.1.9.6** For all other hot work onboard vessels at MHI, a Shipyard Competent Person will inspect and certify that all affected areas are "Safe for Hot Work" as often as needed or at least daily prior to the beginning of hot work for that day.

**6.1.9.7** For all hot work onboard vessels at MHI a Hot Work Ticket is required to be submitted to ship's force the day prior to



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commencement of hot work for ship's force review, inspection and approval or denial

- 6.1.9.8** For all hot work onboard vessels at MHI the hot work supervisor is responsible for inspecting the affected areas, signing and posting the Hot Work Ticket previously approved by ship's force. The Hot Work Operator is also required to sign the hot work ticket thus certifying that all required conditions such as exhaust ventilation, fire watches and wrap-up have been met prior to the commencement of hot work.
- 6.1.9.9** All Marine Chemist Certifications, Shipyard Competent Person Log of Inspections and Tests and Hot Work Tickets will be posted in the area of the hot work. Copies of the Marine Chemist Certifications and Master copies (all spaces on one sheet) of the Shipyard Competent Person Log of Inspections and Tests will be posted at the Main Brow of the Vessel.
- 6.1.9.10** Fire Watches are used in all spaces and areas affected by hot work and will be properly equipped, trained annually to 29CFR1915.508 and will remain vigilant in the detection of fire or fire hazards. The Fire Watch is empowered to shutdown hot work if a fire hazard is detected. This paragraph applies to all fire watches whether employed by MHI or working as a subcontractor.

**6.2 Training for recognizing and reporting unsafe conditions:**

- 6.2.1** All MHI personnel receive annual training on Virginia Ship Repair Association (VSRA) Safety regulations and policies which include how to; recognize, avoid, reduce and control hazards, and how to report these unsafe conditions.
- 6.2.2** All MHI personnel are trained on 29 CFR 1915 Fire protection and shipyard employment (Subpart P).
- 6.2.3** All MHI production personnel receive OSHA Maritime 10 Hour training.
- 6.2.4** As all employees are thoroughly trained in the recognition of unsafe conditions including but not limited to fire, smoke, bubbling paint, hot and /or panting bulkheads and doors or just a loss of services which may be indicative of a fire elsewhere they know to report unsafe conditions to the ship's watch standers which are normally at the Quarterdeck or may be in

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an Enclosed Operating Station (EOS) in machinery spaces. When reporting an emergency condition it is important to inform all personnel in the immediate area as well as watch standers and supervisors.

**6.2.5** Reports of emergency situations can also be made from all main and auxiliary machinery spaces via Emergency Phones. The emergency phones which are located in the aforementioned machinery spaces, at the quarterdeck or main brow and in the guard shack at the head of the pier are activated simply by picking up the handset. The emergency phones ring directly to the Security building at the Main Gate to the Facility which is manned 24/7.

**6.3 Alarm Procedures and notification of employees of a fire emergency.**

**6.3.1** Upon notification of an emergency the employees will be notified by:


- Security which coordinates and contacts applicable agencies for emergency response and implements a “calling tree” Enclosure #7.4 for notification of required personnel such as the Safety, Security, Facilities, Project and Production Managers and Officers of the Company.
- Ship’s watch standers use of the ship’s announcing systems such as the 1MC, 3MC and 5MC to notify all military and civilian personnel onboard.
- Supervisors will notify employees directly and via radios or phones.
- MHI’s midtown facility is also equipped with a general announcing system used by Security for notification of personnel not on the vessel or pier at the time the alarm is sounded.

**6.4 Procedures for notifying fire response organizations of a fire emergency.**

**6.4.1** During the arrival conference for all vessels at MHI’s midtown facility, ship’s crews are provided with two telephone numbers to the Security building at the main gate and instructed to call the numbers in case of any emergency. These numbers will also be posted on the quarterdeck to facilitate fire reporting. The Security Guards will then contact emergency services with all applicable information.

**6.4.2** In addition to the phone numbers mentioned in 6.4.1 there are also the emergency phones mentioned in 6.2.5 which can also be used to contact Security.



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**6.4.3** There is also a third means of emergency communication from the vessel to Security which is two way radio communications.

**6.5 Requirements for Evacuation and accounting for all employees after evacuation:**

**6.5.1** In the case that an emergency evacuation of the vessel is required all personnel will be instructed to leave the ship using the communications methods mentioned in 6.3.1 above.

**6.5.2** All personnel boarding a vessel at MHI including ship's crew are issued a Scan Badge which can be used to ensure personnel have safely evacuated the vessel and the pier. Personnel will scan their badge going off the brow and off the pier. This is compared electronically against scans boarding the vessel to ensure that all personnel have exited the vessel. In the case that someone does not scan off of the vessel or pier the name or names can be quickly provided by Security.

**6.5.3** In addition to the scan badges all employees and subcontractors are trained to muster at pre-designated areas off of the pier to facilitate the taking of attendance and a report to the MHI project manager for that ship as to whether all employees are accounted for.

**6.6 Names, job titles, or departments for individuals who can be contacted for further information about this plan:**

- **Gary D. Small     Safety Manager (757) 449-7040**
- **Lou Pflingst     Facilities Manager (757) 435-2866**
- **Neil Burns         Security Manager (757) 217-6535**

**7.0 ATTACHMENTS:**

**7.1** Enclosure 1: Emergency Meeting Areas.

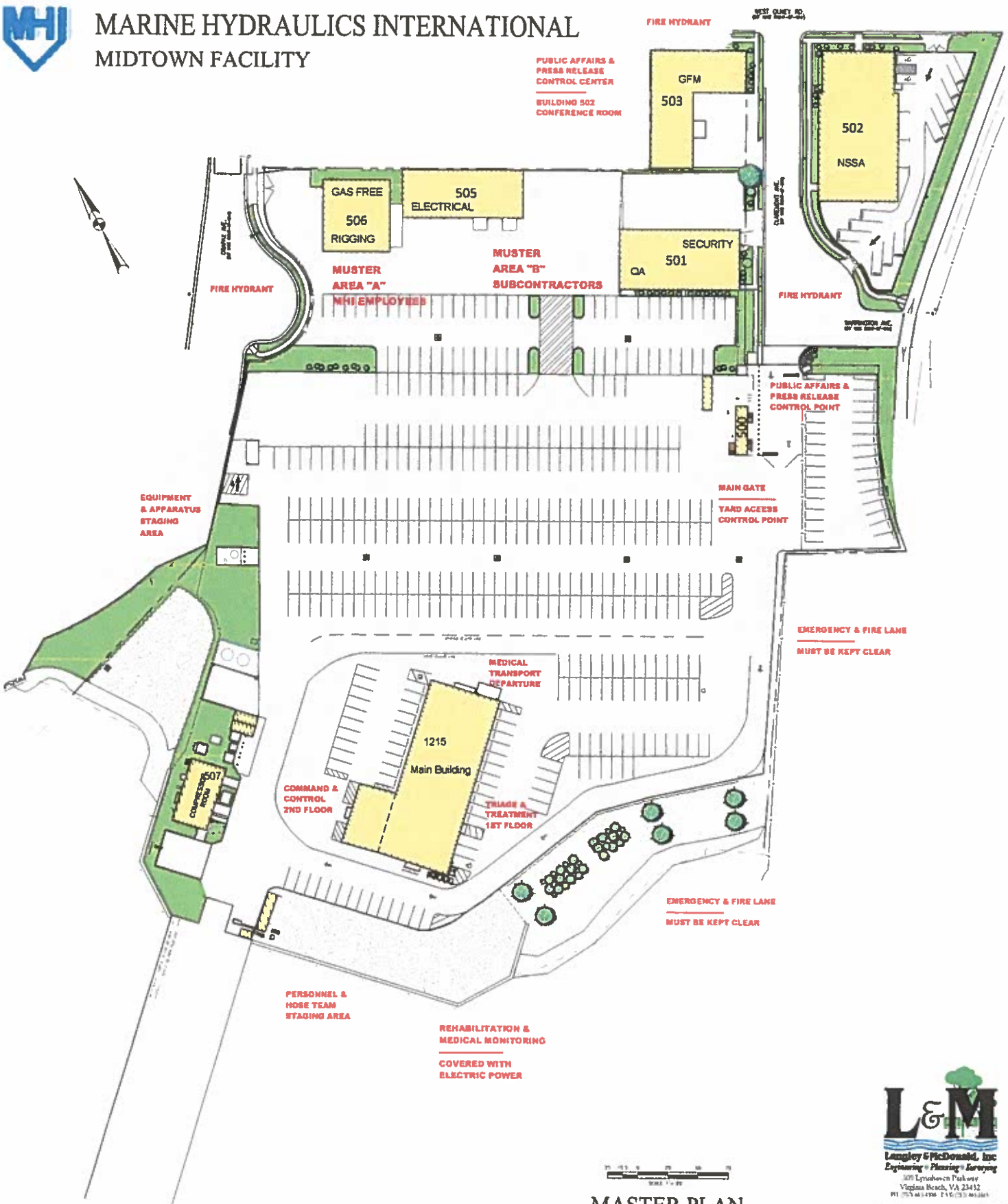
**7.2** Enclosure 2: Fire, Emergency and Injury Reporting.

**7.3** Enclosure 3: First Aid Kit Sign

~~**7.4** Enclosure 4: MHI Emergency Phone Tree~~



# MARINE HYDRAULICS INTERNATIONAL MIDTOWN FACILITY



SCALE 1" = 20'  
**MASTER PLAN**

**L&M**  
Langley & McDonald, Inc.  
Engineering • Planning • Surveying  
300 Lynnhaven Parkway  
Virginia Beach, VA 23452  
PH (757) 481-4788 FAX (757) 481-6167  
EAST PROJECT NUMBER: 262-022-00-01-10  
L&M FILE NUMBER: 262-022-00-01-10



# **FIRE, EMERGENCY, and INJURY REPORTING**

**IN CASE OF EMERGENCY**

**Notify MHI Security at**

**757-644-7280**

**757-228-1940**

**2-way radio Chanel 2**

**State the EMERGENCY, LOCATION, and  
any other NECESSARY INFORMATION**

**The Address Here:**


**1215 Warrington Avenue  
Norfolk, VA 23507**

**Keep at Front of Emergency Contact Binder**

Emergency First Responder Contact List				Emergency First Responder Contact List				First Aid Kits are at the following locations:
Employee Name	Dept	Contact Numbers		Employee Name	Dept	Contact Numbers		543 Building
		Office	Phone/Radio			Office	Phone/Radio	
Adrean Perkins	Q.A./Pipe	x442	943-7557	Jermaine Frost	Electric	x892		Fab Shop Area
Allen Brantley	Paint	x270		John Carter	Pipe		804-436-6816	Upstairs Kitchen
Amalia Gates	Electric	x892		Joseph Coffin	Electric	x892		MSDS/Drink machine area
Andrea Stacy	Fab	x318	435-0440	Kevin Poindexter	Electric	x892		Outside the Electric Shop
Andrew Foster	Electric	x892		Kyle Lane	Pipe		252-562-5521	Paint Shop Building (near paint locker)
Becky Lawson	Pipe	x224	636-7134	Larry Williams	Pipe		252-312-3976	Safety Trailer
Bob Sivills	Safety	x259	435-4521	Lena McGowan	Fab	x268		Truck Shop
Cameron Wesby	Electric	x892		Lori Calcagno	Electric	x892		Valve
Christian Hyatt	Electric	X892		Matthew Reed	Electric	x892		Midtown
Christina Corace	Safety	x441	748-9096	Mike Marsh	Machine	x248 or 247	343-9125	501 Building (QA dept area)
Clinton Brooks	Electric	x892		Mike Smith	Project Mng	x301	217-6480	Electric Warehouse
Dan Small	Safety	x289	449-7040	Nathan Forbes	Pipe	x269	328-4022	Gas Free Shop
Dave Brinkley	Electric	x892	449-3189	Quincy Willis	Electric	X892		GFM Warehouse
Dave McKee	Machine			Ralph Johnson	Gas Free	X434		Main building downstairs (Leadman Office)
David Lackner	Safety	x421	803-6613	Randell Courtney	Pipe		277-5902	Pipe Shop Trailer on Pier
Demond Dunn	Gas Free		435-5905	Ray Casco	Electric	x892		Rigging Shop
Diane Brown	Contracts	x296		Richard Dietz	Electric	X892		Tool Room
Esteban Lopez	Electric	x892		Rick LeSeuer	Fab		435-3188	First Aid Kits are also available at BAE. Contact the Safety Dept for exact locations
George Custodio	Electric	x892		Robert Jones	Electric	x892		
Jamal Robinson	Electric	x892		Rodney Jones	Electric		572-1117	
Jasen White	Facilities		Facilities 4	Sione Pupuno	Electric	X892		
Javier Rodriguez	Electric	x892		Tim Horton	Paint	x270		
Jeffrey Walker	Electric	x892		William Ricks	Paint		328-7494	

**AEDs (Automated External Defibrillator) are at the following locations:**  
543 EIRR (located in the main lobby )  
Midtown (inside the main guard shack at the entrance to the facility)



	<b>ENV-DOC-001</b>	
	<b>Hazardous Waste Management</b>	
	Issued by: <b>Environmental Department</b>	Issued: <b>OCT13</b>
		Rev: <b>A</b>

- 1.0 **PURPOSE:** To promulgate the requirements of MHI's Hazardous Waste Management Plan to all MHI employees, contractors and sub-contractors.
- 2.0 **SCOPE:** Applies to all employees, contractors and sub-contractors on all MHI jobs and at all MHI facilities.
- 3.0 **RESPONSIBILITIES:** The MHI Environmental Manager is responsible for all facets of this program and has full authority to make necessary decisions to ensure success of the program. The Environmental Manager along with upper management is authorized to amend these instructions and is authorized to halt any operation of this company or a company working with or for MHI where there is danger of personal contamination, personal injury or damage to the environment.
  - 3.1 **Responsible persons:** All MHI employees, contractors and sub-contractors that generate, handle, package, transport, store, recycle, reclaim, dispose, or, accumulate hazardous waste are responsible for complying with all Coast Guard, federal, state, and local requirements and guidelines which includes the Virginia Department of Environmental Quality (DEQ) and the Environmental Protection agency (EPA) .
  - 3.2 When Hazardous waste is generated during the performance of the work steps or methods are to be taken or used to minimize or reduce the volume and toxicity of Hazardous Waste. This is done by using process controls, substituting products or using less hazardous material, minimization techniques, or technological resources when possible.
- 4.0 **REQUIREMENTS:**
  - 4.1 **Marking Requirements:** All Hazardous Material must be clearly marked with the name of the company using the product before bringing onto the pier or *MHI job site*.
  - 4.2 **Packaging Requirements:** No less than one week prior to beginning any job that will generate hazardous waste, the job supervisor will confer with the *MHI Project Team* or Environmental representative to anticipate the type and quantity of waste(s) that will be generated and ensure that waste drums, which are required for packaging hazardous waste, meet the following requirements:
    - 4.2.1 Hazardous waste drums will be provided by the MHI Environmental department.
    - 4.2.2 Drums must be kept closed at all times except when actually depositing waste into the drums. This closed condition means that the drums lid or



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### Hazardous Waste Management

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bungs are securely fastened. If using an open top drum with a drum ring and bolt, the bolt must be turned down and tightened to create a leak proof seal.

- 4.2.3 Secondary containment designed for drum storage must be used while accumulating hazardous waste in waste drums. Either a portable drum containment enclosure or storage in an approved flammable / hazardous storage locker is acceptable. The secondary containment must be kept *free of rain water*, of rags, trash and other debris and *be provided by the waste generator*.
- 4.2.4 Prior to any hazardous waste being deposited in the waste drums, the job supervisor will contact the MHI Environmental department to attain the correct labels for the specific type of waste. Labels must be affixed to the waste drum prior to hazardous waste being deposited in the drum. The labels will be dated and accumulation time may not exceed 90 days.
- 4.2.5 Waste Drums *shall be protected* during the accumulation period to prevent waste from dripping down the outside of the drum or *covering labels*.
- 4.2.6 Waste Drums must not be overfilled. When filled the waste level in the drum must be no higher than four to six inches from the top of the drum.
- 4.2.7 When waste drums are full the drum lid and bungs must be securely sealed and the retaining ring tightened with the bolt facing down to prevent the possibility of leakage / spillage while handling the drum.
- 4.2.8 Once the waste drum is full and sealed, MHI's Environmental department shall be notified to take custody of the drum and replace with an empty drum as required. If an empty drum is supplied all requirements of this procedure apply.

**4.3 Satellite Accumulation Area (SAA):** The location of the Satellite Accumulation Area (SAA) must be approved by the MHI Environmental department. The location of the SAA may be changed during the course of the job due to changing facility requirements or as requested by the contractor utilizing the SAA. In either case, the new location must be approved by the MHI Environmental department prior to moving the SAA. The SAA must be inspected weekly by the generator and must be able to provide documentation of inspections. \* Inspection forms can be obtained from the Environmental and Safety department.

- 4.3.1 Rubber matting or other suitable means shall be provided by the



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contractor/company who is generating the hazardous waste to protect the area around the SAA from waste splatter and drippings.

**4.3.2** The contractor/company who is generating the hazardous waste will:

**4.3.2.1** Provide and maintain all applicable Safety Data Sheets at the SAA and provide copies to the *MHI Safety Dept.*

**4.3.2.2** Provide and maintain a fully charged CO2 fire extinguisher at the SAA.

**4.3.2.3** Provide and maintain all applicable personal protective equipment for the handling of the hazardous materials in use in accordance with the SDS for that material.

**4.3.2.4** Provide and maintain an emergency eye wash station within a 5 second walk of the SAA. The portable eye wash station must comply with ANSI Z358.1-2004.

**4.3.2.5** Provide and maintain a minimum 55 gallon size hazardous material spill kit at the SAA.

**4.3.3** The MHI Environmental department will periodically inspect the SAA to ensure compliance with this procedure.

**4.4 Hazardous Waste Spill Procedures.**

**4.4.1** Any spills of hazardous or potentially hazardous materials must be immediately reported to MHI Security at 228-1940 or 644-7280 or *MHI's Project Team.* The following information is required:

**4.4.1.1** Location of the spill.

**4.4.1.2** Type of material spilled.

**4.4.1.3** Amount of material spilled.

**4.4.1.4** Potential for environmental contamination such as hazardous material getting into the river, soil or into the sewer system.

**4.4.1.5** Any personnel injuries.

**4.4.1.6** The company name and on-scene point of contact including





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phone number(s).

- 4.4.1.7 Clean-up procedures in progress and if there is a need for additional assistance.
- 4.4.1.8 Any additional information as requested.
- 4.4.2 In the event of a hazardous or potentially hazardous material spill, the company, contractor or sub-contractor will immediately clean-up the spill and provide a full incident report to the MHI Environmental department within 24 hours.
- 4.5 **Training:** All employees, contractors, or subcontractors that will be handling hazardous waste must be trained by their company at least annually on Hazardous Waste Management and must review and be familiar with the safety data sheets for that material.
- 4.6 MHI Environmental and Safety department personnel are to be trained in Hazardous Waste Management including Hazardous Waste identification and documentation. (Employee certificates - Ref. 5.3)
  - 4.6.1 Training attendance sheets indicating that this requirement has been met must be legible and will be turned in to the MHI Environmental department upon request. MHI environmental personnel will spot check the knowledge level of individuals handling hazardous material/waste with respect to these requirements throughout the course of the job.
  - 4.6.2 If contractor or subcontractor personnel handling hazardous material/waste are found to be unfamiliar with this procedure or applicable SDS's, retraining will be accomplished by their company. Documentation of this retraining will be turned in to the MHI Environmental department within 24 hours. Until MHI's Environmental department receives this documentation, those personnel cannot work with hazardous material/waste. Training material can be obtained from the Environmental and Safety department.
- 4.7 **Empty Container Disposal:** The unused contents of paint, thinner or other hazardous *chemicals* must be poured into waste drums for disposal *if not kept for reuse*. In the case of paint wastes, less than one inch of solids can be left in cans, liners or buckets. Empty paint cans, liners and buckets must be placed on pallets without lids in a single layer for ease of inspection by the MHI Environmental department or *Project Team*. Palletized cans must be wrapped in plastic to



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prevent contamination.

4.7.1 Under no circumstances will hazardous material containers be disposed of without the approval of MHI's Environmental department or *Project Team*.

#### 4.8 Hazardous Waste Disposal

4.8.1 MHI will only use companies that are licensed and authorized to remove, transport, and dispose of Hazardous and non-Hazardous waste. Documentation from waste disposal company currently being used by MHI will be kept on file for review. (Ref. 5.4) When Hazardous Waste is to be generated off site such as naval facilities or other contractor facilities MHI will coordinate with the host facilities POC in advance to ensure full compliance with the host sites requirements for Hazardous Waste storage and disposal.

4.9 MHI POC's for Hazardous and Non-Hazardous waste generation, storage, and disposal are as follows:

Dan Small – Environmental and Safety manager (757) 449-7040

Bob Sivills – Lead Environmental and Safety inspector (757) 438-4521

Dave Lackner – Environmental and Safety inspector (757) 803-6613

#### 5.0 REFERENCES AND ASSOCIATED DOCUMENTS

5.1 40 CFR 261.7 par; b. 40 CFR 262.34, 40 CFR 264.170 to 264.179, 40 CFR 265.16, 40 CFR 265.170 to 265.179

5.2 MHI EPA generator ID numbers:

543 East Indian River Rd. Norfolk Va. 23523 - #VAD119077303

1215 Warrington Avenue. Norfolk Va. 23507 - #VAR000508408

5.3 Employee training certificates provided upon request

5.4 Hazardous Waste disposal company documentation provided upon request

#### 6.0 ATTACHMENTS: NONE





## ENV-DOC-002

### Containment Requirements

Issued by: Environmental Department

Issued: OCT 09

Rev: 0

- 1.0 PURPOSE:** To disseminate to MHI, all contractors and sub-contractor personnel MHI's requirements for the use of portable equipment containment at MHI's midtown facility or any MHI jobs.
- 2.0 SCOPE:** This document describes the basic requirements and persons responsible for ensuring that the risk of environmental contamination by powered portable equipment, tanker trailers, fuel tanks, or containers are mitigated. Obvious exceptions to this procedure include "mobile equipment" such as forklifts, boat motors, and mobile cranes as well as other motor vehicles.
- 3.0 RESPONSIBILITIES:** There are varying responsibilities concerning various pieces of portable equipment. These are listed below.
  - 3.1** The shop or contractor who is utilizing the equipment will be held responsible for supplying and maintaining containment for portable equipment as delineated below. They will also be responsible for all areas affected by the equipment and its associated processes including cleanliness until removed from the job site.
  - 3.2** MHI's Facilities, MHI Project Team or Safety Department are responsible for site approval of portable equipment being brought onto MHI's facility or job site and must ensure that all equipment meets minimum requirements before being accepted on the midtown facility, pier or job site. For Example; equipment which arrives at the site damaged to the extent that it is reasonably unsafe to operate or environmentally hazardous such as bare wiring showing or leaking oil shall not be accepted or unloaded.
- 4.0 CONTAINMENTS:** The following is a list of containment requirements for powered portable equipment, tanks, tankers, or other containers that may pose a risk to the environment if leakage occurs.
  - 4.1 Drip pans / Spill Containment** is required to be placed under all portable equipment with internal combustion engines such as hydro-blast pumps, air compressors, engine powered welding machines and some pressure washers. Containment is also required to be placed under any other portable equipment which contains fluid reservoirs such as tanker trailers, paint sprayers, hydraulic pumps or single walled portable fuel tanks. Double walled fuel tanks do not require additional containment.
    - 4.1.1** Drip pans / Spill containments must be of sufficient capacity to contain all of the liquid that could reasonably be expected to spill from a catastrophic failure such as a ruptured fuel tank, hydraulic oil tank or engine crankcase.



## ENV-DOC-002

### Containment Requirements

Issued by: Environmental Department

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- 4.1.2 Containments are required to be clean and free of oil, grease or paint residue since excessive rain water could cause these residues to spill over the side.
- 4.1.3 Containments are required to be maintained in a clean and dry condition. Any water from rain or any other source shall be removed daily prior to operation of the equipment as well as at the end of each shift. Any oil or other contaminants shall be removed immediately.
- 4.1.4 Containments with any damage such as a cracked welds, *holes, tears, etc* or the edge is bent so that it reduces the capacity of the containment or it is found to be leaking shall be cause for shutting down the equipment and immediately replacing the containment with a comparable containment.

4.2 **Frac Tanks / Vacuum Tanks / Vacuum Boxes** shall be pumped as deemed necessary to prevent over filling and any time the contents reaches eighty percent of the tanks rated capacity. Tanks will be inspected daily for leakage past seals and for missing or broken hardware as well as any signs of damage which could reasonably result in a spill. Any leakage from a tank or associated hose couplings could be grounds for shutdown of the operation, containment of the spill, pumping out the tank and repairing or replacing the tank prior to resuming operations.

4.3 **Liquid Industrial Vacuums** require the use of a drip pan / containment which shall meet all of the requirements as stated in steps: 4.1 thru 4.1.4 above.


## 5.0 REFERENCES AND ASSOCIATED DOCUMENTS

5.1 33 U.S.C

5.2 40 U.S.C

6.0 **ATTACHMENTS: None.**



	<b>SAF-DOC-013</b>	
	<b>Pre-Work Job-Site Hazard Assessment</b>	
	Issued by: SAFETY DEPARTMENT	Issued: AUG 2008      Rev: 0

- 1.0 **PURPOSE:** The purpose of the *assessment* is to find hazards that may cause injury to personnel or damage to equipment and to correct or mitigate these hazards prior to beginning the job.
- 2.0 **SCOPE:** Applies to all employees, contractors and sub-contractors on all MHI jobs.
- 3.0 *It is the responsibility of upper management, department superintendants, and all supervisors to ensure all employees are working in a safe manner by ensuring the employee receives proper training and are wearing the proper PPE while performing their duties. All departments whose employees are exposed or may be exposed to hazards are to ensure their employees are familiar with MHI's Pre-Work Job-Site Hazard Assessment and are aware of the requirements within.*
- 3.1 **Responsible persons:** All MHI supervisors / lead-men, contractors and sub-contractors are responsible for reviewing the latest revision of this *document* prior to the start of any job, adhering to its requirements and following the direction of MHI's Project Manager.
- 4.0 **INSTRUCTIONS:**
- 4.1 **Authorization:** Depending on the situation, the supervisor / lead-man must determine if the job-site and all affected spaces meets the requirements for safe entry such as:
- 4.1.1 Confined space requiring a Certified Marine Chemist (CMC) certificate and / or a Shipyard Competent Person (SCP) log of inspections and tests prior to entry or certain operations.
  - 4.1.2 Ensure that all WAF procedures are being adhered to and that the MHI WAF coordinator is aware that a job is about to be started.
  - 4.1.3 If Hot Work is involved, there should *be* a valid hot work ticket and a *company CP ticket* posted at the job-site.
  - 4.1.4 If preservative coatings or lagging is to be disturbed or removed, the supervisor / lead-man is responsible to ensure that samples are taken and the results are reviewed by the MHI Safety *Department or company representative* prior to starting the job.
- 4.2 **Inspection.** Each job-site and process in the workplace should be looked at in detail. The actual physical job-site shall be inspected for unusual or unexpected



**SAF-DOC-013**

**Pre-Work Job-Site Hazard Assessment**

Issued by: SAFETY DEPARTMENT

Issued: AUG 2008

Rev: 0

hazards / conditions. Items / conditions to look for include but are not limited to:


- 4.2.1 Inspect the actual job-site for unexpected complications such as piping or cable ways routed through or in close proximity to the work being performed. Check the markings of piping and cables to determine if additional guidance from the project manager or persons mentioned in 4.1 above is required.
- 4.2.2 Hazardous Materials; Are any hazardous materials involved and do workers know the proper precautions for protecting themselves?
- 4.2.3 Is nearby equipment, piping or cables adequately guarded to prevent damage or contamination as applicable?
- 4.2.4 Check environmental conditions such as hot or cold temperatures, or inadequate lighting or ventilation.
- 4.2.5 Are floors clean and dry and the workplace neat and clean to prevent falls?
- 4.2.6 Are there factors that could cause ergonomic injuries, like heavy lifting, excessive reaching or twisting, or awkward postures?
- 4.2.7 Ensure that noise levels in the area are controlled and that personnel have adequate hearing protection available.
- 4.2.8 Check for pre-existing conditions such as burned paint or lagging, damage to decks or damaged equipment and submit all results to the project manager.

**4.3 Hot Work.** In addition to the items addressed above, there are more specific items that have to be checked prior to the commencement of hot work.

- 4.3.1 Ensure that the MHI *or company* Hot Work *ticket* is posted at the job-site and that ALL hot work operators sign the applicable items and are familiar with its requirements.
- 4.3.2 Ensure that a CMC or SCP certificate with MHI noted on it or the applicable hot work sub-contractor's company name noted on it is posted and *up to date*.


**NOTE:** Each company is required to have their own Marine Chemist or SCP Certification; Only MHI personnel can work "under" a CMC or SCP certificate



	<b>SAF-DOC-013</b>		
	<b>Pre-Work Job-Site Hazard Assessment</b>		
	Issued by: SAFETY DEPARTMENT	Issued: AUG 2008	Rev: 0

*written for MHI.*

- 4.3.3 Ensure that ship's force *has approved the hot work* (as noted on the ticket).
  - 4.3.4 Check for adequate removal of paint and insulation (see 4.1.4 above) in all spaces affected by hot work.
  - 4.3.5 Ensure that an adequate number of fire watches are available, positioned in all affected spaces, qualified and are properly equipped in accordance with applicable references.
  - 4.3.6 Remove all flammables and combustibles within 35 feet of hot work operations or if this is impractical\*\* shield these items that cannot be removed. \*\* This means that every effort must be expended to remove these materials prior to the use of sheet metal, fire cloth, etc.
- 4.4 **Set-up.** These are some items to inspect while pre-staging equipment and routing cables and hoses to the job-site.
- 4.4.1 Be aware of fire boundary locations. Ensure that all air hoses, water hoses, welding leads and power cables have quick disconnects within ten feet of any fire boundary through which they are routed. The quick disconnects shall be marked with international orange tape or paint.
  - 4.4.2 **Always** use chafing material such as rubber mat pieces to protect hoses, leads and cables that are routed through any hatches, scuttles, over jagged edges or anywhere else that could cause damage to them from either being pinched or from friction.
  - 4.4.3 **Never** route burning lines, argon or other gas lines through fire boundaries without prior authorization.
  - 4.4.4 When routing any type of hoses, cables, leads or ventilation ducts, always do so in a manor that will not cause personnel hazards. Never obstruct ladders, doors, passageways or escape trunks.
  - 4.4.5 Inspect all equipment for frayed or cracked power cords and ensure that the equipment is properly grounded and in good working condition.
  - 4.4.6 Ensure that drop tests of all gas hoses are conducted in accordance with applicable references.

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	<b>Pre-Work Job-Site Hazard Assessment</b>		
	Issued by: SAFETY DEPARTMENT	Issued: AUG 2008	Rev: 0

**4.5 Training.** Ensure that all personnel are trained for the operations that they will be performing.

**4.5.1** Lead-men / supervisors shall ensure that mechanics working for them and all fire watches are trained and certified prior to beginning any job that requires certifications. Fire watches are always required to be certified.

**5.0 REFERENCES AND ASSOCIATED DOCUMENTS**

- (1) NAVSEA Standard Items.
- (2) OSHA 29 CFR 1915.

**6.0 ATTACHMENTS: None.**

## **MHI Safety Guidelines and PPE Requirements**

The Safety Department Representative of MHI conducts daily Safety, Fire Prevention and Housekeeping Inspections, as required by the solicitation, of all work sites to ensure MHI, AIT, and all Subcontractor Employees are performing their work task in accordance with MHI Safety Requirements and other applicable State and Federal Rules and Regulations.

The requirements for wearing SAFETY EQUIPMENT are as follows. When ships are present at our Mid-Town Facility, **Safety Glasses, Hard Hats, and APPROVED Safety Toed Shoes are required to be worn when on the PIER and on the SHIP.** Safety Toed shoes must have a defined heel of at least one quarter inch. Tennis style or flat soled Safety shoes are not acceptable for use. There are signs posted at the beginning of the pier stating these requirements. **Dark shaded** safety glasses are not to be worn inside of the ship. Fire watches and any person assisting another person conducting Hot Work that requires them to be in the immediate area (such as **holding an object while the Hot Work is being conducted**) are required to wear #3 rated **lightly shaded** safety glasses while the Hot Work is actually being performed. The #3 rated safety glasses are not to be worn when moving about the ship. Employees wearing prescription safety glasses are required to have approved side shields on when in areas requiring safety glasses to be worn. **These PPE requirements are for down river work as well.** The #3 rated safety glasses can be obtained for MHI employees by contacting the safety department. Feel free to contact the Safety Office if there are any questions about these requirements.

**\*\*\* MHI IS A SMOKE FREE WORK PLACE \*\*\***

**\*\*\*THERE IS NO SMOKING ON THE SHIP \*\*\***

**\*\*\* THERE IS NO SMOKING ON THE PROPERTY \*\*\***

**\*\* CAMERA PHONES OR OTHER PHOTO EQUIPMENT ARE NOT ALLOWED ON THE PIER, SHIP, OR ANY MHI JOBS WITHOUT PRIOR AUTHORIZATION\*\***

**\*\*\*THERE ARE NO ILLEGAL DRUGS, ALCOHOL, OR WEAPONS ALLOWED ON ANY MHI JOBS OR PROPERTY\*\*\***

Those Employees observed in violation of established Safety and Housekeeping rules will be required to correct the deficiency. Failure to rectify safety violations will lead to the issuance of a Safety Discrepancy Report to the Subcontractor or AIT responsible. The Safety Department Representative retains the authority to stop work and have Subcontractor or AIT Employees leave the work site for imminent danger and repetitive violations of Safety and Housekeeping Rules and Regulations.

All Firewatchers must be certified IAW NAVSEA Standard Item 009-07 and must wear a lime green vest as identification.

All subcontractors and AIT personnel must comply with all applicable Company, State and Federal Occupational Safety and Health Rules and Regulations



Date: December 18, 2014  
To: All Employees, Subcontractors and Customers  
From: Tom Epley  
RE: Bicycles on Pier at Midtown

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Beginning February 1, 2010 bicycles will no longer be allowed to be ridden on the pier at Midtown.

For your convenience a bike rack has been installed at the head of the pier next to Ocean Bites. Please place your bike here before proceeding through the turnstiles onto the pier.

Bike traffic on the pier puts everyone in danger, not just the rider. MHI prides itself on being an industry leader in safety. Your cooperation will guarantee our continued effort in this area.

Any persons caught violating this rule will be subject to discipline according to our discipline policies.

Thank you.