A. GENERAL PROCEDURES

1. These regulations cover the required safety, hygiene, and environmental procedures and rules for contractors, subcontracts, independent contractors, vendors, and suppliers working on-site and on behalf of Alliant Techsystems Operations LLC, a wholly owned subsidiary of Orbital ATK, Inc., on behalf of its Missile Products division, Missile Defense and Controls (Orbital ATK), Elkton, Maryland. Strict compliance is required at all times to protect both the contractor and Orbital ATK employees. Repeated infractions or violations will result in work stoppage. This training must be conducted annually.

2. All equipment, procedures, and working conditions under the control of the contractor must comply with current Occupational Safety and Health Administration (OSHA) standards, Title 29, Subpart 1926/1910, Safety Standards, and Maryland state OSHA standards. In addition, the contractor must comply with all applicable federal, state, and local Environmental Protection Agency (EPA) regulations and with Orbital ATK safety and environmental regulations procedures.

3. Contractors are not permitted at any time to use Orbital ATK equipment, including but not limited to vehicles, personnel lifts, and forklifts. All safety equipment required to perform the contractual work must be supplied by the contractor. Safety equipment to be supplied by the contractor includes but is not limited to the following items:

<table>
<thead>
<tr>
<th>Respirators</th>
<th>Barricades</th>
<th>Lighting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hard hats</td>
<td>Face shields</td>
<td>Ventilation blowers</td>
</tr>
<tr>
<td>Safety glasses</td>
<td>Protective clothing</td>
<td>Hearing protection</td>
</tr>
<tr>
<td>Fire extinguishers</td>
<td>Safety harnesses</td>
<td>Safety shoes</td>
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<tr>
<td>Safety tape</td>
<td>Gloves</td>
<td>Confined-space certification and confined-space rescue equipment</td>
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<td>Detour signs</td>
<td>Environmental monitoring equipment</td>
<td></td>
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<tr>
<td>Goggles</td>
<td>Fall protection equipment and certification</td>
<td></td>
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Contractors will be informed by their Orbital ATK point of contact of chemical and/or physical hazards that may be encountered during their work assignments and the appropriate actions they will need to take to ensure their safety. This shall include access to appropriate SDSs and a description of the labeling system used in the plant (if applicable).

5. The contractor is responsible for complying with the OSHA 1926.500, Fall Protection, standard. All contractor personnel must have awareness training on fall protection if working at heights of 6 feet and above and must provide proof of training.

6. At the time of site inspection, the Orbital ATK representative will review all safety and environmental requirements and specific job requirements with all bidders.

7. Before the start of the contractual work, the contractor field supervisor, work crew, and/or subcontractor will be briefed on the contractor safety, hygiene, and environmental regulations. The Orbital ATK representative assigned to the job will address any questions during the briefing. The contractor field supervisor will then review all safety requirements with his or her work crew and any subsequent subcontractors used for the job. The contractor field supervisor and crew members will acknowledge by signature on the Contractor Safety Review form (page 8) that they have been briefed, understand, and will comply with the Orbital ATK contractor safety, hygiene, and environmental regulations. Additional personnel brought onto the job by the contractor will also require briefing and will acknowledge by signature that they understand these procedures and will comply with them. The contractor and their subcontractors understand that any safety violations will result in revocation of their process safety management (PSM) approval for at least one year.

8. During the job, safety inspections may be made of work in progress. Violations of any rule or practice will be reported to the contractor field supervisor for immediate correction. A serious safety violation can result in immediate work stoppage until the violation is corrected. If repeated safety violations occur, the contract will be terminated or the contractor employees involved will be escorted out of the plant, or both.

9. While at the work site, personnel must confine their movements to the immediate work area and will not be permitted outside the work area without being escorted by an Orbital ATK employee.
B. SAFETY/INDUSTRIAL HYGIENE

1. Personal protective equipment (PPE), including but not limited to safety glasses and safety shoes, will be worn in areas designated in the scope of work or where required because of posted signs or warnings. The contractor will provide all PPE for his or her employees or subcontractors.

2. Hearing protection is required in areas so marked.

3. Fire prevention and protection practices will be followed at all times, including prompt cleanup of flammable or combustible material. Contractors must provide their own fire extinguishers. All fires and emergencies must be reported immediately to extension 1200. The Orbital ATK representative must also be informed immediately and a written incident report submitted to the SH&E department within 24 hours. In the event of an emergency, contractors must evacuate the area and meet at the assembly place designated to them by the Orbital ATK representative or as indicated on the building evacuation map.

4. All work in the plant, including burning or welding, requires the completion of a Contractor Work and Flame Permit (F91079) and Hot Work Permit (F11014). The Orbital ATK representative will complete these permits. The permits must be displayed at the job site.

5. An Orbital ATK Confined-Space Entry Permit (F91181) must be completed and displayed at the work site before entry into a confined space (sewer vaults, tanks, vessels, pits, etc.). Orbital ATK confined-space areas are identified by signs posted near area entrances. Any questions in determining a confined-space area should be directed to the SH&E department. The Confined-Space Entry Permit will be completed by a confined-space rescue team member. Confined-space entry is permitted to trained contractor personnel only, with proof of training provided to Orbital ATK.

6. Any building containing hazardous materials or operations is marked with a hazard symbol indicating the types of materials used or stored in that building. Contractor vehicles cannot be parked closer than 50 feet to a symboled building unless all hazardous materials have been cleared from the building and Orbital ATK approval has been granted. The building symbols and associated hazards are as follows:

   ![Symbol 1] Mass detonation hazard
   ![Symbol 2] Detonation and fragment hazard
   ![Symbol 3] Mass fire hazard
   ![Symbol 4] Flammable materials

Contract personnel are not permitted to enter a symboled building, other than where the contractual work is being performed, without an Orbital ATK escort.
7. Vehicles, electric golf carts carrying explosives (indicated by EXPLOSIVES signs on the sides, front, and back of the vehicle, as well as by a flashing red light, emergency flashers, and headlights on), and all forklifts have the right-of-way on all plant roads.

When meeting an explosive-carrying vehicle or forklift, drivers are to pull to the right-hand side of the road and stop until it has passed. The motor can be left running. When going in the same direction as an explosive-carrying vehicle, drivers may not pass and must maintain a minimum distance of 50 feet.

All traffic signs, safety signs, and road barriers must be obeyed at all times. Drivers are not permitted to talk or text on cell phones while driving. Maryland’s seat belt law must also be obeyed while the vehicle is in motion.

8. Building warning lights must be observed and adhered to at all times. A red flashing warning light indicates that a hazardous operation is in progress and no one may enter the building. A yellow flashing light indicates that hazardous material is being used or is being stored in the building and no one may enter without the building supervisor’s permission.

9. All incidents and injuries must be reported immediately to the Orbital ATK representative and a written incident report submitted to the SH&E department within 24 hours of the incident/injury. The plant dispensary is located in Building A-63. A nurse is on duty from 7:00 a.m. to 4:00 p.m., Monday through Thursday and every other Friday; at all other times, SH&E department personnel or the security guard will render assistance and will contact pertinent Orbital ATK personnel or call for emergency assistance. The contractor’s Orbital ATK point of contact will write an incident report and submit it to the SH&E department.

10. Contractors and their subcontractors are not permitted to smoke on Orbital ATK property. Matches and lighters are prohibited.

11. The contractor shall inform the Orbital ATK representative of any hazards found during the contractor’s work.

12. Before any excavation, core drilling, or surface penetration can occur, a properly executed Excavation, Core Drilling, and Surface Penetration form must be obtained from Plant Engineering. Designated Plant Engineering personnel will review all requests. The requester, location supervisor, Plant Engineering, and the SH&E department will approve and sign off on each permit. Procedures for shoring, sloping, and personnel protection in excavations and trenches are to be followed in accordance with Title 29, Code of Federal Regulations (CFR), Part 1926, construction standards.

13. Contractor personnel must wear shirts and long pants at all times when working on-site.
C. CELL PHONES AND TWO-WAY RADIOS

1. Transmitting on two-way radios and cell phones with two-way radio features is strictly prohibited. Two-way radios must be turned off in vehicles entering Orbital ATK property.

2. Upon entering the plant area, contractor personnel must turn off their cell phones so that incoming calls cannot be received. Cell phones may not be used in most buildings in A, C, D, and H areas for safety reasons. Most buildings are posted with a sign that states the following: “Warning, Electroexplosive Device, No 2-Way Radio Transmitters Permitted in This Facility,” or “Cell Phone Restricted Area.” It is for this reason that the phones must be turned off. An individual in our hazardous area may use his or her cell phone to call out or text once he or she is parked in a designated or transient parking area.

D. HOUSEKEEPING AND CLEANUP

1. Good housekeeping must be maintained at all times, with daily cleanup and frequent removal of debris, excess material, and equipment. Combustible material and flammable material must be removed daily. Material is to be stored in a designated area, and only material currently in use will be on the job site. All equipment must be stored in a designated area at the end of each day’s work. All hazardous debris must be placed in a location approved by the environmental engineer or the SH&E department.

2. No material or equipment should obstruct any building exit route, road, or walkway.

3. All hoses, welding leads, electrical cables, etc., must not obstruct or lie in pedestrian walkways or building exit routes.

4. All contractor equipment, material, trailers, etc., will be removed from the plant within three working days after job completion.
E. ENVIRONMENTAL REGULATIONS

1. All state and federal environmental regulations will be strictly followed. Any violation or potential violation must be reported immediately to the Orbital ATK representative. The Orbital ATK representative will monitor environmentally related activities, as required by Government regulations and ATK Missile Defense and Controls policy.

2. No solvents, paints, oil, grease, gasoline, or other petroleum products or chemicals (solid or liquid) will be discharged on the ground, into a sewer, or into any waterway.

3. When any asbestos or asbestos-containing product is handled, federal, state, and local regulations must be strictly followed. Any hazardous debris awaiting removal from the plant must be placed in an approved location.

4. The disposal of all waste, hazardous and nonhazardous, must be in compliance with site, federal, state, and local regulations.

5. Contractor personnel must comply with the Energy Conservation and Pollution Prevention Directive (page 7).
February 2014

Energy Conservation and Pollution Prevention Directive

The senior leadership of Alliant Techsystems Operations LLC, a wholly owned subsidiary of Orbital ATK, Inc., Missile Products Division, Missile Defense and Controls (Orbital ATK), Elkton, Maryland, is committed to producing products and services for our customers in an environmentally responsible manner. Energy conservation and pollution prevention are two of our principles for implementing our commitment to the environment.

The senior leadership expects all employees and contractors to take the following actions to conserve energy and prevent pollution.

- Turn off lights and equipment when not in use and at the end of the day. Mercury, sodium vapor, metal halide, or any high-intensity-discharge (HID) lamps should be turned off in areas that will not be used for more than 45 minutes and at the end of the day.
- Close building openings such as doors and windows as much as is reasonable to allow the building heating and cooling systems to operate efficiently.
- Dress appropriately for the conditions so that thermostats can be set at more energy-efficient levels.
- Schedule cures and high-energy users to avoid peak loads, whenever possible.
- Turn off unattended vehicles and reduce vehicle warm-up times.
- Plan your trips better to minimize vehicle use, and consider carpooling.
- Drive smoothly – no fast starts or stops.
- Be aware of utility lines, systems, and equipment in your work areas. Report problems and leaks immediately.
- Eliminate or reduce the use of toxic substances, whenever possible.
- Reduce the generation of wastes at the source; when waste cannot be avoided, we are committed to reuse and recycling.

Being better stewards of the environment and preserving our limited natural resources will help leave something for future generations.

Robert B. Daidone
Vice President and Site Manager
Orbital ATK
Missile Defense and Controls
CONTRACTOR SAFETY REVIEW

Elkton Purchase Order No. _______________________________ Date __________

Contractor ____________________________ Nature of Work/Location __________

____________________________________________________________________________

Start Date _____________________________ Completion Date ______________________

I/We have received and read the Contractor Safety, Hygiene, and Environmental Regulations, viewed the Contractor Safety video, and understand and will comply with all the requirements.

____________________________________________________________________________

Orbital ATK Missile Defense and Controls Contact Contractor Field Supervisor Signature

____________________________________________________________________________

Contractor Field Supervisor Name (Print)

Contractor Employees

Printed Name Signature

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