



**COLONNA'S
SHIPYARD, INC.**

COLONNA'S SUBCONTRACTOR ORIENTATION

Joe Beltan
Safety Manager



COLONNA'S SAFETY & HEALTH POLICY

Colonna's Shipyard Inc. strives to maintain a safe and healthy working environment. The prevention of Occupational Injuries and Illnesses for all employees, customers, subcontractors, and visitors are of utmost importance. Management is fully committed to all safety efforts in support of this mission. Every individual employee is part of the Safety Team.

The Management Team believes safety and continuous improvement are as important as production and that a safe working environment ultimately enhances production efforts. Subcontractors, visitors, and customers are strongly encouraged to join the team during their tenure in our facilities.

Management is responsible for providing a workplace that is safe yet productive. Management must also provide proper training for all employees and educate individuals on safe work practices using the guidelines, standards, and regulations set forth in Occupational Safety and Health Administration's Code of Federal Regulations, CFR 29 – Parts 1910 and 1915, as well as Virginia Ship Repair Association's (VSRA) Safety Guidelines.

Employees, subcontractors, customers, and visitors are responsible for working safely, following all safety rules and/or procedures, obeying signs, attending safety training, and reporting any unsafe acts or conditions to Management.

ACCIDENTS ARE PREVENTABLE WHEN EVERYONE IS AWARE AND WORKING TO CREATE AND MAINTAIN A SAFE WORKPLACE FOR THE PROTECTION OF LABOR, SUBCONTRACTORS, CUSTOMERS AND VISITORS.

SUBCONTRACTOR SAFETY at COLONNA'S SHIPYARD

- ▶ Colonna's Shipyard is dedicated to providing a safe working environment for our employees, customers, and subcontractors
 - ▶ We ALL are responsible for safety at Colonna's Shipyard
- ▶ We work hard to keep Colonna's Shipyard safe, and we expect our Subcontractor's to do the same
- ▶ **At Colonna's Shipyard SAFETY is everyone's job - all the time.**

SUBCONTRACTOR SAFETY REQUIREMENTS

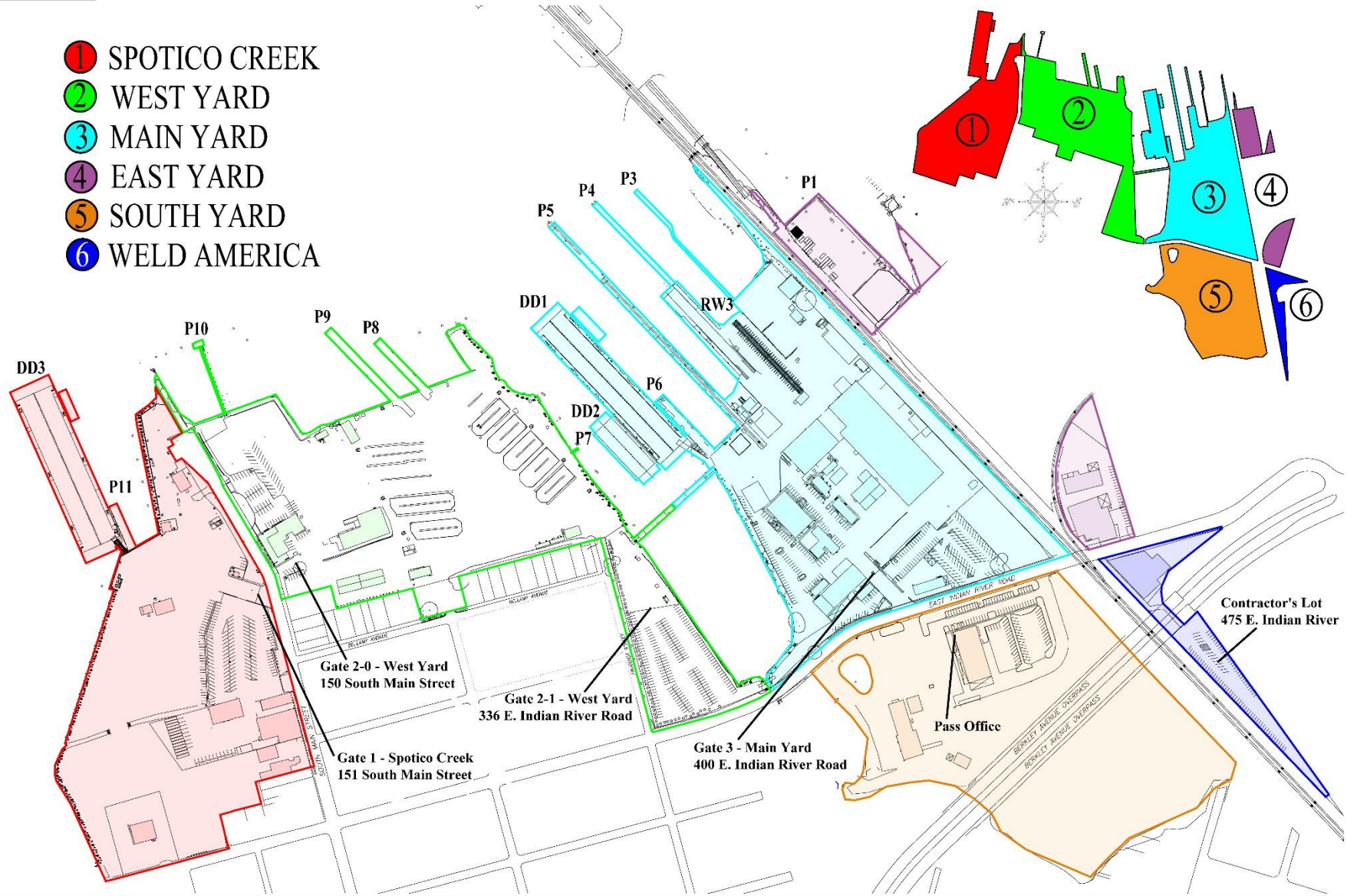
- ▶ All workers at Colonna's Shipyard, whether employed by Colonna's, our customers, or our Subcontractors are required to abide by any and all pertinent safety regulations
- ▶ Safety regulations consist of, but are not limited to:
 - ▶ The regulations set forth in this document and Colonna's Safety Manual
 - ▶ All applicable regulations as prescribed by OSHA
 - ▶ Any requirements of the owner of the vessel on which the work is to take place
 - ▶ Any requirements of the Subcontractor's Purchase Order, or flow downs therein
- ▶ It is the responsibility of the Subcontractor to ensure they are aware of all safety requirements related to the work they are performing
 - ▶ Colonna's Safety Department is available as a resource if safety regulations are in question
 - ▶ We expect each Subcontractor to regulate and monitor their employees and their work

COLONNA'S SHIPYARD SAFETY MANUAL

- ▶ As a at Colonna's Shipyard, you are subject to the requirements of Colonna's Shipyard Incorporated's Safety Manual
 - ▶ A copy of CSI's Safety Manual can be found on our website
 - ▶ And can be made available upon request
 - ▶ Where applicable, this document will reference specific chapters of the Safety Manual
 - ▶ This document provides a cursory overview of Colonna's Safety regulations
 - ▶ Specific requirements, instruction, and policy are governed by CSI's Safety Manual

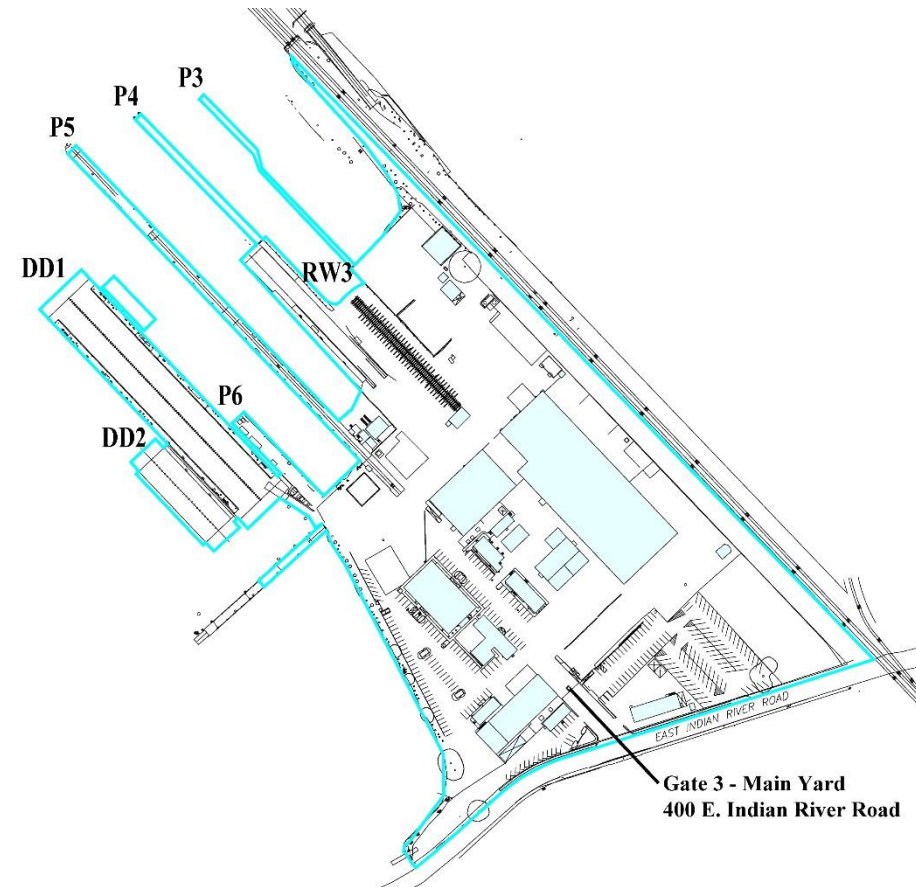
COLONNA'S SHIPYARD INC NORFOLK FACILITY

- ① SPOTICO CREEK
- ② WEST YARD
- ③ MAIN YARD
- ④ EAST YARD
- ⑤ SOUTH YARD
- ⑥ WELD AMERICA



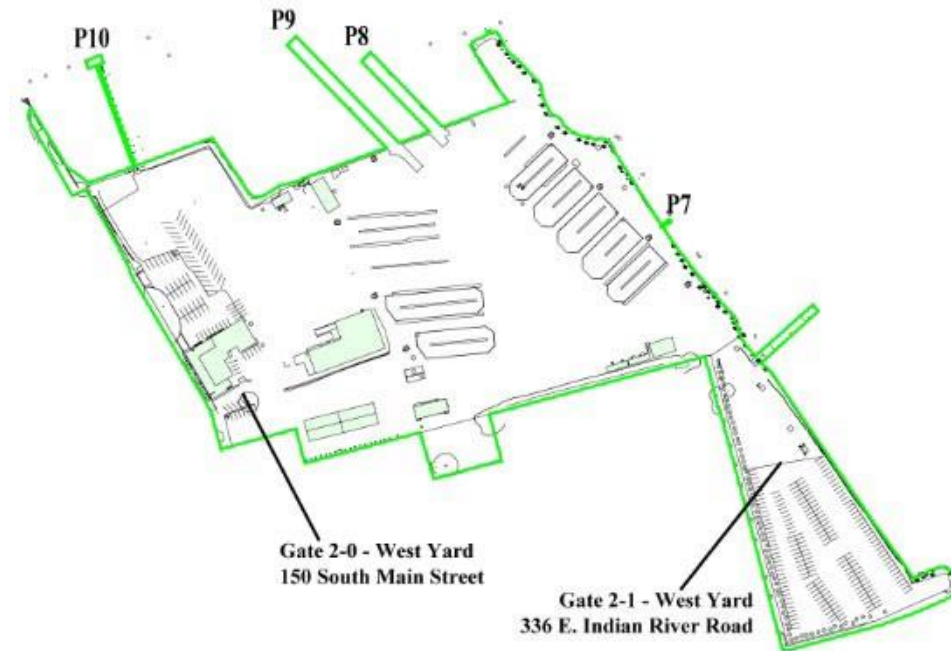
COLONNA'S SHIPYARD – MAIN YARD

- ▶ Address
 - ▶ 400 East Indian River Road
Norfolk, VA 23523
- ▶ Corporate Offices
 - ▶ Colonna's Shipyard, Inc.
 - ▶ Steel America
- ▶ Piers 3 – 6
- ▶ Drydocks #1 & #2
- ▶ Railway 3



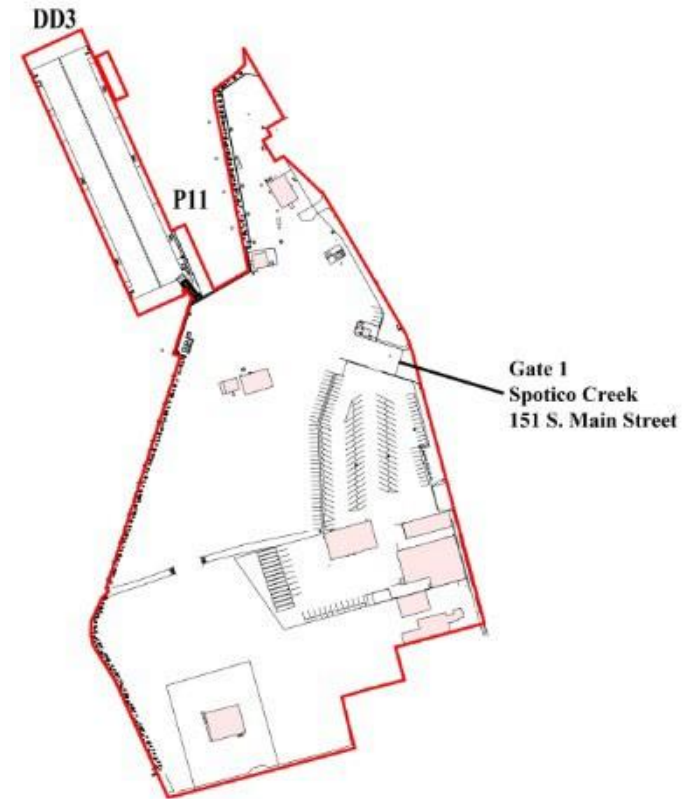
COLONNA'S SHIPYARD – WEST YARD

- ▶ Address
 - ▶ 150 South Main Street
Norfolk, VA 23523
 - ▶ 336 East Indian River Road
Norfolk, VA 23523
- ▶ Piers 7 – 10
- ▶ Marine Travelift
- ▶ Grey Beams 0 – 12
- ▶ Colonna's Departments
 - ▶ Safety
 - ▶ Quality Assurance



COLONNA'S SHIPYARD – SPOTICO CREEK

- ▶ Address
 - ▶ 151 South Main Street
Norfolk, VA 23523
- ▶ Pier 11
- ▶ Drydock #3
- ▶ Spotico Receiving



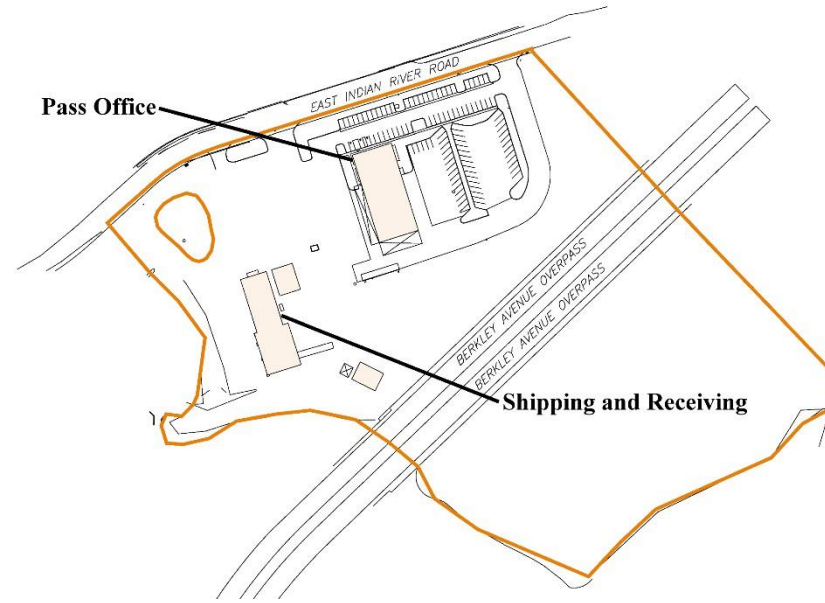
COLONNA'S SHIPYARD – SOUTH YARD

▶ Address

- ▶ 401 East Indian River Road
Norfolk, VA 23523

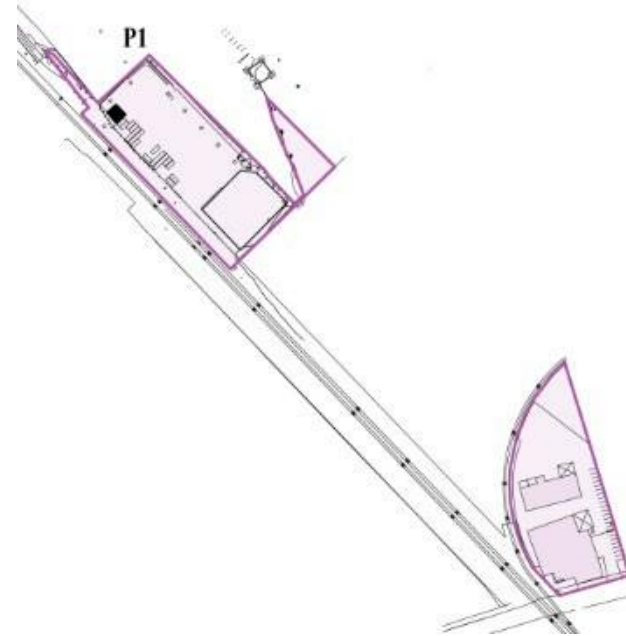
▶ Colonna's Departments

- ▶ Pass and ID
- ▶ Shipping and Receiving
- ▶ Human Resources
- ▶ Maintenance



COLONNA'S SHIPYARD – EAST YARD

- ▶ Address
 - ▶ 500 East Indian River Road
Norfolk, VA 23523
- ▶ Steel America
 - ▶ In-Place Machining Division
- ▶ Customer Offices
- ▶ Pier 1
 - ▶ Access through Main Yard



COLONNA'S SHIPYARD – WELD AMERICA

- ▶ Address
 - ▶ 475 East Indian River Road
Norfolk, VA 23523
- ▶ Corporate Office
 - ▶ Weld America
- ▶ Contractor's Parking Lot
 - ▶ Behind 501 Building
 - ▶ Access next to railroad tracks



SHIPYARD ACCESS

- ▶ Shipyard access requests must be submitted and processed prior to entry
 - ▶ Access form found on Colonna's website
 - ▶ www.colonnaship.com/subcontractors/shipyard-access/
 - ▶ Submit completed access form to visitrequest@colonnaship.com
- ▶ Prior to access, each company must have a signed Access and Indemnity form on file
 - ▶ Forms are available at Colonna's Main Gate
- ▶ Individual vessels may require additional access request forms

Off-Site Installations/ Vessel Access

- ▶ US Naval Installations
 - ▶ US Naval installations require a DBIDS (Defense Biometric Identification System) badge for entry
 - ▶ DBIDS badging requires sponsorship
 - ▶ Badging can take upwards of 45 days to process
 - ▶ For further information contact visitrequest@colonnaship.com
 - ▶ US Navy vessels require a Ship Visit Request (SHVR) form
 - ▶ SHVR's should be submitted to visitrequest@colonnaship.com, where they will be forwarded as appropriate
 - ▶ SHVR's can take up to 1 week to process
- ▶ Work may take place at other military installations, or other shipyards
 - ▶ Purchase Order will indicate location
 - ▶ Each location may have specific access requirements
 - ▶ Contact Colonna's Subcontracting Department with any additional questions

VEHICLE POLICY

- ▶ Subcontractor employees may only access their designated worksite
 - ▶ Vehicles will be allowed entry only to load/unload tools and equipment
 - ▶ Must be removed immediately when loading/unloading is complete
 - ▶ Other arrangements must be approved by the Security Manager
 - ▶ Material Gate Passes are required to remove articles from the facility

- ▶ Parking
 - ▶ Subcontractor parking is at 475 E. Indian River Road
 - ▶ Across railroad tracks, East of the Main Yard facility
 - ▶ Entrance is beside 510 Warehouse
 - ▶ Parking is at your own risk
 - ▶ There is no security in this lot
 - ▶ CSI is not responsible for damage or theft to your vehicle

SEARCH POLICY

- ▶ Bags/lockers/tool boxes/vehicles, etc. are subject to search at any time
- ▶ 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
- ▶ Personnel that do not comply with a Security Officer's request may be denied access either temporarily or permanently

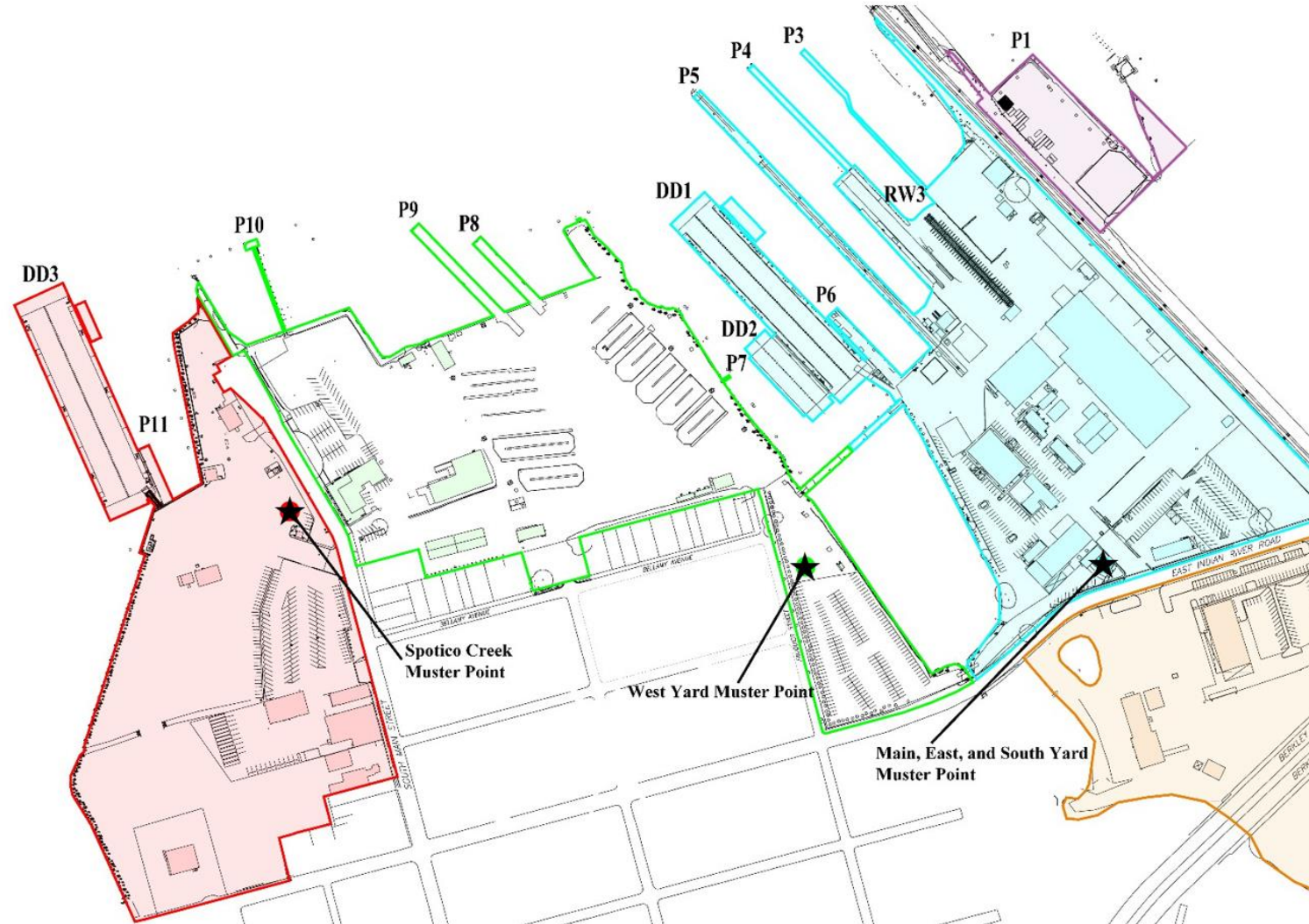
IN CASE OF EMERGENCY

- ▶ Contact Colonna's Security
 - ▶ It is of the utmost importance that you give the exact location of the emergency when contacting Colonna's Security
 - ▶ Contact Methods
 - ▶ 757-545-2414 Extension 2000 or 2860
 - ▶ At any gate
 - ▶ Colonna's Security is the only party authorized to contact municipal Fire/Rescue/Paramedic services.
- ▶ All Injuries/Accidents/Incidents occurring while in the facility must be reported to CSI Security immediately, regardless of severity
 - ▶ Colonna's Main Security Guard Shack – (757-545-2414 ext: 2000/ 2860)
- ▶ Subcontractors must have first aid responder's and first aid materials as required by OSHA 29 CFR 1915.87

EVACUATION

- ▶ In the event of an emergency that requires evacuation, muster at the following locations
 - ▶ Main Yard, East Yard and South Yard – Adjacent to the Guard House at the Main Gate
 - ▶ West Yard – Adjacent to the West Yard Guard House by the Main Yard/West Yard pedestrian bridge
 - ▶ Spotico Creek – North of the Spotico Creek Guard House
- ▶ Subcontractors are responsible to account for their personnel in the event of evacuation

COLONNA'S SHIPYARD – MUSTER POINTS



PERSONAL PROTECTIVE EQUIPMENT (PPE)

- ▶ Mandatory PPE for all production areas
 - ▶ Eye Protection
 - ▶ Must meet ANSI Z-87.1 standards
 - ▶ Hardhat
 - ▶ Must meet ANSI Z-89.1 standards
 - ▶ Protective Footwear
 - ▶ Must meet ASTM F2413 standards
- ▶ Mandatory PPE must be always worn in ALL production areas

[Chapter 36 - Personal Protective Equipment](#)

PERSONAL PROTECTIVE EQUIPMENT (PPE)

- ▶ Conditional PPE must be worn when required, based on working conditions
 - ▶ Hearing Protection
 - ▶ Required if working under the following conditions
 - ▶ 85 dBa for 8 hours
 - ▶ 115 dBa or above for 15 minutes
 - ▶ Personal Fall Arrest System
 - ▶ Within 5 feet of an unguarded edge with a 5 foot or greater drop
 - ▶ While in an aerial lift or crane basket
 - ▶ While on scaffolding that has been “**Yellow** Tagged” and stated on tag as a requirement. Make sure you read the scaffolding tag.
 - ▶ While working from suspended scaffolding
 - ▶ Personal Floatation Device
 - ▶ Within 5 feet of an unguarded drop to water
 - ▶ Respirator
 - ▶ When required based on working conditions

[Chapter 22 – Respiratory Protection Program](#) [Chapter 36 - Personal Protective Equipment](#)

[Chapter 41 – Fall Protection, Ladder and Scaffold Safety](#)

PERSONAL FALL ARREST SYSTEM

- ▶ Components
 - ▶ Full Body Harness
 - ▶ Connecting Device
 - ▶ Shock Absorbing Lanyard
- ▶ Anchor Point
 - ▶ Must support 5,000 pounds per attached harness
- ▶ Discontinue use for any of the following
 - ▶ Frayed or broken harness straps
 - ▶ Dry rot or chemical damage
 - ▶ D-ring bent or not securely attached
 - ▶ Tears, missing stitches or damaged hardware



SCAFFOLDING

- ▶ All scaffolding must be inspected and tagged daily
 - ▶ Inspections must be accomplished by a Certified Scaffolding Competent Person before each shift
- ▶ Scaffolding Tags
 - ▶ **Red Tag** – Not Safe for Workers
 - ▶ **Yellow Tag** – Restrictions may apply – Read the tag!
 - ▶ **Green Tag** – No Restrictions
 - ▶ If a scaffold is not tagged, it must be treated as **Red Tagged** and deemed not safe for Workers.
- ▶ Scaffolding Requirements
 - ▶ For a Green Tag, all scaffolding requires:
 - ▶ Complete and continuous deck boards
 - ▶ Complete hand rails
 - ▶ Toe boards, wired to the scaffolding structure

DECK OPENINGS

- ▶ Deck openings must be guarded at a height of 36" – 42"
- ▶ Guards must be sturdy enough to use as a grab point when entering or exiting a space
- ▶ If a guard cannot be used, warnings must be placed around the deck opening
- ▶ Do not
 - ▶ Place covers askew over open manholes
 - ▶ Cover manhole openings with materials that will not support the weight of a person

Unguarded



Guarded



CONFINED SPACE ENTRY

- ▶ Confined Space
 - ▶ A compartment of small size and limited access, which, by its small size and confined nature can readily create or aggravate a hazardous exposure
- ▶ Prior to entry, a qualified Competent Person must certify the confined space as Safe for Workers
 - ▶ Subcontractors must provide their own CP services, unless a signed Colonna's Shipyard Competent Person Release is on file
- ▶ Status of the Confined Space must be posted on Shipyard Competent Person (SCP) Log of Inspections at the entrance of the Confined Space
 - ▶ Location, time, date of inspected spaces, operations performed, test results and any instructions must be posted on the SCP Log
- ▶ The SCP Log must be updated at a minimum of every 24 hours, or any time the conditions in the space change

HOTWORK

- ▶ A Marine Chemist Certificate and Hotwork Notice is required prior to commencing Hot Work on a vessel
 - ▶ Hotwork – Any activity involving riveting, welding, burning, or similar fire- producing operations including grinding, drilling, abrasive blasting or similar spark- producing operations
- ▶ Marine Chemist Certificate
 - ▶ Will be posted at the vessel gangway
 - ▶ Must indicate the space is “Safe for Hotwork” prior to commencing Hotwork
- ▶ Hotwork Notice
 - ▶ Form designed to indicate who, type of, location and individuals assigned to inspect and perform Hotwork and Fire Watch duties
 - ▶ Must be posted daily prior to commencement of Hotwork activities

[Chapter 23 – Hot Work Safety Program](#)

[Chapter 39 – Hot Work Notice](#)

FIRE WATCHES

- ▶ Fire Watches must be posted when any of the following conditions exist
 - ▶ Slag, sparks or weld splatter may pass through an opening or to another deck and cause a fire
 - ▶ Fire resistant curtains are not used to prevent ignition of combustibles
 - ▶ Flammable and Combustible material cannot be removed or shielded within 35 feet of the hotwork in any direction
 - ▶ Hotwork is performed on or near insulation or panels that can not be removed
 - ▶ Adjacent spaces may be affected by sparks, fire or heat transfer
 - ▶ Radiant Heat may affect pipelines, bulkheads, decks or combustible coatings
 - ▶ The work is close to pipelines or cables which are combustible
 - ▶ A Marine Chemist or CSI Shipyard Competent Person requires a firewatch be posted

[Chapter 33 – Fire Protection Plan](#)

FIRE WATCHES

- ▶ Training
 - ▶ Fire watches must be properly trained and qualified IAW OSHA 1915.508 and NAVSEA Standard Item 009-07
- ▶ Responsibilities
 - ▶ its during hotwork
 - ▶ Inspect the area for combustibles, flammables and protect or remove prior to hotwork commencing
 - ▶ Have the appropriate fire extinguishing equipment on hand for specific fire hazard and know how and when to use it
 - ▶ Develop a communication system with the hot worker to alert them to hazards during hotwork
 - ▶ Wear the appropriate PPE
 - ▶ Review the Marine Chemists Log and/or Competent Persons Log and its location and ensure the space is safe for entry and hotwork before hotwork begins
 - ▶ Alert others in the area when hotwork is to begin
 - ▶ Watch for changes in the area i.e., leaks, other personnel, work in adjacent spaces etc.
 - ▶ Notify personnel in the area of a fire that has gone beyond the incipient stage
 - ▶ Continually look for other workers and equipment that may begin to work in the 35 feet work zone
 - ▶ **Remain in the area for 30 minutes after hotwork has stopped or the Supervisor determines no further hazard exists for Commercial and NAVSEA Contract.**
 - ▶ **Remain in the area for 60 minutes after hotwork has stopped or the Supervisor determines no further hazard exists per MSC Contract.**

Electrical Equipment

- ▶ Power Cords
 - ▶ Must be in good working condition
 - ▶ No cuts, breaks, or damaged sheathing
 - ▶ Must have grounding plugs
 - ▶ May not be “daisy-chained” together
 - ▶ Must be deployed in an orderly fashion to prevent a trip hazard
- ▶ Temporary Lighting
 - ▶ Must have guards or a cage around the bulb
 - ▶ Where applicable, explosion proof bulbs must be used
- ▶ Electrical Power Tools
 - ▶ The removal, disabling or removal of tool guards is prohibited

[Chapter 11 – Electrical Safety](#)

[Chapter 15 – Machine Guarding](#)

LOTO – LOCK-OUT/TAG-OUT PLUS PROGRAM

- ▶ Specific machinery, equipment or systems capable of being energized are required to be “Locked Out” or “Tagged Out” prior to commencing work
- ▶ All Lock-Out / Tag-Out services are requested and coordinated through Colonna’s Lock-Out Tag-Out Coordinator (LOTOCOR)
 - ▶ Corey Jordan – (757-933-5578)
- ▶ Once de-energized, the LTOCOR, a Colonna’s Authorized Person will apply an isolation device, lock, and/or tag to the system to prevent energization
 - ▶ Refer to Colonna’s Lockout/Tagout Instruction to determine personnel authorized to apply locks and tags
- ▶ Locks and tags may only be disabled or removed by the owner of the lock/tag
 - ▶ Colonna’s LTOCOR, a Colonna’s Authorized Person
 - ▶ Energy shall not be re-applied to a system until all locks/tags have been removed

[Chapter 14 – Lockout/Tagout Instruction](#)

HAZARDOUS MATERIAL (HAZMAT)

- ▶ Samples of material shall be tested in areas where HAZMAT is suspected
 - ▶ Results of HAZMAT testing shall be submitted to Colonna's Safety Department via email to safetydepartment@colonnaship.com
 - ▶ If HAZMAT is confirmed, proper abatement procedures shall be followed prior to any follow on work
 - ▶ Appropriate containment and signage shall be utilized in areas where abatement is taking place
- ▶ Lead and Heavy Metals
 - ▶ A Colonna's approved Lead Work Safety Plan is required prior to commencing any work that will disturb materials containing lead or heavy metals
- ▶ Asbestos Containing Materials (ACM)
 - ▶ Only Certified Asbestos Inspectors or Consultants, AHERA Certified Asbestos Inspectors, and OSHA "Qualified" Persons are considered qualified inspectors
 - ▶ Only "Qualified" persons may collect bulk samples for asbestos analysis
 - ▶ Bulk samples of materials shall be analyzed by a qualified laboratory

[Chapter 31 – Hazardous Waste Management Program](#)

[Chapter 47 – Heavy Metals Procedure](#)

Abrasive & Water Blasting

▶ PPE

- ▶ Proper PPE must be worn at all times when performing blasting operations
 - ▶ Protective garments and hood
 - ▶ Respirators or positive pressure air helmets
 - ▶ Hearing Protection

▶ Equipment

- ▶ All equipment must be inspected for wear and damage prior to use
- ▶ Blast equipment must be equipped with “dead man switches” at the blast nozzle or blast gun
 - ▶ Safety features, to include dead man switches, must not be disabled
 - ▶ The use of hand made “ball and chain” devices is STRICTLY PROHIBITED

[Chapter 44 – Painters Safe Work Practices](#)

Abrasive & Water Blasting

- ▶ Personnel
 - ▶ Blasting operations shall be supported by at least two personnel, the blaster and the blast equipment operator
- ▶ Containment
 - ▶ Blast media shall be contained to prevent fugitive emissions into the surrounding area or watershed
- ▶ Process Water
 - ▶ Water quantities utilized to pressure wash or UHP waterblast vessels on Colonna's drydocks and marine railway shall be recorded, by vessel, and reported to Colonna's Environmental Compliance on a monthly basis

[Chapter 44 – Painters Safe Work Practices](#)

Painting Operations

- ▶ PPE
 - ▶ Proper PPE must be worn at all times when performing painting operations
 - ▶ Goggles with tear-away strips
 - ▶ Respirator
- ▶ Containment
 - ▶ Painting media shall be contained to prevent overspray of adjoining vessels and potential contamination of the watershed
- ▶ Paint Usage
 - ▶ Quantities of paint and thinner used on each vessel shall be recorded and reported to Colonna's Environmental Compliance on a monthly basis

[Chapter 44 – Painters Safe Work Practices](#)

GAS CYLINDERS & HOSES

- ▶ Cylinder Movement
 - ▶ Valve protection caps must be in place prior to moving gas cylinders
 - ▶ A cradle, sling board, or pallet shall be used when transporting cylinders
- ▶ Gas Hoses
 - ▶ Gas hoses must be inspected and a 2 minute “Drop Test” shall be successfully accomplished prior to use
- ▶ Air Hoses
 - ▶ Air hoses with Chicago type fittings will have safety pins or wires to prevent accidental disconnection
- ▶ Blast Hoses
 - ▶ Properly fit blast hose safety cables are required at all blast hoses segment connections

[Chapter 35 – Cylinders and Compressed Gases](#)

[Chapter 40 – Compressed Gas Hoses](#)

MOTORIZED EQUIPMENT/ AERIAL LIFTS

- ▶ The maximum speed limit for ALL motorized equipment on shipyard property is 5 miles per hour
- ▶ All vehicle safety equipment (horn, lights, brakes, etc.) must be in proper working condition
- ▶ A spotter must be used when backing or operating in a congested area
- ▶ All operators must be trained and certified for the equipment being used
 - ▶ Forklift / Zoom Boom
 - ▶ Aerial Lift
 - ▶ Golf Cart / Utility Vehicle
- ▶ Proper PPE must be utilized at all times
 - ▶ Seatbelts, if available
 - ▶ A Personal Fall Arrest System must be worn and properly secured whenever in an aerial lift basket or crane basket, regardless of height from the ground

[Chapter 16 – Motor Vehicle Operations](#)

[Chapter 18 – Industrial Trucks](#)

[Chapter 45 – Mobile Elevating Work Platforms](#)

Cranes & Lifting Equipment

▶ Cranes

- ▶ All cranes utilized in support of CSI Inc. must be properly certified and weight tested for their scheduled lifts
- ▶ Crane operators must be properly trained and certified for the specific equipment they are operating
- ▶ Critical Lift Plans must be submitted by the crane company prior to commencing the lifting operation

▶ Slings and Chain Falls

- ▶ All slings and chain falls must be rated above the tension load for the item to be lifted
 - ▶ Rigging geometry can greatly affect the tension load vs. the object weight
- ▶ Cut, worn, or damaged lifting equipment shall not be used, and shall be taken out of service

[Chapter 42 – Mechanical Pull Lifts, Rigging, and Slings](#) [Chapter 46 – Cranes and Man Baskets](#)

SUMMARY

- ▶ As Customer, you are required to abide by the standards set forth in Colonna's Shipyard's Occupational Safety and Health Manual
- ▶ We believe in the principles of the manual, and we are dedicated to sustaining a culture of safety at Colonna's Shipyard
- ▶ You, as our partners, are an integral part of the safety program
- ▶ We care about our partners, and we are dedicated to providing a safe work environment for you and your workers