



**COLONNA'S SHIPYARD**

# Shipyard Safety Orientation

**CUSTOMERS & SUBCONTRACTORS**

# Points of Contact for Safety, Environmental and Security Issues

- ***Compliance Director / Environmental - Frank Wheatley***  
Office (757) 545-2414 ext. 4450  
Cell (757) 685-6437
- ***Safety Manager – Chris Kenney***  
Office (757) 545-2414 ext. 3600  
Cell (757) 762-8457
- ***Safety Facilitators:***  
Ricky Julien, Jeffrey Reynolds, Tim Ward, James Yoakem
- ***Security Manager – Forn Armstrong***  
Office (757) 545-2414 ext. 2970 Cell (757) 339-8975  
Front Gate-Guard on duty (757) 545-2414 ext. 2000/2860

# SECURITY

**Badges must be presented to access the facility and displayed at all times.**

- Access lists must be submitted prior to employees arrival to avoid delays. Lists for access to US Naval vessels are sent to MARMC for approval and must be in the appropriate format. Please submit them EARLY to allow time for processing. Access lists must be submitted to: [visitrequest@colonnaship.com](mailto:visitrequest@colonnaship.com).
- Subcontractor/Temporary Worker parking for employees is in the "SOUTH YARD" Across the railroad tracks to the east of the facility. Entrance is beside the warehouse building. Parking is at your own risk. There is NO SECURITY in this lot. CSI is not responsible for damage/theft/paint overspray etc. to your vehicle.
- Subcontractor/Temporary Worker/Customers employees may only access their designated worksite.
- Personnel that do not comply with a Security Officers request may be denied access either temporarily or permanently.
- Bags/lockers/tool boxes/vehicles etc. are subject to search at any time.
- Vehicles will be allowed entry only to load/unload tools and equipment and must be removed immediately when loading/unloading is complete. Other arrangements must be approved by Security Captain. Material Gate Passes are required to remove articles from the facility.
- Intoxicant, illegal or illicit drugs (and anyone under the influence of such) and firearms are not allowed in the facility. Those found in possession of aforementioned items will be removed permanently from the facility.

# SAFETY

## **Subcontractor/Temporary Workers/Customer Employees and others working in an affected area:**

- Are responsible for the safety of those individuals working for them and any other personnel working in their vicinity.
- Employees must understand and follow the guidelines outlined here at a minimum.
- Work processes that could affect others in the vicinity must be approved and scheduled with the CSI Superintendent and individuals who could be affected must be warned of the hazards prior to commencement of work.
- Inspections of work areas must be conducted DAILY and more frequently when conditions warrant.
- All unsafe conditions must be corrected immediately.
- Discrepancies observed on the Daily Vessel Inspections must be immediately addressed.
- The rules/regulations set forth in CSI Safety Manual in conjunction with applicable OSHA regulations and specific contract requirements must be complied with while on a CSI jobsite.
- CSI Safety must be notified immediately of any unsafe condition.



# SAFETY

## Emergency Reporting Procedures

CSI Security (Yard ext. 2860/2000 or Yard Radio Channel 2) is the only party authorized to contact municipal Fire/Rescue/Paramedic services.

- **All** fires must be reported to CSI Superintendent and Safety immediately. When outside assistance is required, CSI Security must be notified.
- Subcontractors/customers must work in accordance with 29 CFR 1915.501 and either submit their Fire Protection plan for review and approval by CSI Safety or work in accordance with the CSI plan. A signed agreement is required prior to commencement of hotwork.
- All Injuries/Accidents/Incidents occurring while in the facility must be reported to CSI Safety immediately, regardless of severity. CSI Safety contact numbers: 757-545-2414 ext. 2660 or 757-469-1263 (cell)
- It is of the utmost importance that you give the **exact location** of the emergency.
- Subcontractors/customers must have first aid responder's and first aid materials as required by 29 CFR 1915.87.

# EVACUATION

- In the event of an evacuation in the Main Yard, all workers are to exit the facility and report to the “MUSTER AREA” adjacent to the Guard House at the Main Gate.
- In the West Yard, the “MUSTER AREA” is across from the Guard House.
- At Spotico Creek the Muster Area is by the warehouse building at the southwest corner of the facility.
- Subcontractors/customers are responsible to account for their personnel.

# HOTWORK

- Subcontractors must work in accordance with 29 CFR 1915.501 Fire Protection in Shipyard Employment
- Hotwork notices must be submitted to the CSI Ship Superintendent before 2:00 pm the day prior to hotwork.
- Hotwork scheduled for weekends/Mondays must be submitted to the CSI Ship Superintendent prior to 9:00 am on Friday morning.
- Hotwork must be performed in accordance with CSI's Fire Protection Plan (available from Safety):

OR

- Your plan must be submitted for review and approval by CSI Safety prior to commencement of hotwork:
- A signed agreement is required prior to commencement of hotwork.

# LEAD AND HEAVY METALS

- Subcontractors/customers will be required to submit to CSI Safety Department a Lead Work Safety Plan for review and approval when their activities will disturb lead and/or heavy metals contained in surface coatings or create dust/fumes that may contain heavy metals.
- Area's affected must be posted prior to the commencement of removal of any coating containing heavy metals i.e. no less than Cadmium, Chromium, Lead or Zinc.
- Any/All analytical, SDS or other information must be submitted to CSI Compliance Director or Safety Manager as soon as it becomes available.



# MOTORIZED EQUIPMENT

- Subcontractor personnel shall not operate CSI Forklifts.
- Subcontractor equipment must be maintained and operated in a safe manner. Operators must be trained and provide proof of training upon request
- Subcontractor personnel shall not operate CSI MEWPs unless specifically agreed to in writing. Operators must be trained and provide proof of training upon request. Subcontractor equipment must be maintained and operated in a safe manner.
- The maximum speed limit in the facility is 5 miles per hour.
- Operators/Drivers may not pass under a suspended load.
- Motorized equipment, if left unattended, must be left unlocked with the keys in the ignition.

# USE OF AIR, GAS AND WATER

- All hoses are to be maintained in good repair and run to prevent trip hazards.
- Drop tests are required for all hoses which carry compressed gases.
- CSI uses PROPYLENE GAS for fuel. Ensure your equipment is compatible.
- All compressed gas hoses must be disconnected at the end of the shift, or when not in use.
- All gas hoses in confined spaces shall be rolled back on all breaks, at lunchtime and at the end of shifts.
- Chicago couplings must be secured with a safety clip or piece of tie wire inserted through the holes in the flange.
- Fuel Gas and Oxygen bottles must be secured and separated by twenty (20) feet when in a stored condition.
- Facility compressed air is not permitted for breathing air.

# PAINTING/BLASTING

The facility is operated in accordance with 40 CFR Part 63 (NESHAPS/MACT) as applicable to Shipyards. All requirements must be strictly adhered to including but not limited to:

- Determination of compliance for each batch of coatings
- Containers must remain closed when not in use and remain free of damage, cracks, leaks etc.
- The use of thinners is prohibited except for the cleaning of equipment.
- Paint use must be documented daily and reports submitted to CSI Compliance Director by the 15th day of the following month.
- Reports must include a Certificate of Compliance for each batch used.
- Paint/Thinner spills are to be treated in the same manner as oil spills.
- Only a one-day supply of paint is to be stored in the work area.
- Storage lockers/boxes must be appropriately labeled and of the proper type for the material being stored.
- Shrouds/curtains/containment must be used to prevent any discharge to state waters or migration to adjacent property. Inspections must be turned in using the Inspection Notification form from QA a minimum of two hours prior to commencement of work.
- Personnel must wear the proper PPE when engaged in these activities.
- Proper signage must be displayed when operations are in progress to warn others of potential hazards.
- SDS must be readily available in case of emergency.
- Any fines/penalties levied from regulatory inspections of the work area will be the responsibility of the subcontractor.

# HAZARDOUS AND NON-HAZARDOUS WASTES

The facility has no “satellite” accumulation areas. All waste must be taken to the CSI hazardous waste processing area after approval of the Compliance Director and be properly labeled as to the contents, date, vessel and subcontractor name.

- SDS and/or laboratory analysis must be submitted for all waste streams.
- Information must be submitted to and approved by the CSI Compliance Director prior to delivery.
- Every effort must be taken to minimize the amount of waste generated.

# DISCHARGES TO WATER

- No discharges are permitted without the approval of the CSI Compliance Director.
- SDS and/or laboratory analysis must be submitted prior to and for all discharges.
- All applicable BMP's as stated in the facility VPDES Permit must be strictly adhered to.
- The discharge of any material containing Tributyltin (TBT) is PROHIBITED.
- Oil/chemical spills must be reported to the Compliance Director immediately.
- Any fines/penalties levied from regulatory inspections of the work area will be the responsibility of the subcontractor.