



Contractor Safety Manual

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1.0 OVERVIEW AND OBJECTIVE

- 1.1 Tesla is committed to creating and maintaining an incident free workplace with no adverse environmental impact. In support of this objective, this document will serve as a guideline to identify the health and safety performance responsibilities and requirements that must be observed by Construction Contractor companies, their employees, and their sub-contractors while working on Tesla property. The requirements and recommended practices outlined in the standard are in addition to working in compliance with all applicable safety and environmental laws, regulations, and guidelines

2.0 SCOPE

- 2.1 The information contained in this guideline shall in no way be considered a complete comprehensive list of safety requirements to be observed by the Contractor. The Contractor has sole responsibility for the safety of their personnel, as well as providing a safe working environment for other persons at the project site who may be exposed to contractor work. The Contractor shall be responsible for compliance with all Tesla standards, all applicable local, state, national, environmental, health and safety statutes, regulations, rules, ordinances, codes, policies, procedures and any other legally enforceable standards that are applicable to their work. The Contractor must be aware of all requirements and ensure they have been met in all aspects of the work. The Contractor shall assume full responsibility and liability for the actions of their employees, Subcontractors, Subcontractor employees, laborers or agents, material suppliers, visitors, etc., with no limitations.
- 2.2 The publication of this guideline shall in no way be interpreted as the assumption of responsibility or liability by Tesla, Inc. If a conflict exists between this guideline and any applicable law, code or standard, it is the Contractor's responsibility to bring this conflict to the attention of the Tesla Project Manager in charge of the respective project for resolution.
- 2.3 This guideline will apply to all work performed by Construction Contractor companies, their employees, and their sub-contractors including, but not limited to, the following activities: construction, installation, demolition, remodeling, relocation, refurbishment, testing and servicing or maintenance of equipment or machines.

3.0 REQUIREMENTS OVERVIEW

- 3.1 Contractors must read and understand each and every requirement in the contract documents, including, but not limited to, the Agreement (Contract) and all of the exhibits. Contractor must perform work in a safe manner, comply with all safety and health requirements of the Contract Documents, and comply with all Tesla mandated safety requirements. In the event of a conflict between Tesla mandated safety requirements and Contract Documents, the more stringent requirements will take precedence and govern.

4.0 PRE-QUALIFICATION

- 4.1 Contractors must submit a Tesla Contractor Application and provide a signed NDA, W-9 and valid certificates of insurance with Tesla and their designee added as additional insured.
- 4.2 Contractors and their sub-contractors must meet minimum safety requirements in order to perform any work under any contract with Tesla. Enrollment in the E-Comply prequalification database is required to ensure compliance with this section for Contractors performing high-risk work.



- 4.3 Contractors not meeting the minimum qualifications may request a variance from the Tesla Project Manager and Tesla Environmental, Health, & Safety (EHS) department. The request must provide an explanation of the discrepancy and the reason for requesting the variance. The variance will be approved by Tesla EHS, Tesla Project Manager and Tesla Facilities Purchasing.
- 4.4 A variance will only be considered in conjunction with a corrective action plan (CAP). The CAP will remain in effect through the duration of the contract or until such time the Contractor meets the pre-qualification requirements. Contractor will absorb any additional cost to implement the corrective action plan, including any additional training, documentation, equipment, materials or staffing.

5.0 ORIENTATION/BADGING

- 5.1 All Contractors and their employees assigned to work at Tesla owned, leased or rented facilities must attend a Tesla Contractor Safety Orientation. Upon completion of the orientation, a Contractor's Safety Card will be issued. The safety orientation is valid for one (1) year, at which time the orientation must be renewed.
- 5.2 All Contractors, Vendors and all others requesting access to Tesla facilities, must have received a Tesla Temporary Badge and Contractors Safety Card in accordance with provisions set forth in Exhibit-3, "Tesla Fremont Access Requirements".
- 5.3 Prior to performing work on any Tesla job site, each worker will be orientated on the potential hazards and safety procedures for that particular site. This site-specific orientation will include a review of the Job Hazard Analysis (JHA). Each worker will sign the JHA, recognizing that they have reviewed and understand the JHA.

6.0 TRAINING

- 6.1 Contractor is responsible to train each of their employees prior to the employee performing work that requires specific training. The employer will train and instruct each employee to establish competency with the applicable regulations, in the recognition and avoidance of unsafe conditions and to control or eliminate any hazards or other exposure to illness or injury.

Specific Training requirements are detailed in Exhibit 4, "Tesla Contractor Training Matrix Example."

- 6.2 Contractors shall, upon request, provide Tesla EHS access to their training programs and individual training records for their employees. Training records include but are not limited to: sign-in sheets, lesson plans and verification forms. Training records will be subject to review to ensure compliance with governmental regulations and Tesla EHS policies and procedures.

7.0 CALIFORNIA PROGRAM REQUIREMENTS

- 7.1 Pursuant to Title 8 CCR §§ 1509 and 3203, Contractor working in the State of California shall have an Injury and Illness Prevention Program that meets or exceeds the requirements of the standard.



7.2 Pursuant to Title 8 CCR §341. Permit Requirements, Contractor working in the State of California shall obtain all the required permits for the work to be performed under contract with Tesla unless otherwise specified.

7.3 Pursuant to Title 8 CCR §1509, Contractor will:

7.3.1 Adopt a written Code of Safe Practices which relates to the employer's operations. The Code of Safe Practices will be posted at each job site office or be provided to each supervisory employee who shall have it readily available.

7.3.2 Hold periodic meetings of supervisors to address safety problems and accidents that have occurred.

7.3.3 Conduct safety meetings at least every 10 working days.

7.4 Pursuant to Title 8 CCR §3650, if Contractor is using forklifts, Contractor will post and enforce a set of Operating Rules for Industrial Trucks.

8.0 ENVIRONMENTAL PERMITS AND NOTIFICATIONS

8.1 All Federal and State OSHA and environmental permits, notifications and fees are the sole responsibility of the Contractor.

8.2 All Federal and State Environmental permits, notifications and fees are the sole responsibility of the Contractor.

9.0 SAFETY PROGRAM REQUIREMENTS

9.1 All Contractors must have a written safety program that meets or exceeds Federal OSHA or the applicable State OSHA requirements.

9.2 The most stringent regulation shall apply if a conflict arises in the interpretation of the safety requirements of Tesla, or the Federal, State or local worker safety regulations.

9.3 Contractor is required to take immediate action to eliminate unsafe acts and/or conditions. Failure to take action will result in their removal from the project site; removal from Tesla's approved bidders'/vendor list or other appropriate measures.

9.4 Safety violations and OSHA citations received on projects outside of contracts with Tesla may also affect the Contractors eligibility to bid on or complete work under a Tesla agreement.

10.0 PROJECT MANAGEMENT

10.1 Supervision

10.1.1. Contractor must provide adequate supervision for all work performed for Tesla. Adequate Supervision is defined as: one who by experience, training or education is capable of identifying existing and predictable hazards in the workplace and has the authority to correct them.

10.1.2 Only trained and experienced leadership will be provided to meet the supervision requirements of any Tesla agreement. Training records and experience level, in the form of competent person and resume, should be available for presentation prior to mobilization and anytime thereafter.



10.2 Audits

- 10.2.1 Contractor must conduct regular and frequent documented audits of their work areas. Daily logs referencing safety audits shall be maintained as part of the project file. Corrective actions identified during the inspection shall have a timeline for completion.
- 10.2.2 Tesla reserves the right to inspect or audit the work of the Contractor at any time. Costs or delays resulting from the inspection or the resulting corrective actions shall be the sole responsibility of the Contractor.

10.3 Incidents

- 10.3.1 Contractor shall immediately report all incidents in which personal injury, property damage or a near-miss occurs by first notifying Tesla Security at (650) 681-5500, and then Tesla EHS and Tesla Project Manager.
- 10.3.2 In the event of a "reportable" injury, the Contractor will timely notify the appropriate Federal or State OSHA Agency.
- 10.3.3 Contractor will immediately investigate all incidents and submit a report within 24 hours. Lessons learned from such investigations shall be incorporated into all future daily activities and plans of the Contractor.
- 10.3.4 Should a serious injury Incident occur involving a Contractor employee, the Project Manager of the Contractor shall attend a "Principals" meeting to review the incident with the EHS Team and the Tesla Project Manager.
- 10.3.5 All employees injured on the job must be provided the appropriate level of care and must be provided all State-required workers compensation documents.
- 10.3.6 Any employee returning to work must provide their supervisor with a valid work release from a medical provider detailing work clearance or restrictions. The contractor must provide a copy of the work release to their Tesla Project Engineer.

10.4 Contractor Safety Representative

- 10.4.1 Contractors must provide a qualified safety representative with the sole responsibility of assuring the safety of their workforce for every 20 employees on site at any one time, including temporary employees or tier Contractors.
- 10.4.2 The safety representative must have the right and authority to stop any and all hazardous work being performed by their employer. They shall be empowered to take immediate action to eliminate unsafe acts and/or conditions.
- 10.4.3 The safety representative shall conduct incident investigations and provide the root cause analysis, corrective action and any required training.
- 10.4.4 The safety representative is required to attend and/or provide proof of completion of an OSHA 30-Hour Hazard Recognition Course or approved equivalent prior to starting work on the project
- 10.4.5 Site safety representatives are required to attend and/or provide proof of completion of a Red Cross or equivalent CPR and First Aid Training Course.
- 10.4.6 Site safety representatives must be competent persons in the type of work they are supporting.

10.5 Site-Specific Safety and Health Plan

- 10.5.1 Each Contractor shall develop a written Site-Specific Safety and Health Plan that includes details on the potential hazards for the site and the engineering controls, work practices, administrative controls, & PPE necessary to address those potential hazards, and on how the work will be performed safely. The plan shall be made available on the project and all employees will be advised of the plan.



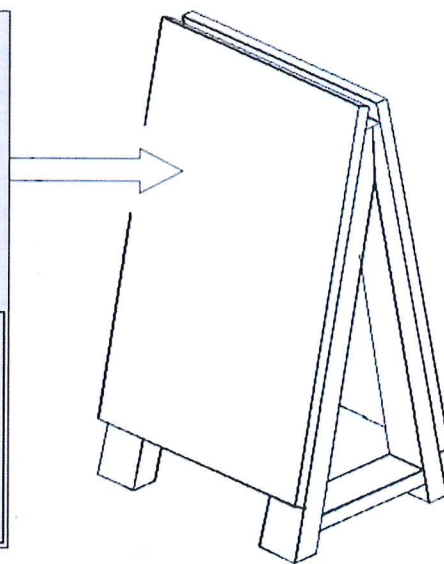
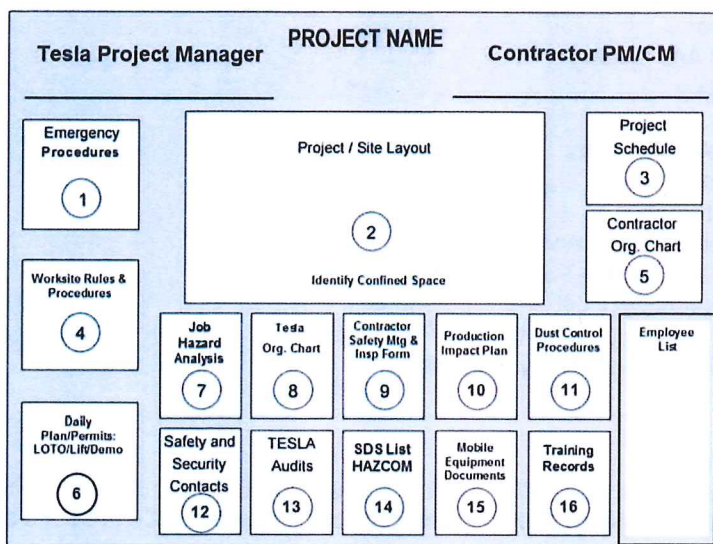
- 10.5.2 The Site-Specific Safety and Health Plan shall clearly describe the Contractor's methods for meeting its obligations to:
 - Provide a safe and healthful work environment, as well as to protect other trades, vendors, visitors and Tesla employees.
 - Protect the general public from the exposures generated by the Contractor's work.
 - The Contractor's Company Safety Manual will not be accepted as a substitution for a Site Specific Safety and Health Plan.
- 10.5.3 The Site Specific Safety & Health Plan must include the following and be submitted to Tesla EHS prior to the Contractor's mobilization:
 - A written Project Site-Specific Safety & Health Plan, which Identifies safety roles and responsibilities for Contractor employees;
 - Safety Data Sheets (SDS) for any hazardous materials or chemicals used on or brought onto Tesla premises. SDS file shall be maintained on-site for employee review;
 - Competent person qualifications and training records including, but not limited to documentation of competence when performing the following types of work:
 - Ionizing Radiation
 - Asbestos
 - Welding And Cutting
 - Scaffolding
 - Slings
 - Cranes And Derricks
 - Electrical
 - Fall Protection
 - Excavations And Trenching
 - Concrete, Concrete Forms And Shoring
 - Requirements For Lift Slab Operations
 - Bolting, Riveting, Fitting Up And Planking Up
 - Demolition – Preparatory Operations
 - Lead
- 10.6 Job Hazard Analysis(JHA)
 - 10.6.1 Contractor will complete a JHA (Template Provided, see Exhibit 2 "Tesla Contractor JHA") that details all hazards and mitigations associated with the Contractor's scope of work.
 - 10.6.2 The Contractor shall also prepare additional JHA's when conditions or procedures change. These procedures will be reviewed with all affected employees prior to starting the work.
 - JHA must provide a site plan and detail impact zones (adjacent areas affected by the work to be performed.)
- 10.7 Personal Protective Equipment
 - 10.7.1 Contractor must address eye, face, head, hand, foot, torso, respiratory, noise, and fall protection, through a PPE assessment.
 - 10.7.2 Personal protective equipment alone should not be relied upon to provide protection against hazards, and should only be used when engineering controls, administrative controls, and procedural controls have been exhausted.
 - 10.7.3 Contractor must provide all required PPE sufficient to eliminate the hazard at no cost to the employee.

- 10.7.4 If Tesla determines the PPE is not sufficient to protect the employee or controls do not adequately protect the adjacent work area, the Contractor must reassess the work conditions. Work may be stopped until the PPE issue is resolved to Tesla's satisfaction.

10.8 Jobsite Postings

- 10.8.1 A Tesla Construction Project Information Poster must be displayed at the site of construction work, affixed to fencing or walls. The poster can be obtained from the Tesla Project Manager and must, at a minimum, list the Tesla Project Manager, Tesla Facility Contact and Security/Emergency contact information.
- 10.8.2 A job site communication board is required for projects scheduled to last more than one week. Information on the job communication board will be organized as shown in the image below.
- 10.8.3 Multiple job boards may be required if the work being performed is more than walking distance from each location or mobile equipment is used for access to each site.
- 10.8.4 If the workforce speaks other than English, additional boards may be required to accommodate non English speakers.

SAMPLE COMMUNICATION BOARD



10.9 Jobsite Signs & Barricades

- 10.9.1 All work areas must be barricaded with chain link fencing sufficient to preclude inadvertent or unauthorized access to the work area.
- 10.9.2 Unless otherwise provisioned, fencing and barricades will be the responsibility of the Contractor.
- 10.9.3 Signs sufficient to warn employees of hazards or provide specific instructions are required on all fencing & barricades; see Attachment 3-SP-17 Single Sheet Safety Policies, "Worksite Access and Controls."

10.10 Safety Meetings

- 10.10.1 A Pre-Construction Safety Meeting will be conducted with the Tesla Project Manager, Tesla Construction EHS, Contractor Supervisor/Project Manager, and Contractor Safety Representative, if applicable. See Exhibit 5, "Pre-Construction Safety Meeting."



- 10.10.2 A one-week follow-up meeting will be conducted to review Contractor safety performance, and any previously unidentified safety administrative and/or hazards and commensurate hazard mitigation.
- 10.10.3 Contractor will conduct, at a minimum, weekly safety meetings with all Contractor employees. Attendance and safety subject must be documented and available for Tesla review.
- 10.10.4 Contractors will also attend weekly Project meetings with Tesla Project Managers where incidents and safety issues will be reviewed. Within 24-hours after a Project Meeting, Contractor must prepare a detailed written statement of the safety issues discussed at the meeting, including a timeline for correcting any hazards identified and discussed during this meeting.

11.0 HEALTH HAZARDS

11.1 Airborne Contaminants

- 11.1.1 Contractors who through the course of their work may create or disturb airborne particulates must inform their employees of the potential exposure and provide the required controls to eliminate the hazard or protect the employee.
- 11.1.2 Any airborne particulate such as dust, fumes, mists, including Silica, Lead and Asbestos must be contained in the immediate workspace and not allowed to enter adjacent work zones. This should be detailed on the JHA.
- 11.1.3 Any airborne particulate such as dust, fumes, mists, including Silica, Lead and Asbestos must be collected and filtered through a HEPA system. Venting to adjacent workspaces or outside is not allowed.
- 11.1.4 Welding, burning or cutting operations will require the use of fume extractors when welding indoors.
- 11.1.5 Welders will follow protective measures, precautions and warnings detailed in the SDS for the wire or rod used.
- 11.1.6 Contractors breaking, drilling or cutting concrete will need to collect dust, mist and particulates at the source, and prevent cross contamination.
- 11.1.7 Hauled concrete and debris must be covered prior to moving from the point of creation to storage or disposal.
- 11.1.8 Contractor's work that could create a hazard that meets or exceeds, or *could* exceed the Permissible Exposure Limit (PEL) must provide the following:
 - Provide a representative sampling of personal air monitoring to determine the action level. If the atmosphere is expected to be at or above the PEL for the contaminant, the contractor must provide engineering controls or use respiratory protection.
- 11.1.9 If respiratory protection is required, the written respiratory program must meet the requirements set forth by state and federal requirements. Any failure of a protective system that creates an airborne release into adjacent work zone must be immediately shut down and clean-up operations will be required at the exclusive cost to the contractor.

11.2 Silica Containing Material

- 11.2.1 Indoor or Outdoor operations creating silica dust will be presumed to be above the PEL unless the contractor can provide test results indicating otherwise.
- 11.2.2 Operations known to cause the release of silica dusts include, but are not limited to:
 - Chipping, sawing, grinding, hammering, and drilling of concrete, rock, or brick.
 - Work with cementitious materials such as grout, mortar, stucco, gunnite, etc.
 - Dry sweeping of dust originating from concrete or rock
- 11.2.3 Contractor must have a written Silica program that provides for compliance with 29 CFR §1926.1153 and or Cal OSHA Title 8 §1530.1.

11.3 Lead and Asbestos

- 11.3.1 Work areas known or suspected of containing lead or asbestos will be identified and communicated to all contractors, vendors and visitors.
- 11.3.2 No work will be allowed that will disturb any known or suspected material without first verifying the substances and performing remediation using a licensed and qualified remediation contractor.

12.0 HAZARD COMMUNICATION

12.1 Contractor is required to develop and maintain a written Hazard Communication program meeting the requirements of 29 CFR §1910.1200 Hazard Communication, and in California, Title 8 CCR §5194.

12.2 Contractor shall provide a workplace free of hazardous chemicals if the chemical is not necessary for the work to be performed. If a hazardous chemical is required to perform work under the contract and no non-hazardous substance is available, contractor must:

- 12.2.1 Provide a list of chemicals to be used and post a notice in a conspicuous location that identifies the chemicals used and the SDS for the chemical and provide a plan for spill control, clean-up and disposal. List must be updated if new chemicals are brought onsite.
- 12.2.2 Provide for safe storage and transport of chemicals on Tesla property.
 - Fuel must be in a DOT approved fuel container. (Bulk fuel storage in stand-alone storage containers above 5 gallons are not allowed unless mounted on a vehicle.)
 - Flammable and combustible chemicals must be stored in original containers and in an appropriate cabinet or locker.

13.0 CONTRACTOR EMPLOYEE CONDUCT

13.1 Personal Safety Commitment

- 13.1.1 No employee shall be required or knowingly permitted to work in an unsafe environment except for the purpose of making safety corrections and then only after proper precautions have been taken for their protection.
- 13.1.2 Each employee is responsible for learning and abiding by those rules and regulations which are applicable to the assigned tasks and for reporting observed or anticipated hazards to their immediate Supervisor. If the hazard is not corrected, the affected employee will report the hazard to Tesla.
- 13.1.3 Any employee of any Contractor or vendor may report to the Incident Reporting (Security) phone number any unsafe conditions and may remain anonymous.
- 13.1.4 Any and all Contractor, sub-contractor or vendor employees have the responsibility and authority to stop any work that is creating an unsafe condition without reprisal. An unsafe condition is where either property or persons are at risk of injury or damage.

13.2 Policy Violation Corrective Action Requirements

- 13.2.1 Contractors are solely responsible for managing their respective employees, correcting behavior and enforcing discipline policies.
- 13.2.2 Contractor employees found in Tesla policy violation will be referred to their respective Project Manager for corrective action.
- 13.2.3 Tesla will require the immediate removal of any Contractor, vendor or temporary employee who:



- Creates a serious safety risk through violation of policy or:
- In the case of a Supervisor, intentionally instructs workers to perform work in an unsafe manner or intentionally does not enforce Tesla site safety policies with their workers.
- Fails to participate in any Tesla Safety/Plant Security investigation, or providing false information to any Tesla personnel in an investigation.

13.2.4 Examples of actions deemed serious or high risk include, but are not limited to compromising, creating hazards/incidents or not ensuring safe operations in these areas:

- Control of Hazardous Energy (LOTO)
- Working at heights, creating fall hazards
- Lifting/Crane Operations
- Excavation and Trenching
- Electrical
- Hazardous atmospheres, toxic and flammable
- Engulfment or crushing
- Unauthorized work, including permits, license or certifications
- Driving
- Helicopter Lifts

This list is provided for example purposes only, and every incident or observation will be evaluated on a case-by-case basis for actual or potential severity. The Tesla Project Manager and Tesla EHS will review corrective actions related to Contractor employees and/or review Contractor's ability to continue work in Tesla facilities.

- 13.2.5 The following circumstances will result in immediate removal from the property of involved employee pending the outcome of an investigations:
- Intentionally disabling a safety guard or device.
 - Fighting - Assaulting another person
 - Sexual misconduct, sexual harassment or public indecency
 - Arson - Intentional property damage
 - Robbery, burglary, theft or dishonesty
 - Possession of a firearm or other deadly weapon (statutory exceptions may exist in certain jurisdictions).

13.3 Contractors shall observe the following rules of conduct:

13.3.1 Courtesy:

- Contractors shall observe standards of behavior and conduct in their work in a manner to avoid offending anyone.

13.3.2 Violence in the Workplace:

- Tesla maintains a zero tolerance policy on violence, threats of violence, bullying, hazing or hostile engagements. Hostile work environments will not be tolerated. Threats of violence will be taken seriously and could result in the permanent removal of the offending employee.

13.3.3 Clothing:

- Clothing suitable for the weather and work shall be worn. Torn or loose clothing, cuffs or neckwear which may be a hazard are not allowed. Shirts must have sleeves. Pants must have legs (no shorts allowed).
- Clothing shall be maintained in a clean, neat and presentable fashion, free from any potentially offensive wording or images.



- Work shoes substantial for the task and exposure shall be worn at all times. Tesla reserves the right to assign appropriate alternative footwear as conditions warrant. PPE including shoes are the responsibility of the contractor.
- 13.3.4 Vehicles:
 - Contractors must make provision for parking in advance of the project start date. Parking will not be allowed at Tesla parking areas unless otherwise specified in the contract.
 - Contractors are encouraged to carpool and use public transportation whenever possible.
 - Contractors shall park their vehicles in designated areas only and shall not park in fire lanes, driveways or in a manner taking that takes more than one space.
 - Personnel transport equipment such as golf carts or similar vehicles are not allowed unless specifically approved.
 - Operation of vehicles on the project site shall conform to all local traffic laws. Vehicles shall not create a hazard or a disturbance to Tesla clients.
- 13.3.5 Smoking:
 - Smoking of cigarettes and e-cigarettes is not allowed on any Tesla project site but may be allowed in designated areas.
- 13.3.6 Intoxicants:
 - Consumption of alcoholic beverages or controlled substances are not allowed on the project. All workers who are taking physician-prescribed or over-the-counter medication must be fit for work at all times.
- 13.3.7 Personal Conduct:
 - Practical jokes, horseplay, scuffling, hazing, wrestling, fighting, discrimination or harassment is strictly prohibited.
- 13.3.8 Authorized Access:
 - Employees shall confine their activities to the areas designated as the work site. Permission shall be obtained prior to entry into any areas outside the work site.

14.0 STORM WATER DISCHARGE

- 14.1 Discharge Restrictions:
 - 14.1.1 All discharges to storm water conveyance systems are strictly prohibited. Prohibited activities include: Discharging rinse water from vehicle or equipment washing, discharging treated water systems, such as water fountains, cooling tower water or water discharge.
 - 14.1.2 Rainwater accumulating on the site must be directed using the appropriate booms or control devices.
 - 14.1.3 All Storm Water discharges must be reported and documented in accordance with the spill reporting procedures.

15.0 KNOWN ENVIRONMENTAL HAZARDS

- 15.1 Facilities that contain Mold, Asbestos, Lead, Metals and other hazardous materials or are suspected of containing these materials will be disclosed to all Contractors, vendors, visitors and tenants.
- 15.2 When work is expected to be conducted in an area known or suspected of containing asbestos, mold or lead, Contractor will make all provisions to protect their employees and follow all guidelines provided by Tesla and regulatory agencies.
 - 15.2.1 Where applicable, all materials and their application shall comply with requirements of any and all of the Bay Area Air Quality Management District's (BAAQMD) Regulations, including, but not limited to architectural coatings, general solvent and



surface coatings, solvent cleaning operations, adhesive and sealants and visible emissions.

- 15.3** Contractor shall keep and maintain proof of compliance with the above-referenced regulations, including any recordkeeping obligations, for a period of two years after completion of the project. Contractor shall make such documents or evidence available if so requested by BAAQMD or Tesla.

16.0 FIRE PROTECTION

- 16.1** Contractor shall be responsible for fire protection in its work and operational areas, including offices, tool rooms, and storage areas twenty-four (24) hours per day, seven days per week through the duration of this Contract.
- 16.2** No more than 5 gallons of a flammable material (in appropriate containers) may be stored on Tesla property or projects without a business reason and the express permission of the Tesla Project Manager.
- 16.3** Combustible or flammable storage areas must have a dedicated means of fire protection at a minimum one (1) 60BC 10lb. Dry Chemical fire extinguisher.
- 16.4** Bulk storage tanks and containers will be protected from impact damage and placed in a secondary containment structure capable of holding at least 110% of the tank capacity. Tanks and containers will not be stored closer than 20 feet from any structure.
- 16.5** Flammable and combustible substances stored on Tesla property for future use may not exceed 5 gallons without review and approval by Tesla EHS and security teams.
- 16.6** All trash including packaging material such as cardboard, pallets and packaging and polystyrene will be removed from the site at the end of each shift and placed in a legal dumpster and secured.
- 16.7** A Hot Work Permit [see attached 3SP-8 Hot Work Minimum Requirements] is required for any welding, brazing, soldering, torch cutting, and metal grinding. The Hot Work Permit shall be prepared by a Tesla authorized issuer, reviewed and approved prior to work starting by Contractors.
- 16.8** Storage areas of compressed gas cylinders, containing oxygen or fuel gases must be according to Federal, State and/or local regulations. Empty cylinders must be removed from the building immediately. All compressed gas cylinders shall be stored upright, capped and secured in a proper storage rack.
- 16.9** A minimum of one crew member must act as the designated fire watch while any hot work is in progress and for one hour thereafter and again at the end of normal work shift (whichever is later).
- 16.10** The fire watch must remain within 50 feet of the hot work and maintain an unobstructed view of the work area. The fire watch shall be equipped with a minimum of one (1) 10A:60BC dry chemical fire extinguisher for each hot work operation; know whom to call to report a fire; and be familiar with the operation of the extinguishing equipment and have a method of communicating to Tesla EHS and security, and directly to emergency services should a fire occur.



- 16.11 At no time during construction shall an emergency route be blocked by Contractor unless otherwise provided by the Tesla project manager. If work must be performed in any egress path, new emergency routes must be established and posted prior to work being performed in the area.

17.0 HOUSEKEEPING

- 17.1 In California, employee restrooms must comply with California Code §3364 (or §1526 for construction sites) and will be at the sole expense of the Contractor, unless otherwise specified in the contract.
- 17.2 Each Contractor is responsible for maintaining clear walking and working surfaces. The work areas, and all premises occupied by Contractor personnel will be maintained in a clean, healthy and sanitary condition. Contractors shall provide trash receptacles for their employees and such receptacles shall be removed from the site daily.
- 17.3 Contractor shall notify Tesla of any hazardous waste it will generate during performance of the Work. Contractor has the sole responsibility for maintaining proper storage of wastes while on site and will verify with Tesla in writing that the wastes have been disposed of the proper manner. A copy of the haulers manifest must be made available to Tesla upon request.
- 17.4 Controls shall be observed which keep dirt from being tracked outside the work space. Immediate cleanup is required when dust, dirt or debris leaves the work area.
- 17.5 Eating within the construction work area shall be confined to areas designated for such purposes. Employees shall properly dispose of all meal refuse and drink containers in the appropriate trash receptacles.

18.0 OSHA/AGENCY – INSPECTION

- 18.1 It is Tesla policy to allow OSHA and other Federal & State Inspectors to conduct valid inspections of any Tesla project, including the work of our Contractor and vendors. Contractor shall:
- 18.1.1 Contractors must inform Tesla of any visit by a regulatory agency immediately.
 - 18.1.2 Contractors must inform Tesla of the issuance of any OSHA citations and provide a copy upon request.
 - 18.1.3 Contractors will immediately correct any unsafe observations identified by the OSHA or regulatory agency inspector.
 - 18.1.4 Contractors shall inform OSHA of their contractual responsibility to provide Safety Supervision of their assigned scope of work.

19.0 MOBILE EQUIPMENT

- 19.1 Power Industrial Trucks (PIT), Mobile Trucks, carts etc. used on Tesla property must meet Tesla minimum requirements and their use must comply with the Tesla Mobile Equipment section of the Safety Manual [see attached 3SP-12 Motorized Equipment Summary]
- 19.2 Aerial Lifts such as boom or scissor lifts shall be in proper working order, meeting all the requirements defined by the manufacturers use and inspection procedures. For additional guidance, see attached 3SP-2a Single Sheet Safety Policies "Aerial Lift Requirements."

20.0 PROTECTION OF THE PUBLIC

- 20.1 Access to the Site



- 20.1.1 Each Contractor shall take necessary actions to eliminate any risk to the public by guarding access and egress to or from the worksite.
 - 20.1.2 Appropriate warnings, signs and instructional safety signs shall be conspicuously posted where necessary.
 - 20.1.3 For internal operations, a signalman shall control the moving of motorized equipment in areas where employees are at risk of being impacted.
- 20.2 Traffic Control: Flaggers**
- 20.2.1 Contractor shall furnish an adequate number of flaggers for all work that may affect the use of roads.
 - Flaggers shall be posted at the entrance and exit of access roads used for hauling material and at all other areas where normal traffic is subject to disruption.
 - Flaggers shall be equipped and instructed at Contractor's expense in accordance with current "Instructions to Flaggers" of the Department of Transportation, State of California and/or California Manual of Uniform Traffic Control Devices (CMUTCD).

21.0 EMERGENCY PROCEDURES

- 21.1 Contractors shall maintain an emergency action plan that will be used in the event of an emergency evacuation. The emergency action plan shall be in writing and shall cover those designated actions that Contractors and their employees must take to ensure employee safety from fire, earthquake and other emergencies.
- 21.2 The Contractor shall review with each employee upon initial assignment those parts of the plan that the employee must know to protect the employee in the event of an emergency. The written plan shall be posted on the job board.
- 21.3 Contractors, after meeting badging requirements must, within 48 hours, also attend a Tesla Site-Specific Orientation. Emergency Guidelines about reporting emergencies and evacuation procedures specific to the work location will be referenced for contractors to use in drafting their site specific plan. It will then be expected that each contractor and their agents develop a project/site specific Emergency Action Plan, including the location of assembly areas and routes of evacuation.

22.0 FALL PROTECTION

- 22.1 Engineering controls and hazard elimination for preventing falls are required for all work at height at all Tesla facilities. When hazard elimination is not possible, appropriate guardrails and physical barriers will be considered the next most acceptable method for preventing falls and must administered before personal fall protection is considered or used.
- 22.2 In combination with hazard elimination and physical barriers, when required, personal fall protection is required for any elevated work over 4 feet in height.
- 22.3 All workers using personal fall protection must be trained in the proper inspection, use, storage, and cleaning of their equipment, including anchors, lifelines, harnesses, and associated connectors.
- 22.4 All fall protection equipment must be inspected, used, cleaned and stored as per the manufacturer's recommendations. All damaged or defective equipment must be destroyed or red-tagged and removed from the facility immediately upon discovery.



- 22.5 All users of fall protection must be supervised by a trained Competent Person at all times. Competent Persons must be identified by the contractor prior to work being performed.
- 22.6 A fall protection safety plan must accompany any scope of work involving work at height and must be submitted for review upon request. Fall protection safety planning components must include:
 - 22.6.1 Types of fall protection to be used, including anchorage and connecting device types and locations;
 - 22.6.2 Competent Persons who will be supervising work at height;
 - 22.6.3 Emergency procedures employees will follow, including a rescue plan.
- 22.7 Additional requirements can be found in Attachment 3SP-6 Single Sheet Safety Policies, "Fall Protection."

23.0 ELECTRICAL SAFETY

- 23.1 Any electrical work in a Tesla facility will be conducted with the main power source disconnected and locked out, unless a live work permit is provided by the EHS Team. Exception: troubleshooting, electrical testing, and maintenance activities that require power-on conditions will be required to have a specific procedure in place identifying alternative methods of protection to prevent exposure to hazardous energy.
- 23.2 Electrical work will meet all required codes and rules such as the NEC, NFPA and the manufacturer's recommended procedures, prior to full operation. All contractor employees exposed to hazardous energy greater than 50 volts AC or 40 volts DC must have training per NFPA 70E.
- 23.3 Contractors will have a written Lockout/Tagout program and procedures and will make them available for review by EHS prior to any exposure to hazardous energy or upon request. Contractor will utilize the Tesla *Control of Hazardous Energy-LOTO "Equipment Specific" Procedure* form for any work on Tesla equipment/system that does not have a written Tesla LOTO procedure.
- 23.4 All electrical work will be supervised by a trained Qualified Electrical Person. Qualified Electrical Persons must be identified by the contractor prior to work being performed.
- 23.5 Review additional requirements contained in the attachments 3SP-1a Single Sheet Safety Policies "Control of Hazardous Energy-LOTO" and 3SP-4 Single Sheet Safety Policies "Electrical Safety Best Practices."

24.0 CRANE WORK AND RIGGING

- 24.1 Any Crane work will require a certified and trained operator (OSHA recognized certification required, NCCCO, NCCER, CIC, or OECP), a qualified Signaller, and qualified Rigger.
- 24.2 All crane work requires an approved lifting and rigging plan prior to work.
- 24.3 All rigging activity must be performed by qualified Riggers.
- 24.4 Rigging shall be of appropriate capacity and in proper working order and used in a manner consistent with NCCCO Best Practices and OSHA requirements.
- 24.5 Cranes will be in proper working order and have current annual certifications/prooing.



- 24.6 Additional lifting and rigging requirements can be found in Attachment 3SP-15 Single Sheet Safety Policies "Rigging and Lifting."

25.0 DEMOLITION

- 25.1 Any demolition work performed under any agreement with Tesla will comply with §1735 of the California Code, and 29 CFR 1926 Subpart T and any other governing requirement by State, Federal or local authorities.
- 25.2 All utilities, including electric, water, gas, sewer, telecommunications and similar service provider companies shall be notified if demolition may impact utilities, prior to any work taking place; Tesla Facility teams must be notified at least 24 hours in advance of work taking place, and in any case demolition may impact or could otherwise affect facility services. Contractors must obtain approval from Tesla Facilities teams prior to work taking place, when demolition work may affect facilities infrastructure.
- 25.3 Demolition clean up and containment will be the responsibility of the contractor unless otherwise specified in the contract.

26.0 STEEL ERECTION PLANNING

- 26.1 Any Steel erection, including columns and beams and equipment installation or metal structures shall comply with all requirements of the California Code § 1710 and 29 CFR 1926 Subpart R.
- 26.2 Columns shall be self-supporting as specified by the assigned engineer or supported using a plan provided by a competent person.
- 26.3 Bolt up sequence shall be clearly defined in the plan-set.
- 26.4 Forklifts used as cranes will comply with the requirements of rigging provided in attachment 3SP-15 "Rigging and Lifting".

27.0 SUSTAINABILITY REQUIREMENTS

- 27.1 Tesla is an environmentally focused company that recently achieved gold level Zero Waste certification for the Fremont factory. Contractors are responsible for assisting us in proper waste disposal.
- 27.2 Tesla's Recycling teams have waste bins designated for contractor use specifically for wood, metal, cardboard, and construction debris. Your Tesla contact can help you arrange delivery of the proper size and types of bins to your job site. The Recycle team will provide exchanges as requested and can provide roll-off service at Tesla's Fremont locations.
- 27.3 Contractors are responsible for the proper disposal of their waste materials at all Tesla facilities. Dumping in unauthorized areas is strictly prohibited. All chemicals and hazardous waste materials must be disposed of properly.
- 27.4 To schedule a pick up or coordinate non-hazardous waste removal, please e-mail, recycle@tesla.com.

