



**ENVIRONMENTAL, HEALTH AND
SAFETY
INFORMATION FOR CONTACTORS**

“Rules of the House”

Revision Date: August 07, 2014

ENVIRONMENTAL, HEALTH AND SAFETY INFORMATION FOR CONTRACTORS

INDEX

	<u>Page No.</u>
INTRODUCTION	3
Emergency Telephone Numbers.....	4
<u>SECTION 1</u>	5
1.1 Definitions.....	5
1.2 Pre-Contract Conditions	5
<u>SECTION 2 GENERAL ENVIRONMENTAL & SAFETY RULES</u>	7
2.1 Accidents and Reporting	7
2.2 Access and Passageways.....	7
2.3 Safety of Contractor's Tools and Equipment	7
2.4 Toxic or Hazardous Articles or Substances	8
2.5 Control of Dust, Fumes, and Vapor	8
2.6 Fire Precautions and Evacuation.....	8
2.7 Machinery in Motion	10
2.8 Disposal of Waste.....	10
2.9 Noise Control.....	11
2.10 Overhead Working.....	11
2.11 Working at Heights	11
2.12 Work near Overhead Cables	11
2.13 Protective Clothing and Equipment	11
2.14 Security	12
2.15 Facility Services Connections, Drains, and Sewers.....	12
2.16 Building Operations, Including Repairs, Painting, and Demolition.....	12
2.17 Electrical Installation, Electronics	13
2.18 Supervision.....	13
2.19 Storage.....	13
2.20 Warning Signs	13
2.21 Sanitation	13
2.22 Facility Traffic Control and Speed Restrictions.....	13
2.23 Smoking Restrictions.....	13
2.24 Chemical / Hazardous Material Releases (Spills).....	14
2.25 Pesticides / Herbicides	14
2.26 Temporary Heating Devices (Salamanders).....	14

ENVIRONMENTAL, HEALTH AND SAFETY INFORMATION FOR CONTRACTORS

INDEX

	<u>Page No.</u>
<u>SECTION 3 SPECIAL PRECAUTIONS</u>	15
3.1 Entry into Confined Spaces	15
3.2 Excavations	16
3.3 Pressure Vessels.....	16
3.4 Cranes, Hoists, Lifting Appliances, and Vehicles.....	16
3.5 Use of Electrically Driven Portable Tools.....	17
3.6 Powder Actuated Tools	17
3.7 Gas Cylinders	17
3.8 Petroleum and Other Flammable Liquids And Mixtures.....	18
3.9 Explosive and Radioactive Materials	18
3.10 Fork Trucks and Powered Industrial Lift Trucks.....	18
3.11 Hot Work	18
3.12 Lasers.....	18
3.13 Material Safety Data Sheets	19
 <u>APPENDIX 1</u>	 20
Alarms Information and Evacuation Procedure	
 <u>APPENDIX 2</u>	 21
Contractor's Safe Work Certification	

ENVIRONMENTAL, HEALTH AND SAFETY INFORMATION FOR CONTRACTORS

INTRODUCTION

1. It is the policy of New Balance Athletic Shoe, Inc.(NBAS) that the establishment of safe, healthy working conditions and the encouragement of safe working practices are essential at all its sites. Contractors must conduct their activities so that equipment, supplies, and work practices are safe for their own and Company employees, and for all third parties. Every reasonable effort must be made to provide optimum protection and to conform to all applicable environmental, safety and health regulations. New Balance shall utilize only those Contractors that agree to follow New Balance's **"Environmental, Health & Safety Information for Contractors"** and applicable federal, state, and local regulations.
2. The Contractor must indicate that all items furnished and all work performed will comply with the applicable requirements of the Occupational Safety and Health Act of 1970 (OSHA), other federal laws, state and local regulations and the standards and regulations prescribed thereunder.
3. In furtherance of this, the Company's policy, procedures and requirements are detailed in the rules following this introduction which serve as a reminder of some of the more common hazards and of appropriate incident prevention measures.
4. The Contractor:
 - a) Employs on site only properly trained persons who are competent in the performance of their trades, callings, and duties. Training documentation must be available to the Company, if requested;
 - b) Will comply with the environmental, health and safety rules contained herein;
 - c) Is not relieved of any of his/her obligations under statute and law;
 - d) Undertakes to indemnify the Company against any liability incurred as a result of any injury to persons, or loss or damage to property arising out of the work.
 - e) Contractors are required to supply and bring all required tools, ladders etc. in support of the work being performed. If for any reason NBAS equipment is to be used, contractor must seek permission form the Company Agent and process the required NBAS Liability Waiver prior to the use of any NBAS equipment.
5. No permission or consent by or on behalf of the Company shall in any way relieve the Contractor of its liability for accidents, injury, and/or damage.
6. **This document is issued to each Contractor under the title "Environmental, Health & Safety Information for Contractors". Acknowledgment of receipt and agreement to observe is required prior to the commencement of any work. Before the work is begun, the Contractor's Safe Work Certification shown in Appendix 2 must be signed and returned to the Company agent authorizing the work.**



ENVIRONMENTAL, HEALTH AND SAFETY INFORMATION FOR CONTRACTORS

It is expressly understood and agreed by Contractor that no consent, approval or notice given to or by company agent or any other employee or representative shall in any way relieve contractor of its duties or obligations under these rules, the applicable contract between contractor and company or law.

7. A list of some internal telephone numbers is shown below.

New Balance – Retail Facility

EMERGENCY #(s): Local NBAS Company Agent to supply contractor with Emergency Contact Information for local jurisdictions.

New Balance Athletic Shoe Inc. - Authorized Company Agents:

NBAS Company Agent: _____

Phone :

NBAS Health and Safety : _____

Phone :

Facilities Consultant: Wayne R. Hynes

Phone : 617-314-3022

ENVIRONMENTAL, HEALTH AND SAFETY INFORMATION FOR CONTRACTORS

SECTION 1

1.1 Definitions

Throughout this document the foregoing titles have the following meaning:

NEW BALANCE: New Balance Athletic Shoe, Inc. and its affiliates.

CONTRACTOR: A company, firm, or person which has a Purchase Order or Contract to perform work or services on a Company site, including any subcontractor(s) employed by the Contractor to carry out this work or service.

COMPANY AGENT: The representative of the Company who is responsible for the Contractor(s) working on the site, including any subcontractor(s) employed by the Contractor to perform the work. He/she will usually give authorization and instruction.

1.2 Pre-Contract Conditions

Prior to the commencement of any contract work, a responsible person representing the Contractor must discuss with a Company Agent, the environmental, health, safety, and fire protection rules which are considered necessary by the Company.

In addition, before work commences the Company Agent must be notified.

The Contractor shall ensure that:

- a) The site of operations is clearly defined.
- d) The Company Agent, with appropriate assistance as required from a NBAS Health and Safety representative, will instruct the Contractor (the Contractor will inform all subcontractor personnel) so that they are aware of any potential facility hazards to which they may be exposed while performing their work (Hazard Communication)
- e) The Contractor must communicate as required with the Company Agent to schedule/communicate all work activities so that they do not interfere with the Retail operations or effect associates of New Balance.
- f) The precautions required by these rules are fully observed. The Contractor is responsible for inspecting and policing its respective areas for conformance to all applicable safety practices, the Contractor's own safety and environmental program and those outlined in this document. No work will be conducted under conditions that are unsanitary or hazardous to health or safety.
- g) The contractor will act immediately to resolve a violation of these environmental, health & safety rules or any other regulatory compliance issues that arise.

ENVIRONMENTAL, HEALTH AND SAFETY INFORMATION FOR CONTRACTORS

- h) All outside inspections (OSHA, Fire Department, Building Department, DEP/EPA, etc.) coordinated by the Contractor will be reported to the Company Agent.
- i) The "Contractor's Safe Work Certification" (Appendix 2) is signed.

SECTION 2 GENERAL SAFETY RULES

2.1 Incidents and Reporting

All personal injury and property damage incidents must be reported to the Company Agent immediately. See telephone numbers on Page 5.

It is the responsibility of the Contractor and the Company Agent to investigate the incident and ensure corrective action is identified, implemented, and followed up on.

2.2 Access and Passageways

The Contractor and/or its employees/subcontractors shall not obstruct or render unsafe the means of access or egress of Company employees or vehicles to/from the buildings or site.

Permission must be obtained as required from Property Owner or Management Company and \ or Company Agent for the restriction of movement or the creation of any temporary obstruction. The Contractor will supply, position, and maintain all necessary fencing, lighting, signs, and other warning devices to ensure safety at all times.

Care must be taken to avoid the casual trailing of supply lines and cables carrying air, gas, electricity, etc.

2.3 Safety Of Contractor's Plant, Tools, And Equipment

The Contractor is responsible for:

- a) The adequacy and safe condition of all structures, scaffolding, equipment, and tools used in the execution of the work in accordance to all applicable state, federal and local regulations.
- b) The proper and safe use of any such Company property for the use of which permission has been given.

All Contractor's equipment, or tools must comply with OSHA and all relevant local, state, and federal codes. The use of New Balance tools and equipment, except when expressly allowed by company agent, is prohibited.

ENVIRONMENTAL, HEALTH AND SAFETY INFORMATION FOR CONTRACTORS

2.4 Toxic Or Hazardous Articles And Substances - Use, Storage, and Handling

The Company Agent and NBAS Health and Safety representative must be advised prior to the commencement of any operation involving any chemicals, not just the use of toxic or hazardous substances. Material Safety Data Sheets (MSDS) must be reviewed and approved by Property Owner or Management Company, Company Agent and a NBAS Health and Safety representative before any chemicals are brought onto Company property. All chemical containers must be properly labeled. The Contractor is responsible for removal of all materials, substances and chemicals brought on to the site upon completion of the job. If the Contractor encounters or suspects any site materials to be toxic or hazardous materials during the course of service or work performance such as asbestos, mercury and etc, they must report it immediately to the Company Agent.

The observance of all applicable regulations is required (e.g. corrosives, flammables, etc.). Storage will be arranged so as to minimize the possibility of any material entering a catch basin, storm drain or sanitary drain.

2.5 Control of Dust, Fumes, and Vapor

No internal combustion or compression ignition engine may be used inside buildings or any confined space unless specific provision is made to conduct exhaust gases to the outside air, or the area is adequately ventilated so as to prevent the accumulation of dangerous gases. All outside combustion and compression ignition engines will be located away from air intakes and HVAC units.

The creation of dust, fumes, or any other impurity which could be offensive or injurious to health or could cause property damage or business disruption must be effectively prevented or controlled to within acceptable limits. Contractor is responsible for presenting a proper control plan for review and approval by Property Owner or Management Company, NBAS Health and Safety representative and Company Agent prior to work commencement.

2.6 Fire Precautions and Evacuation

All contractors, subcontractors and their employees shall adhere to all OSHA, Fire Department, Building Department, New Balance, Insurance Carrier and other applicable safety, health and fire protection regulations.

All Contractor and subcontractor employees must be made aware of the facility fire alarms system, means of escape, and evacuation procedure for the area in which they are working. It is the Contractor's responsibility to inform its employees about fire evacuation procedures and it is responsible for checking them off the premises. Contractor is responsible for notifying the New Balance Company Agent upon arrival and before departure from the serviced facility so that all missing personnel can be reported to the local incidence commander during an emergency situation.

ENVIRONMENTAL, HEALTH AND SAFETY INFORMATION FOR CONTRACTORS

Information relating to alarms and evacuation procedure is contained in Appendix 1. Any questions should be directed to the Company Agent.

Portable fire extinguishers are available for use by the Contractor's trained employees in the event of fire. This equipment must not be used for any other purpose, nor shall it be removed or obstructed unless the Company Agent has been notified. Where it is necessary to discharge a fire extinguisher, a report must be made to the Company Agent.

Fire hydrants are not to be used by the Contractor – they are for emergency use only.

When tarpaulins are used (for protection of plant or equipment, as security barriers, etc.), they shall be flame retardant and asbestos-free.

Where any work requires interference or shut down of any fire sprinklers, fixed fire alarms, suppression or detection systems, prior notification and written approval must be secured from the property owner or Management Company responsible for the location. In situations where a Hot Work Permit is required, the Contractor must secure it from the property owner or Management Company responsible for the location. The contractor is responsible for providing any required fire watch and posting the approved Hot Work Permit prior to any cutting, welding or spark producing device being used.

No impairment or change to any Fire Suppression System or Fire Main System will be made without the written approval of the Property owner or Management Company responsible for the location.

2.7 Machinery in Motion

No work may commence near or above machinery in motion without the permission of the Company Agent (Ref. Sec. 3.1).

The Contractor may not remove or displace any guard, fencing, or other safety equipment fixed to, or provided at, any machinery or from any place where safety equipment has been provided except with the written permission of the Company Agent. Where such permission is given, any additional specified precautions must be observed. The guard, fencing, or other safety equipment must be replaced immediately after the work has been completed. The Contractor must ensure that no machinery is set in motion without first replacing the necessary guards.

2.8 Disposal of Waste

The Contractor must keep the work area safe and neat at all times. Waste material must be placed in an agreed temporary storage location until final removal from the work area. All accumulation of combustible waste must be removed from the building at the end of a working day.

ENVIRONMENTAL, HEALTH AND SAFETY INFORMATION FOR CONTRACTORS

The Contractor must comply with federal, state and local regulations governing the disposal of waste. Contractor-owned residual chemicals, hazardous waste and empty chemical containers will not be placed into waste containers owned or leased by New Balance. Contractors are responsible for removing all chemicals brought on site. New Balance-owned waste will be disposed only at Company approved disposal sites.

If toxic or hazardous waste is going to be generated, prior discussion and arrangements with the Company Agent and NBAS Health and Safety representative are required regarding disposal methods. No disposal of any chemical will be allowed on any New Balance site.

2.9 Noise Control

The Contractor is required to comply with OSHA noise control procedures. It is expected that all machinery and tools are designed and used in such a way as to prevent the generation of unacceptable levels of noise. Where the OSHA Action Level for Noise may be reached the NBAS Health and Safety representative, as well as, the Company Agent will be advised. The Contractor is responsible for all personal protective equipment that may be required for its employees.

2.10 Overhead Work

No work may be performed above Company employees or over passageways or roads, including air lifts, until precautions (i.e. protective scaffolding, personnel evacuation, etc.) have been taken to ensure the safety of persons below. Permission of the Company Agent and the NBAS Health and Safety representative is required.

2.11 Working At Heights/Fall Protection

All ladders, step ladders, scaffolds, lifts, safety harnesses, or other appliances (fall protection) used or intended for use must be of sound construction, adequate strength, sufficient length, properly maintained and used in accordance with the manufacturer's requirements and applicable regulations. Fall Protection is required if construction personnel are working within ten feet of unprotected elevations above 6 feet (4 feet for non-construction personnel). Supplying all fall protection equipment and training is the responsibility of the Contractor. Warning devices, barriers and signs will be a normal practice to insure the safety of all of New Balance associates and protection of the Contractor work area.

The Contractor must determine that anchor points likely to be used are structurally sound and secure. Where any doubt exists, the Contractor must report these concerns to the Company Agent to determine what should be done.

All temporary structures (scaffolds, etc.) erected by the Contractor, for the purpose of allowing contractor employees to work at heights must be constructed in accordance with OSHA and other applicable regulations.

ENVIRONMENTAL, HEALTH AND SAFETY INFORMATION FOR CONTRACTORS

2.12 Work Near Overhead Cables

No work may be carried out in the vicinity of overhead cabling until the Company Agent has been consulted as to the necessary precautions and written authorization issued. Work in this regard includes the handling or carrying of long metal objects and movements involving jibs, masts, arms, or other elevated parts.

2.13 Protective Clothing And Equipment

The Contractor is fully responsible for determining the appropriate protective equipment required by his employees, agents or subcontractors. The Contractor shall view the premises and discuss any special hazards with the Company Agent. The Company requires all contractors to abide by the personal protective equipment policies and procedures which are either required by OSHA or other relevant agencies or regulations.

2.14 Security

The Contractor must ensure its employees can identify themselves with some form of company sponsored identification. Normal access and egress to the building will be restricted to specific and designated building entrances.

Vehicles used by the Contractor or its employees may be parked on the Company's premises or leased premises only with the permission of and in accordance with instructions issued by the Company Agent.

The Company does not accept responsibility for the security of vehicles, tools, or equipment belonging to the Contractor or its employees.

The Contractor must notify and receive approval through the Company Agent when its employees will work at times outside normal day shift hours. This intention must be reported upon arrival; notice of departure must also be given to the Company Agent.

2.15 Site Services Connections, Drains, and Sewers

The Contractor must not use, alter or disconnect any of the Company's services (gas, water, air, electricity, etc.) without permission from the Company Agent. **No waste is to be discharged to any drainage system, sewer or land.**

2.16 Building Operations Including Repair, Painting, and Demolition

The Contractor is responsible for ensuring that building operations are carried out in accordance with all relevant EPA, OSHA and other federal and state regulations.

In particular, attention must be given in the provision of guardrails and toe-boards at working platforms and work places, passageways, etc.

Articles must not be thrown or dropped from heights where they are liable to cause injury; they must be properly lowered, otherwise adequate means must be provided to prevent any possible injury to persons.

ENVIRONMENTAL, HEALTH AND SAFETY INFORMATION FOR CONTRACTORS

Before the site is vacated for the day, all overhead scaffolds must be left in a safe condition; loose tools must be removed and secured against falling. All overhead scaffolds must be inspected, dismantled or properly secured in cases of pending emergency situations such as, hurricanes, tornadoes, high winds, excessive rain, ice storms and etc)

2.17 Electrical Installation and Repair (Including Electronics)

Any electrical work carried out on the site by Contractor employees must be carried out by a person(s) with the necessary qualifications, licenses and competencies. All installations and work practices must conform to applicable regulations (OSHA, NEC, NFPA, etc.).

Our first priority is to insure electrically safe work conditions by performing lockout/tagout on equipment to be worked on and verify zero energy. Any work to be performed on energized equipment, including testing, shall be done by a qualified person who must follow safe work practices and personal protective equipment required by Arc Flash standards. A qualified person would be a license electrician, electrical engineer or maintenance person schooled and certified in the process or operations. Adequate signs and/or labels must be displayed or attached as necessary to notify Company personnel of a Contractor lock out condition.

2.18 Supervision

The Contractor must ensure that its employees and subcontractors are adequately supervised at all times. The Contractor is solely responsible for the safety of its employees and subcontractors.

2.19 Storage

The Contractor is not permitted to store equipment or materials on site without the permission of the Company Agent. At no time must access or egress of personnel be restricted due to storage.

2.20 Warning Signs

All warning signs must conform to industry standard and/or applicable regulation (i.e. ANSI Z53.1).

2.21 Sanitation

The Company's facilities (toilets, washrooms) are available for use by the Contractor's employees unless specifically determined otherwise due to security or logistical concerns. Company instructions, proper attire and conduct must be adhered to at all times.

2.22 Facility Traffic Control and Speed Restrictions

Vehicles brought onto Company premises must be in safe working order and properly insured. The speed of vehicles using facility access roads and parking lots must be consistent with safety, and must not exceed the limit specified on signs displayed around the facility. Facility traffic control devices, signals, and signs must be observed at all times.

ENVIRONMENTAL, HEALTH AND SAFETY INFORMATION FOR CONTRACTORS

2.23 Smoking Restrictions

Smoking is prohibited inside all NBAS Company sites. Smoking is permitted only within designated outdoor smoking areas. Furthermore, no smoking shall be permitted on the roof of structures or in and around chemical storage/waste buildings of any New Balance site. The Company Agent will advise of any designated smoking areas for Contractor employees.

2.24 Chemical / Hazardous Material Releases (Spills)

A spill is the release of any liquid, solid or gas to the environment. The Contractor will avoid all spills. In the event of a spill, the Contractor will immediately notify the Company Agent, NBAS Health and Safety representative and/or any Property Owner or Management Company. No material will be allowed to enter any catch basin, storm drain or sanitary drain. On specific projects, the Contractor may be required by the Company to maintain spill control supplies such as speedy-dry, absorbent socks and drain covers.

2.25 Pesticides / Herbicides

The Contractor will not apply pesticides or herbicides unless specifically required by the scope of work, only in compliance with applicable regulations and only after approval from the Company Agent and/or specific Property Owner or Management Company.

2.26 Temporary Heating Devices (Salamanders)

These devices may be used only with the approval of the Company Agent. All devices must be Factory Mutual (FM) or Underwriters Laboratory (UL) approved and in good condition. They must be guarded from traffic and at least ten feet from any ignitable material or structure.

ENVIRONMENTAL, HEALTH AND SAFETY INFORMATION FOR CONTRACTORS

SECTION 3 SPECIAL PRECAUTIONS

The following sections relate to some special working conditions where additional precautions and arrangements are required by regulation.

3.1 Entry into Confined Spaces

When work is required inside any vessel, tank, chamber, pipe, manhole, catch basin, flue, or similar confined space, the Contractor must not allow any of their employees to enter such a space without a Confined Space Entry Permit, issued by the Contractor.

If work to be performed by the Contractor involves a Confined Space Entry as defined by OSHA, then the following actions need to be taken:

- The Contractor will notify the Company Agent, NBAS Health and Safety representative and Property Owner or Management Company of the proposed confined space entry and present a copy of the Contractor's written confined space entry program.
- The NBAS Health and Safety representative will provide the Contractor with an acknowledgment turning the confined space entry responsibility over to the Contractor. Specifically the Contractor is responsible for the entire confined space entry once the task is undertaken. This includes air monitoring, entrant and standby personnel, personal protective equipment, training; rescue operations and actual issuance of his/her own Confined Space Entry Permit.
- The Contractor will notify the Company Agent and the NBAS Health and Safety representative when the confined space entry has concluded and of any problems that should be noted for any future entrants.

A Confined Space Entry Permit can be given only when the space concerned is safe to enter and the requirements of OSHA Regulations have been met.

All necessary equipment shall be supplied by the Contractor.

ENVIRONMENTAL, HEALTH AND SAFETY INFORMATION FOR CONTRACTORS

3.2 Excavations

A Contractor is not permitted to carry out excavation work without consulting the Property Owner or Management Company who will give permission to dig, detailing safety precautions where appropriate. The Contractor shall contact Dig Safe and also conduct its own work site review. The Property Owner or Management Company, where possible, advise the position of well identified buried electric cables, drains, gas, sprinkler and water mains, etc. The Contractor will maintain the liability and be held responsible for any damage done by him/her to such services, to render them safe and to provide both emergency and permanent repairs.

Excavations or openings must be securely fenced, covered over (i.e. steel plates), or otherwise protected, including the use of warning lights during hours of darkness or bad visibility.

The Contractor is responsible for the proper shoring of excavations and trenching in accordance with OSHA and other applicable regulations. Prior to any de-watering (if required) the Contractor must discuss situation controls with Property Owner or Management Company. All soil fill shall be clean, with appropriate certification and test data.

3.3 Pressure Vessels and Air Actuated Tools

Where the Contractor is to use compressed air receivers, including vessels used for spraying paint and similar materials, on site, the pressure vessels must have current state inspection certification (if applicable, as required under state law). Contractor will require permission to use compressed air on site and insure that all air tools, hoses and equipment follow OSHA. employees will not be allowed to use air for cleaning personnel or clothing

3.4 Cranes, Hoists, Lifting Appliances, Tackle, and Vehicles

The Contractor must not use NBAS Company equipment including cranes, hoists, lifting appliances, tackle, ladders, tools, and vehicles, unless agreed under the terms of the contract.

If such items as above are needed to expedite the work, a request must be made to the Company Agent, who may give permission if in agreement, based on contractual agreement, need and competency of operating personnel. The Contractor must complete a NBAS Liability Waiver prior to utilizing NBAS company equipment. The Contractor is responsible for the equipment's fitness for the specific purpose.

No lifting chain, rope or lifting tackle, crane or lifting machinery may be used on site unless it has been inspected and maintained in accordance applicable regulations, and certified where required.

It is forbidden to load a crane beyond the safe working load marked upon it. In the case of a jib crane in which the angle of jib can be altered, the safe working load is that which corresponds with the angle shown on the automatic indicator or table of safe working loads attached to the crane.

ENVIRONMENTAL, HEALTH AND SAFETY INFORMATION FOR CONTRACTORS

3.4 Cranes, Hoists, Lifting Appliances, Tackle, and Vehicles (continued)

It is forbidden for any load to be suspended on any lifting equipment unless an operator is at the controls. No lifting over Company personnel or visitors is permitted. All slinging and lifting operations must be supervised and signaled by trained personnel. Setting up safe and drop zones is the responsibility of the Contractor.

3.5 Use of Electrically Driven Portable Tools

All Contractor portable electrically driven tools or equipment intended for use on site must be inspected by a qualified Contractor representative. The Contractor will also supply GFCI extension cords or GFCI portable outlets as required by OSHA.

Portable tools must be connected to the electrical supply by means of a 3-wire cable and 3 pin plug and socket (double insulated tools excepted). Where a 3-phase supply is to be used, 4-wire cable and 4 pin plugs and sockets with ground connections must be used. All such tools must be protected by ground-fault circuit interrupters.

The use of extension cords is not encouraged and they must not be run across floors, through closing doors or windows, and not trailed so as to present a hazard. All electrical equipment and associated wiring must meet NEC and OSHA regulations.

Portable electric lamps must be suitably secured and protected. Use in wet environments must be protected by ground-fault circuit interrupters.

3.6 Powder Actuated Tools

Contractors intending to use powder actuated (percussion, ram sets, etc.,) tools must first obtain permission from the Property Owner or Management Company and notification to the Company Agent prior to work commencement.

These tools must be used only by competent persons and must be under lock and key when not in use. Extreme care must be taken to ensure that the tools are correctly charged and working surfaces suitable for the use of powder actuated devices.

3.7 Compressed Gas Cylinders

The use of compressed gas cylinders must be approved by the Property Owner or management Company. Cylinders must be appropriately secured at all times. The indoor use of propane, or other flammable gas, is not encouraged where practical alternatives are available. Also see Section 3.11, Hot Work. Storage on gas cylinders will not be permitted on New Balance sites.

ENVIRONMENTAL, HEALTH AND SAFETY INFORMATION FOR CONTRACTORS

3.8 Petroleum and Other Flammable Liquids and Mixtures

The Contractor must consult the Property Owner or Management Company, NBAS Health and Safety representative prior to the use petroleum based mixtures (e.g. paints or adhesives), paints, thinners, or other flammable liquids inside a building. Contractor will notify Company Agent prior to work commencement.

Flammable liquid storage requires approval from Property Owner or Management Company and must not be stored inside buildings except as permitted by regulations. Any flammable liquid storage must be stored in a certified lockable flammable storage cabinet.

Work carried out with flammable liquids is prohibited without strict observation of the no smoking rules and control of spark producing equipment and open flames. **The Contractor must provide the means of ensuring air dilution of potentially dangerous concentrations of flammable or other hazardous vapor. The Contractor is also responsible for displaying warning notices, e.g. "No Smoking" and "No Open Flame".**

3.9 Explosive and Radioactive Materials

Explosive and radioactive materials must not be brought onto the site without prior notice and only with written permission from the Property Owner or Management Company and a NBAS Health and Safety representative. All appropriate licenses and permits are the responsibility of the Contractor. Explosives, radiation sources and radiation producing equipment will be secured under lock and key when not in use.

3.10 Fork Truck and Other Powered Industrial Trucks

The Contractor's powered industrial trucks must not be used on site without the permission of the Property Owner or Management Company. Trucks must only be driven by the Contractor's competent, licensed personnel and must comply with all applicable regulations.

3.11 Hot Work

The Contractor must inform the Company Agent, NBAS Health and Safety representative and Property Owner or Management Company of intended hot work including flame cutting, welding and other spark producing work tasks (grinding). A written Hot Work Permit must first be issued by Property Owner or Management Company before work is started. A copy of Hot Work Permit must be given to Property Owner or Management Company. The Contractor is responsible for posting a fire watch (under local ordinance, a town permit may also be required). Following Hot Work Activities a copy of the returned Hot Work Permit must be given to Property Owner or Management Company.

3.12 Lasers

Where a laser device is operated in connection with the work, the Contractor must demonstrate and ensure the equipment is constructed and operated to the safety requirements of ANSI Z136.1 and any applicable regulations.

ENVIRONMENTAL, HEALTH AND SAFETY INFORMATION FOR CONTRACTORS

3.13 Material Safety Data Sheets

Contractors intending to bring any chemical materials onto the site must provide a Material Safety Data Sheet for each material to the NBAS Health and Safety representative for review and approval prior to start of construction. This must be done at least twenty-four hours before the material arrives. Prior to bringing any chemicals on site, provide the NBAS Health and Safety representative with a list by chemical name and quantity. Contractor will maintain a file of all MSDSs brought on to any New Balance sites. Chemical materials include any gases, liquids, powders, or hazardous solids, including acids, adhesives, alkalis, bases, caustics, cleaners, coatings, coolants, corrosives, degreasers, encapsulants, epoxies, explosives, finishes, flammables, fluxes, inks, lubricants, oils, paints, reactive agents, sealants, solders, solvents, strippers, thinners, toners, varnishes, waxes and any similar materials.

ENVIRONMENTAL, HEALTH AND SAFETY INFORMATION FOR CONTRACTORS

APPENDIX 1

Alarms Information And Evacuation Procedure

Fire/Evacuation Alarm: Bell, Horn or Siren Sounding (All Facilities)

Evacuation Procedure:

- If you hear this alarm, follow your evacuation route marked by "EXIT" and/or "EVACUATION ROUTE" signs to the nearest exit door. NB Associates and Property Owner or Management Company Team Members will assist and direct you. Assemble in the parking lot / rally point well away from the buildings. Permission to re-enter the buildings will be given by the responding municipal fire department.
- Make sure you know your evacuation route(s) and procedure BEFORE an emergency situation occurs.

To Signal an Emergency:

- Activate the nearest fire alarm pull station or telephone the emergency number provided in the front of this book.

ENVIRONMENTAL, HEALTH AND SAFETY INFORMATION FOR CONTRACTORS

APPENDIX 2

Contractors Safe Work Certification

The undersigned acknowledges receipt of the New Balance Athletic Shoe, Inc's. "Environmental, Health and Safety Information for Contractors" packet.

On Behalf of Contractor, Contractor agrees to observe these Rules and will use best endeavor to preserve the environmental quality, safety of its employees and the general public while working on Company's premises. Contractor similarly undertakes these obligations on behalf of its subcontractors.

List any specific/special requirements discussed or issued to the:

1. _____
2. _____

I/We apply for _____ copies of these booklets for distribution to Contractor's supervisory staff whose names are shown below.

Name of /Title or Firm: _____

Signature: _____ Date: _____

Address: _____

Name(s) of Supervisor(s): _____

Company Agent: _____ Date: _____