



ThyssenKrupp

## Contractor / Subcontractors Work Plan

**Document:** WRK-585  
**Issue:** 2  
**Revision:** 5  
**Date:** July 24, 2007



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EMS CONTROL PROCEDURE

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DOC: WRK-585

REVIEWED BY:

R.J.Kelly

APPROVED BY:

July 24,2007

REV LEVEL	REV DATE	DETAILS		DESCRIPTION OF CHANGE
		Page	Para.	
0	01/19/2007	All	All	Original Issue
1	02/22/2007	2		All visitors, contractors, sub-contractors, vendors and service companies are required daily to sign-in at the Administration Building Receptionist Station to meet their Rotek sponsoring person and or persons. Once met a Rotek visitor pass can then be issued. If required to enter Rotek's manufacturing areas, proper safety equipment, glasses and hearing protection need be issued and worn. All visitors are to be escorted by a Rotek employee during the duration of their visit. Prior to leaving Rotek each visitor is to sign out at the receptionist station.
2	07/24/2007	15		Contractors agreement statement has been revised to add the following notes: The contractor has provided evidence that it has current to date insurance coverage for its employees and or sub employees.The contracted party / parties: I / we agree and understand the above work rules, methods, locations, insurance coverage, safety and housekeeping practices outlined within the work plan submitted. The contractor agrees to provide all its own equipment and tools required to complete the work. Only with the permission of Rotek shall a contractor utilize any of Rotek's tools and or equipment
3	04/08/2008	2		All contractors are required to furnish their own equipment to complete any work on Rotek's property. In the case where a Rotek tow motor is required for unloading or moving material for a contractor, a properly trained Rotek employee must operate the tow motor.
4	07/31/2008	2		All contractors performing electrical work on Rotek's property must follow electrical safety standards including but not limited to OSHA 1910, NFPA 70E, NFPA 70, and IEEE 1584. The contractor and employees are required to wear Arc Flash protection per the NFPA 70E Compliance Guide.
5	09/19/08	2		All hot work such as cutting, brazing, welding, soldering, grinding, torching, pipe thawing, roof repair, and when performing work around any non-explosion-proof electrical equipment, power tools, air hammers, and other power actuated tools in potentially hazardous flammable/explosive environments requires a "hot work permit."



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**Definitions of Rotek property/premises:**

The procedure pertains to the following Rotek Incorporated Manufacturing Facilities located at 1400 South Chillicothe Rd, Aurora, Ohio 44202, to include: the Aurora Bearing Plant, Ring Rolling Mill, Administration and Sales Offices, roadways, parking lots and grounds.

In addition the Rotek Incorporated Manufacturing Facilities located at 8060 Production Dr. Florence, KY 41042 to include: the Florence Bearing Plant, Offices, roadways, parking lots and grounds.

**Scope:** The procedure pertains to any Rotek contracted or sub-contracted party performing work upon Rotek property and or within its facilities.

**Purpose:** To establish a work plan (scope of work) defining an agreed upon set of work instructions and rules required of those providing services such as, but not limited to, fabrication, plumbing, construction, repair, transportation and other upon Rotek's property and or within its facilities.

**Responsible Parties:** To implement and manage this plan all Rotek employees are required to pre-qualify any party and or parties requiring access to and or upon Rotek property / premises. The employee and or department requesting such access are directly responsible for the communication, monitoring and control of those parties governed by this Work Instruction. In addition, it is the responsibility of everyone at Rotek to stop, question and ask to leave, anyone found not in compliance with the following rules and requirements:

**Contractor / Sub Contractor Mandatory Requirements:**

- All contractors are required to furnish their own equipment to complete any work on Rotek's property. In the case where a Rotek lift truck is required for unloading or moving material for a contractor, a properly trained Rotek employee must operate the equipment.
- All contractors performing electrical work on Rotek's property must follow electrical safety standards including but not limited to OSHA 1910, NFPA 70E, NFPA 70, and IEEE 1584. The contractor and employees are required to wear Arc Flash protection per the NFPA 70E Compliance Guide.
- All visitors, contractors, sub-contractors, vendors and service companies are required daily to sign-in at the Administration Building Receptionist Station to meet their Rotek sponsoring person and or persons. Once met a Rotek visitor pass can then be issued. If required to enter Rotek's manufacturing areas, proper safety equipment, glasses and hearing protection need be issued and worn. All visitors are to be escorted by a Rotek employee during the duration of their visit. Prior to leaving Rotek each visitor is to sign out at the receptionist station.
- All personnel visiting this site must be US Citizens, or green card holders, or hold the necessary Department of Defense approval certificates permits that authorize their attendance at sites employed in defense related contracts.
- Any non-US Citizen permitted to enter must be escorted at all times during their visit at Rotek. The determination as to the degree of exposure to Rotek's facilities needs to be approved by Rotek's top management prior to such any visitor entering Rotek's production as well as office areas.
- Safety glasses, hearing protection and safety shoes are to be worn at all times by persons entering and or performing work within Rotek's manufacturing facilities.



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- All other regulations listed within OSHA 29CFR-1910-1000 hand-book such as general safety protection devices and control measures, isolation barriers, air quality control devices, tie-offs, Lock-out Tag-out, Hot-work, Safety Harnesses, raised platforms, fences etc. are to be practiced and maintained by the contracted parties at all times to include the following:
- The use of camera's and or recording devices is prohibited upon or within Rotek's premises unless being pre-approved by Rotek's management.
- The visitor, contractor/subcontractor is required to familiarize themselves with Rotek's notices on safety including but not limited to: hazardous materials and areas, fire exits, speed limits, etc.
- No smoking and or use of tobacco products are allowed upon Rotek property.
- All hot work such as cutting, brazing, welding, soldering, grinding, torching, pipe thawing, roof repair, and when performing work around any non-explosion-proof electrical equipment, power tools, air hammers, and other power actuated tools in potentially hazardous flammable/explosive environments requires a "hot work permit." (Reference Safe-007-buring and welding procedure). Permits can be found in the yellow safety cabinets in each plant.



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### Designated Parking Areas:

Only visitors are permitted to park their vehicles within the visitors parking spaces. All Contractors / Sub Contractors and their employees shall park their vehicles only within the assigned areas and obey all traffic signs and flow patterns at Rotek. Contractor / Sub contractor cars, vans and light trucks (pick-ups) are to be parked within the far north west corner of the administration parking lot. Heavy duty vehicles such as semi- trucks, trailers, cranes, vans and special equipment are to be parked along the far west RRM rear service drive. It is the responsibility of those Rotek employees requesting services to assure the all parties abide by the above rules. See the attached PDF map for parking locations.

### Roadway Parking:

Semi-trucks and or any other vehicles are not permitted to wait and or park along the right or left sides of the concrete roadways. Drivers are to be ushered to the assigned truck staging and turn around areas to await loading and or unloading. It is the responsibility of the Shipping and Receiving functions to monitor and control the flow of this traffic. See the attached PDF map for parking and staging locations.

### Contractor / Sub Contractor General Requirements:

- No single person shall work alone within a non-supervised area.
- Contractor or Sub Contractors to have in effect a current State Workers Compensation Insurance Certificate.
- Contractor or Sub Contractors to provide a current Liability Insurance Certificate to have a minimum 2-million dollars employer coverage stated.
- All licenses and certifications such as, but not limited to, Crane Operator, Electrician, Welder, Engineer, etc. which are required to certify the works completion, must be in place prior to the commencement of work. The contractor/subcontractor is responsible for ensuring compliance in this regard and may be required to present such documents as requested.
- Report immediately to Rotek's Environmental Compliance Manager the accidental spill, leak, or release of any material affecting or jeopardizing the environment in any way. At the Aurora facilities contact Ray Kelly at 330-995-7207. For the Florence facilities contact Doug Dawn at 859-342-8430.
- All Contractors / Sub Contractors and their employees shall park their vehicles only within the assigned areas and obey all traffic signs and flow patterns at Rotek.
- Report the occurrence of an accident and or damage occurring upon Rotek property immediately to: At the Aurora facility contact Ray Kelly at 330-995-7207 for the Florence facility contact Doug Dawn at 859-342-8430.
- Only United States naturalized citizens or those possessing special Federal work certificates are permitted to perform work upon or within Rotek's sites and or facilities.
- Employees are to wear NIOSH approved work wear for the specific job condition, applications and functions being preformed. The work wear shall bear the company and employees name.
- Daily safety and housekeeping meetings are to be held by the work crews prior to the beginning of work each workday. Records to this effect may be requested by Rotek.
- All work areas shall be kept clean; free of trash and in an orderly fashion at all times.



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- Any oil, water, grease leaks and spills shall be immediately cleaned-up and the materials properly handled per City, State and Federal Regulations, if unsure contact Ray Kelly Rotek's Environmental Compliance manager 216-396-0108 or 330-995-7207. At the Florence Ky. facility contact Doug Dawn at 859-342-8430.
- Aisles and passageways shall be kept clear avoiding obstructions that could create a hazard. Where not possible, a traffic plan to include proper warning signs and boundary restraints (tape) needs to be reviewed with Rotek's Plant Supervision and the area workers informed.
- Covers and temporary guards, warning signs, fences are to be provided to protect area workers and pedestrians from the hazards of open pits, foundations, tanks, vats, ditches, etc.
- Overhead work shall be guarded, warnings posted to protect persons whom may can pass or walk under or there is moving machinery, cranes, or other equipment with which falling materials, hot sparks could create a hazard.
- Work tools and boxes are to be kept stored in an orderly fashion. Boxes are to be stored only within pre-approved locations.
- Wood, cribbing, large machinery and other equipment is to be stored outdoors only within pre-approved locations.
- All equipment is to be removed form Rotek once no longer determined necessary.
- No unapproved chemicals shall be used or disposed upon Rotek's property. As approved, the contractor will then be responsible for the proper environmental application, containment, collection, and disposal of any chemical and waste product. In addition, all contracted parties have the responsibility to train its employees regarding the Hazardous Communication Standard, CFR 1910.1200.
- No gasoline-fired equipment is to be operated within buildings.
- Contractors/subcontractors must notify Rotek of any hazardous materials and/or substances that may be employed in the parts or processes necessary to effect the work.
- Rotek operates a drug free work place; contractors and sub-contractors are required to ensure equal compliance with this policy which is available on request.
- Rotek will not be held liable for the loss or damage of contractors/subcontractors plant, machinery, tooling or personal effects that are left unattended on Rotek's premises.





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The following topics are to be addressed, completed by the contractor to identify the scope of work to be performed, the methods, practices and specific equipment to be utilized.

Electrical Plan:


Accepted Initial:

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Plumbing Plan:


Accept Initial Here:

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**Metal Fabrication:**


Accept Initial Here:

**Dry Wall Plan:**


How will we provide dust control?  
If required how will we provide for proper ventilation?

Accept Initial Here:



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**Painting Plan:**


- Dust Control: We agree to provide dust control using?*
  - Ventilation: We will provide for proper ventilation as required by use of?*
  - Unused Material Disposal: We agree that all unused material, not limited to: paints, thinners, cans etc. will be disposed of off-site.*
- Accept Initial Here:**

**Demolition Plan:**


- Dust Control: We agree provide dust control using?*  
*Waste Materials: We agree will be disposed of off-site.*  
*Noise Control: We agree to address noise control issues by?*
- Accept Initial Here:**



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**Daily Clean-up Plan:**


Accept Initial Here:

**Truck Washout Concrete:**


Accept Initial Here:

**Interior / Exterior Construction Drawings and Layout Plan:**

*Before commencing work any or all drawings, sketches, layouts will be submitted for Rotek approvals.*

Accept Initial Here:



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Interior / Exterior Excavation Plan:

*Before commencing any work not limited to: ground or floor excavations, roof or wall penetrations, etc. drawings, sketches, and site layouts will be reviewed to detect any underlying hazards. OOPS detection services are to be contacted as required to support in the identification of such hazards.*

**Accept Initial Here:**



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**Pre-Approved Storage / Disposal Locations:**

**Tool / Equipment Boxes:**


**Accept Initial Here:**

**Truck / Equipment Parking:**


*All vehicle other than light vans or pick-up trucks are to be parked?*

**Accept Initial Here:**

**Fabrication Materials:**

Are to be stored on-site?


**Accept Initial Here:**

**Trash / Scrap disposal locations:**

*Paper / small pieces of wood, oil dry, cardboard, empty containers, No Liquids, floor sweepings are to be disposed of within the 40 yard trash hopper at the far west corner of the Chip Containment Shelter.*

*Clean scrap sheet metal, floor grating, angle iron, wire and cast and machine parts less than 4' x 6' are to be placed within the open top, 40 yard roll-off box upon the far west RRM driveway.*

*Oily water, small volumes of oil are to be pumped into the Rotek 4,000-gallon storage tank. Rotek assistance will be required.*

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**Contractor / Subcontractor Worker Parking:**

*All workers are to park their personal vehicles in the far north west corner of the parking lot. No vehicles other than cars and light pick-up trucks are permitted.*

Accept Initial Here:

**Power Washing:**

*Any power washing operations need be performed underneath the chip containment area making sure that the water flows forward towards the south wall to enter the center floor drain opening. Do not permit unnecessary volumes of water or open water hoses to run free into the area. Do not permit wash water to flow into the north rectangular storm grate. Small volumes of oily water can be dumped into the chip containment areas south, center drain. The water will automatically be pumped into the Rotek waste treatment 1,500-gallon storage tank.*

**No Open Water Hoses permitted To Run Free**

Accept Initial Here:

**Safety Precautions:**

**Open Pits / Foundations:**

**No pits or foundations are to be left unprotected. A minimum 42" high hard fencing is to be utilized.**

Accept Initial Here:



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**Overhead-Operations/ Traffic Control:**

When over-head a floor spotter is required at all times to include signs and cones as required.

Accept Initial Here:

**Hot Work / Welding Protection:**

When over-head a floor spotter is required at all times to include signs and cones as required.

Accept Initial Here:



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Pre-Work Contractor / Rotek meeting: Project: \_\_\_\_\_

We have discussed all proposed work rules, methods, locations, specific safety and housekeeping practices to be utilized during the project.

The contractor has provided evidence that it has current to date insurance coverage for its employees and or sub employees.

The contracted party / parties: I / we agree and understand the above work rules, methods, locations, insurance coverage, safety and housekeeping practices outlined within the work plan submitted.

The contractor agrees to provide all its own equipment and tools required to complete the work. Only with the permission of Rotek shall a contractor utilize any of Rotek's tools and or equipment.

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

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

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

Daily Worker Checklist:

- Is my personal vehicle parked within the permitted area?
- Have I been given my daily safety meeting and reviewed the days scope of work?
- I am not permitted to smoke or use of any tobacco products upon Rotek property.
- Am I wearing the required safety equipment?
- Am I following the pre-approved project scope of work instructions?
- Are my tools properly stored and organized?
- Is the work area organized, free from oil, grease, trash and other unnecessary items?
- At days end have I left the work area organized, cleaned and in a safe manor?
- Are cranes, lifts, and tow motors and support items being stored in their proper locations?
- If welding, has the machine tool been properly grounded and powered off?
- If welding, has a protective curtain been erected?
- Have I blocked traffic areas and production machines with my equipment? If so, was a pre-agreed plan with Rotek's Supervision discussed prior to doing so?
- If working overhead has a safety spotter, proper protection and warning signs posted?
- Have we left any floor openings, pits and foundations non-protected?
- Have I left any open hoses flowing within the chip containment area when power washing?
- Have spotters been assigned for overhead work operations??
- Have wash out vehicles been properly supervised?







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