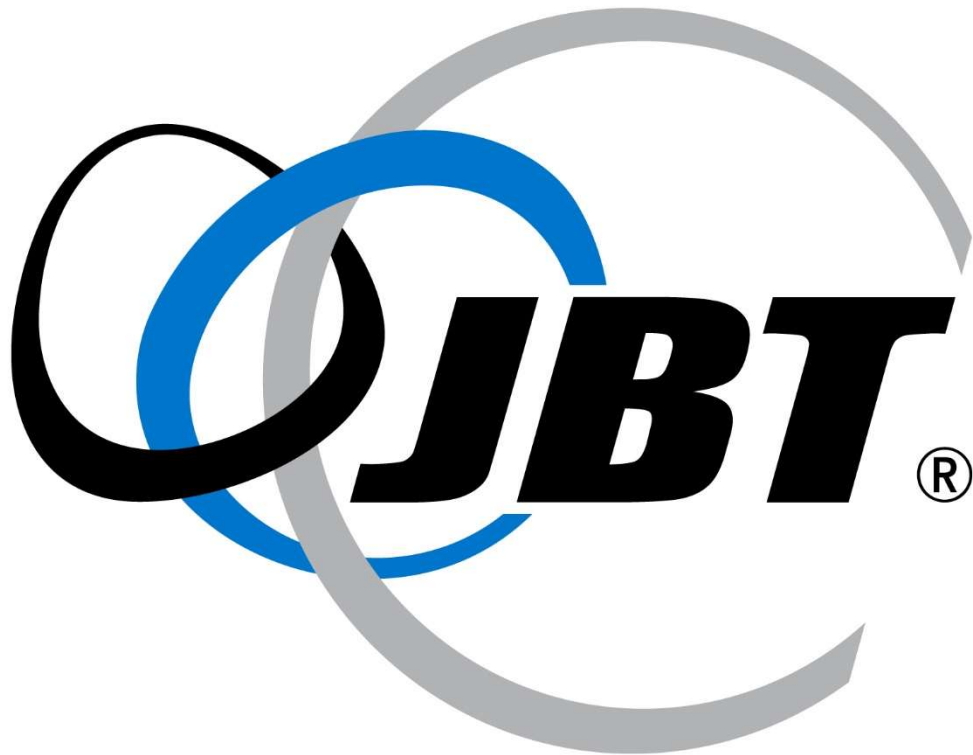


**CONTRACTOR,
VENDOR,
SUPPLIER HSE
PROGRAM**





HSE Guidelines for Contractors/Vendors/Suppliers

Effective **1-3-22**

Supersedes **9-1-19**

PURPOSE

JBT Corporation uses contractors, vendors and suppliers in a variety of ways. They include, but are not limited to maintenance or repair, major renovations, manufacturing, field service, outsourcing activities, environmental hazardous waste treatment, etc. These type arrangements can potentially expose our employees, customers, and businesses to HSE risks.

The purpose of this document is to provide general guidance to JBT Corporation' sites and businesses to control HSE risks associated with using contractors, vendors and suppliers.

I. CONTRACTORS

Contractors are used by JBT Corporation businesses for services such as maintenance or repair, renovations, field service and installation, and to supplement the workforce. This type work can be performed either at the JBT Corporation' facility or in the field. The following guidelines should be considered when using contractors:

Pre-Award Evaluation

When selecting potential contractors, the JBT Corporation facility should assemble a bid packet that includes the following information:

1. HSE Data Form (Attachment I)

This information is an important factor in the evaluation process and bid proposals should not be evaluated without completion of this requested material. The HSE information submitted by the contractor should be evaluated by the site HSE Coordinator.

Training Requirements

All new contractors scheduled to work on a JBT Corporation job should receive an HSE orientation for the site and training specific for the task in which the work will be performed. **Attachment II** contains a checklist of key HSE procedures that should be considered for contractor employees. The results of all training should be properly documented. This includes listing the training topic, employee's name and signature, date of the training, instructor's name, and the means used to verify that the contractor employees understood the training.

Support Services



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Support services such as janitorial work, delivery, food and drink services, laundry, and other supply services are not covered by these guidelines but must receive a visitor HSE orientation prior to beginning work. The results should be documented.

JBT Corporation' Contract Administrator/Company Representative

JBT Corporation employees who are responsible for writing contracts and purchase orders, selecting and/or overseeing contractor work must be familiar with the regulatory, risk management and legal requirements for contractor usage. This includes such things as HSE regulatory specifications, indemnification clauses and requirements of this guideline.

Contractor Audits

Periodic audits will be conducted on all contractor jobs. The frequency of the audits will be at the discretion of the JBT Corporation site and based on such things as the nature of the work, the hazards of the process, and previous contractor performance. The audit should address the requirements of the contract, job performance (procedures & behavior), etc.

II. VENDORS & SUPPLIERS

Vendors and suppliers are used by JBT Corporation' businesses to provide services such as manufacturing (painting, parts manufacturing, etc.), distribution, and supplies. Depending on the volume and nature of the work, these activities can potentially create an HSE liability for the company. Prior to selecting a new vendor or supplier, information pertaining to their HSE Program and experience needs to be obtained. **(Attachment III)**. This information will be helpful in predetermining potential liability issues and/or follow-up actions (i.e. – onsite audits, etc.). Once a vendor or supplier is approved, periodic audits should be conducted to ensure that adequate HSE programs are being maintained. **Attachment IV** provides a screening process for conducting onsite HSE audits of vendors and suppliers.

III. ENVIRONMENTAL WASTE DISPOSAL VENDORS

JBT Corporation maintains corporate-wide service agreements with a few large Environmental Waste Disposal Vendors. The purpose of the agreement is to ensure that JBT Corporation sites are protected from significant environmental liabilities from waste disposal. Sites are also encouraged to periodically audit waste disposal sites. **Attachment V** provides a checklist for auditing disposal sites.

ATTACHMENT 1

HSE DATA FORM



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A. GENERAL INFORMATION

1. List your firm's Worker's Compensation insurance interstate Experience Modification Rate (EMR) for the two most recent years. **(US Sites Only)**

20____ 20____

2. List your firm's Recordable Injury Rate (RIR) for the two most recent years.

20____ 20____

3. List your firm's Lost Time Injury Rate (LTIR) for the two most recent years.

20____ 20____

4. Please use your last years' OSHA No. 300 Log to fill in the number of occupational injuries or illnesses:

	Most Recent Year	Next Most Recent Year	2nd Most Recent Year
a. Number of lost workday cases:	_____	_____	_____
b. Number of restricted workday cases:	_____	_____	_____
c. Number of cases with medical treatment only:	_____	_____	_____
d. Number of fatalities:	_____	_____	_____
e. Number of OSHA citations (attached summary):	_____	_____	_____

5. List the number of environmental incidents (spills or notice of violations) for the two most recent years.

20____ 20____

6. Do you hold site HSE meetings for field supervisors? Yes____ No____
If yes, how often? _____

7. Do you conduct project HSE inspections? Yes____ No____
If yes, who conducts this inspection (title)? _____; and how often? _____

8. List key personnel planned for this project. Please list names, expected positions and safety performance on last three projects worked on.



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9. Do you have a written HSE program? Yes _____ No _____
Provide one copy with bid proposal.

10. Does your company have a clear, written policy on drug and alcohol abuse which is regularly enforced? Yes _____ No _____
Provide one copy with bid proposal.

11. Do you have an HSE orientation for new hires? Yes _____ No _____
Approximate number of hours each _____

12. Do you have an HSE orientation program for newly hired or promoted foreperson? Yes ___ No ___

13. Do you hold craft “toolbox” HSE meetings? Yes _____ No _____ Frequency? _____

14. Do you perform background checks for new hires? Yes _____ No _____

15. Is your organization certified through E-Verify? Yes _____ No _____

16. Do you establish standards regarding criminal history or evaluate personal that may pose a substantial risk to others? Yes _____ No _____

17. Do you evaluate drivers of company owned vehicles and verify they are licensed accordingly and do not have suspended or revoked driver privileges? Yes _____ No _____

B. WORK WITH HAZARDOUS MATERIALS

NOTE: Contract companies that will be working with hazardous materials will need to complete and supply requested documentation for the following questions:

1. Does your company have a training program that meets the requirements of the OSHA “Hazardous Waste Operations and Emergency Response” standard (29 CFR 1910.120)?

Yes _____ No _____

2. Does your company ensure that all employees are trained per the requirements of the OSHA HAZWOPER Standard (29 CFR 1910.120) prior to being allowed to work with hazardous



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materials?

Yes _____ No _____

3. Does your company ensure that employees are trained in the use and limitations of personal protective equipment?

Yes _____ No _____

4. Does your company ensure that employees who are required to work with hazardous materials are trained prior to beginning work in the hazardous of the materials/chemicals they will be working with?

Yes _____ No _____

5. Does your company have a medical surveillance program for workers who are required to work with hazardous material?

Yes _____ No _____

6. Does your company have rules/requirements that cover employees working alone with hazardous materials?

Yes _____ No _____

7. Does your company have a written hazard communication program?

Yes _____ No _____

C. WORK WITH ASBESTOS

NOTE: Contract companies that will be working with asbestos must complete and provide requested documentation for the following questions:

1. Does your company have a license with the State allowing it to perform asbestos work? If yes, provide a copy of the license.



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Yes _____ No _____

2. Does your company ensure that its workers are properly trained and licensed to work with asbestos? If yes, provide supporting documentation.

Yes _____ No _____

3. Does your company have a medical surveillance program for asbestos workers? If yes, provide a copy of the written document that describes the program.

Yes _____ No _____

4. Does your company monitor employees for exposure to airborne asbestos? Provide supporting documentation.

Yes _____ No _____

5. Does your company monitor the air around asbestos jobs to determine the airborne concentration? If yes, provide supporting documentation.

Yes _____ No _____

6. Does your company have written asbestos removal procedures? If yes, provide a copy of the written procedures.

Yes _____ No _____

7. Does your company have decontamination procedures and facilities? If yes, provide a description of these procedures and facilities.

Yes _____ No _____

D. ENVIRONMENTAL

1. Will you be generating any hazardous waste while working on JBT Corporation' property and/or job? Yes _____ No _____

If yes, please identify the wastes



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2. How will you dispose of the hazardous waste?

3. Do you have procedures and equipment for cleaning up spills of hazardous materials?

Yes _____ No _____

4. Are your employees trained on their environmental responsibility and how-to clean-up a spill?

Yes _____ No _____

E. MISCELLANEOUS

1. Does your company plan to perform water blasting, hydro blasting, YES NO
or other such work? If yes, provide the following:

a. Your company’s safety procedures for performing the work; and _____

b. Documentation covering the training of your employees in how to safely perform the work. _____

2. Does your company plan to build scaffolding or work at heights in the plant?

a. Your company’s safety procedures for working at heights; _____

b. Your company’s safety procedures for building scaffolds; and _____

c. Your company’s scaffold inspection procedures. _____

3. Does your company plan to use a crane basket for the transportation YES NO



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of personnel? If yes, provide the following:

- a. Your company’s crane and crane basket inspection procedures and records; _____
- b. Your company’s safety procedures for using a crane basket for this type of work; _____
- c. Documentation of the training activities conducted to teach employees the safe way to conduct this type of work; and _____
- d. A written description of the crane basket that will be used for the work (or pictures of the crane basket). _____

4. Does your company plan to perform hot work in the plant? If yes, provide the following:

- a. Your company’s hot work procedures and records _____
- b. Documentation covering your company’s training of employees to safely perform hot work. _____

5. Does your company have a lock-out/tag-out procedure for work on electrical circuits?

Yes _____ No _____

(Please include a copy of your program)

6. Does your company ensure that workers who will be called on to perform skilled craft work (such as electricians, welders, etc.) are trained to safely perform the work?

Yes _____ No _____

7. Does your company have an arc flash safety program or comply with the elements of NFPA 70E regarding working with live electrical circuits?

Yes _____ No _____

F. CONFINED SPACE ENTRY



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1. Does your company ensure that all employees who will be required to perform confined space entry are trained in CPR, rescue, and confined space safety prior to entry into a confined space?

Yes _____ No _____

2. Does your company have a written confined space entry safety procedure?

Yes _____ No _____

3. Does your company have a written training program to teach employees how to act as a standby or assessing watch during confined space entries?

Yes _____ No _____

4. Does your company's confined space entry rules cover employees working alone in a confined space?

Yes _____ No _____

G. RESPIRATORY PROTECTION

1. Does your company provide respiratory protection training prior to an employee being required to use respiratory protection? If yes, provide a copy of the training program or training less plan. Also provide a copy of the training records.

Yes _____ No _____

2. Does your company have a written respiratory protection program? If yes, provide a copy of the program.

Yes _____ No _____



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3. Does your company have a policy that requires employees to be clean shaven if they will be required to wear a respirator? If yes, provide a copy of the written policy (this policy may be part of your respiratory protection program).

Yes _____ No _____

4. Does your company have an inspection program to ensure that respirators are in proper working order? If yes, please provide a copy of the written program or inspection checklist.

Yes _____ No _____

5. Does your company require that all employees are medically certified to wear respirators prior to being assigned a job task that requires the use of a respirator? If yes, provide documentation that describes the medical examination process. Also provide a copy of the medical certifications for those employees who will be working at JBT facilities.

Yes _____ No _____

6. Does your company give employees respirator fit tests? If yes, provide documentation that describes the fit test procedures. Also provide fit test records that cover those employees who will be working at JBT facilities.

Yes _____ No _____

- 7a. Does your company use an air compressor to supply breathing air to respirators?

Yes _____ No _____

- 7b. If 7a. is yes, is the compressor/air system equipped with a cylinder or air receiver that will supply air to the respirators in the event of compressor failure?

Yes _____ No _____

- 7c. If 7a. is yes, is the compressor equipped with alarms that sound upon compressor failure or overheating?

Yes _____ No _____

- 7d. If 7a. is yes, is the compressor system equipped with (A) oil sorbent beds and filters and (B) is it a non-lubricated compressor?



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Yes _____ No _____

7e. If 7a. is yes, is the compressor equipped with carbon monoxide alarms (or provisions are always made to frequently check CO levels in the breathing air)? If 7e. is yes, provide a description of the alarms or provisions.

8. Does your company's respiratory protection rules contain requirements that cover employees working in atmospheres that are immediately dangerous to life and health (IDLH)? If yes, provide a description of these requirements.

Yes _____ No _____

H. EXCAVATION

1. Does your company have a written excavation procedure? If yes, provide a copy of the procedure.

Yes _____ No _____

2. Does your company provide training on excavation and trenching safety to employees before they are required to do the excavation work? If yes, provide a copy of the training program or training lesson plan.

Yes _____ No _____

3. Does your company have requirements for shoring and stair stepping the sides of excavations? If yes, provide a copy of the written requirements.

Yes _____ No _____

4. Does your company have requirements for barricading or "roping off" excavation sites? If yes, provide a copy of the procedure.

Yes _____ No _____

5. Does your company have written procedures that are designed to ensure underground lines are not hit? If yes, provide a copy of the procedures.

Yes _____ No _____



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6. Does your company ensure that heavy equipment operators are trained to safely operate the equipment they are intended to operate? If yes, provide documentation supporting the training and a copy of the training program or training lesson plan.

Yes _____ No _____

7. Does your company require employees who perform excavation work to also be trained in the use of personal protective equipment? If yes, provide supporting documentation.

Yes _____ No _____

8. Does your company have a competent person as defined by 29 CFR 1926.650?

Yes _____ No _____

Completed by: _____ Title _____

Firm Name: _____ Telephone _____

Address _____ Date _____

**ATTACHMENT II
LIST OF POSSIBLE DISCUSSION ITEMS TO BE
REVIEWED DURING CONTRACTOR ORIENTATION**

- **HSE Rules and Procedures**
- **Security Protocol**
- **Emergency Response Procedure**
- **Hazard Communication**
- **Personal Protective Equipment**
- **Respiratory Protection**
- **Powered Industrial Equipment**
- **Environmental Responsibilities**
- **Excavation**
- **Scaffold and Ladders**
- **Reporting Incidents**



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- **Eating and Smoking Areas**
- **Confined Space Entry**
- **Burning and Welding (Hot Work)**
- **Abrasive Blasting**
- **Breaking into Pipelines**
- **Lock-out/Tag-out**
- **Compressed Gas Cylinders**
- **Barricading**



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ATTACHMENT III

HSE QUESTIONNAIRE FOR SELECTING VENDORS AND SUPPLIERS

Business Segment

- What percentage of your business revenue does JBT Corporation represent?

Property Ownership

- Do you own or lease your facility?
- Is your facility located in a non-attainment area (i.e. a geographical area under more stringent environmental restrictions)?

Site History

- How long have you been at your present site?
- Have any federal, state and/or local (EPA, OSHA, etc.) regulatory agencies ever cited or fined your business/facility?

Waste Management

- What type Hazardous Material do you handle?
- Has your facility been “grandfathered” for use of Hazardous Material?
- Has there been any significant oil, chemical, and other hazardous material leaks or spills at your facility?

Previous Survey's/Audits

- Has your company ever undergone an environmental, health or safety audit? If yes, what type?

HSE Site Management

- Who is responsible for environmental, health and safety compliance at your facility (name, phone number)?
- Do you have a comprehensive hazardous material compliance and reduction program in effect?
- Do you have a written environmental, health and safety program in place?

ATTACHMENT IV



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HSE Audit of Vendors and Suppliers

General: This audit document should be used by the Purchasing/Quality or Staff personnel who perform on-site reviews of vendors and suppliers. The document is intended to provide vendors and suppliers the JBT Corporation' minimum required HSE standards that need to be in place.

Required Procedure:

HSE Topic	Factors to Evaluate	Comments/Results
1. General Housekeeping	<ul style="list-style-type: none"> ▪ Cleanliness of facility, work areas, storage area. ▪ Any evidence of spills, significant stainage, such as from oil? ▪ Control of debris, trash, raw materials. 	
2. Interior Air Quality	<ul style="list-style-type: none"> ▪ Any heavy or dense airborne emissions, smoke, or fumes? ▪ Any respiratory, eye, or skin irritation or discomfort experienced in the work areas? 	
3. Wastewater Discharge Quality	<ul style="list-style-type: none"> ▪ Is water treated at the facility prior to discharge? ▪ If yes, does the water have a sheen or is it discolored? ▪ If yes, does the water have a noxious smell? ▪ If water is not treated, does it go to a publicly owned treatment work, or is it discharged directly to environment without treatment? 	
4. Interior Waste Storage	<ul style="list-style-type: none"> ▪ General quality of containers (broken, rusted, intact, not intact)? ▪ Any spill containment (berms, spill kits, catch basins, etc.)? 	
5. On-site Waste Disposal	<ul style="list-style-type: none"> ▪ Any land filling or waste disposal on or under the facility property? ▪ Any seepage pits or underground pits used for disposal of wastes/wastewater? 	
6. Outside Storage Areas	<ul style="list-style-type: none"> ▪ Any spill containment? ▪ Any stainage? ▪ Any stressed vegetation? 	
7. General Building Condition	<ul style="list-style-type: none"> ▪ Do structural members and building materials (walls, piping, etc.) appear to be well maintained? ▪ Any significant damage? 	
8. Safe Working Conditions	<ul style="list-style-type: none"> ▪ Any protective equipment used by employees? ▪ Any protective controls on heavy equipment or machinery? ▪ Are work areas and aisles uncluttered and free of trip or other hazards? 	



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9. Plant Odor/Stench	<ul style="list-style-type: none">▪ Does the facility have strong, overpowering bad odors?	
10. License to operate, Environmental permits	<ul style="list-style-type: none">▪ Does the facility have a government license or permit to operate?▪ Does the facility have any environmental emission permits (air, wastewater, waste, etc.)?	
11. HSE Violations, Citations, Fines	<ul style="list-style-type: none">▪ Has facility been cited or fined by government authorities for any violation of HSE laws in the past 5 years?▪ Were citations or fines significant (>\$5,000 US)?	



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**ATTACHMENT V
LANDFILL AUDIT CHECKLIST**

Facility's Name: _____ Audit Date: _____
Facility's Address: _____
Site Contact: _____
U.S.EPA I.D. Number: _____

The following checklist was developed to assist the auditor in the acceptability assessment of the landfill. The acceptability of the landfill should be based on the combined assessment of audit findings, facility financial situation, and its insurance adequacy.

Question & Observations:

- What is the current waste disposal and other activities conducted at the site (asbestos, deep well injection, solidification, medical, etc.)?
- What type of waste is the facility permitted to accept?
- Does the facility have its own laboratory for analytical work?
- What is the current ownership of the company – deep pockets?
- Who were the previous owners/operators of the property?
- Has the facility received any environmentally related complaints from any individual, neighbor, or community group? Within the last two (2) years?
- Are there any current or past on-site and/or off-site groundwater and/or soil contamination associated with the landfill?
- Has there been any remedial activity at the site within the past ten (10) years?
- Review (compare) the quarterly up gradient and down gradient ground water monitoring well data. (Look for statistically significant increases in the down gradient well data results)
- How old is the landfill? What is the estimated remaining life? Are there any problems with the liners?

Landfill Audit Checklist (Continued)



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- Describe the construction of the landfill in terms of the liners (clay or synthetic material), and the leachate collection and removal system.
- How is the leachate being managed? Are there any on-site leachate ponds?
- Does the facility generate waste materials (residual) requiring off-site disposal? If yes, identify waste streams and waste receiving facilities.
- What is the facility's RCRA Status (interim, TSD, etc.)?
- Does the facility have appropriate permits and adequate environmental expertise?
- Obtain copies of all current permits.
- Are there any ongoing unresolved consent orders, compliance agreements, notices of violation (NOV's), lawsuits, fines, etc.? If yes, review documents as appropriate.
- Review copies of agency inspections reports (if applicable) and facility conducted inspections to identify potential concerns.
- What happens to the waste material received from JBT Corporation? Request the site to describe each step (receiving, storing, unloading, treating, land filling, recordkeeping, etc.) using an active waste stream as an example.
- Does the facility have adequate run-on/run-off surface water control system?
- Review closure, post-closure plans and financial assurance for adequacy and continuous coverage costs. What mechanism (letter of credit, etc.) is used by closure and post-closure financial assurance?
- Are there any future plans for the landfill (expansion, shutdown, etc.)?
- Obtain a copy of the Certificate of Insurance.
- Obtain a copy of the Annual Financial Report or latest financial statement.

Landfill Audit Checklist (Continued)



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Look for the following “Red Flags”:

- Visible air emissions from the landfill operation and/or from the incoming waste hauling trucks.
- Evidence of spills and stains of waste material at the facility.
- Noticeable odors from the landfill operations.
- Windborne trash, garbage, paper scattered throughout the landfill.
- Unlabeled containers or otherwise “unclassified” materials scattered throughout the waste storage and processing areas.
- Inactive landfill cells are not covered with at least 6 inches of earthen material at the end of each operating day or more frequently.
- Stressed vegetation and/or stained soils outside the active landfill cell.
- Cracked or damaged floors and/or secondary containment associated with storage and/or process storage tanks.
- Lack of or inadequate site security.
- Danger and warning signs are not posted at the entrance and at other appropriate locations.
- Lack of good housekeeping

NOTES