

L-3 Communications - Narda East
Narda Policy Statement No: 802
Original Issue Date: 06-01-96
Revision Date: 10/17/2011

Subject: CONTRACTOR SAFETY MANUAL

This Contractor Safety Manual contains the following sections:

- 1.0 INTRODUCTION**
 - 2.0 NARDA CONTACT PERSONNEL**
 - 3.0 CONTRACTOR GENERAL RESPONSIBILITIES**
 - 4.0 CONTRACTOR HAZARD COMMUNICATION PROGRAM**
 - 5.0 GENERAL CONTRACTOR WORK RULES**
 - 6.0 ATTACHMENTS**
-

1.0 INTRODUCTION

It is the policy of L-3 Communications - Narda East (Narda) to meet or exceed all applicable environment, safety and health regulatory requirements and to conduct its operations in a manner that provides and maintains a safe and healthy working environment for all of our employees and visitors.

The purpose of this Manual is to establish practices and procedures which insure that non-employee contract service personnel performing work at Narda comply with all applicable environment, health, and safety regulations and perform their work in a manner which insures their own safety, and that of Narda employees.

Compliance with this Contractor Safety Manual is a contractual requirement for all Contractors and/or their sub-contracted personnel performing work at Narda and will be rigidly enforced. Narda reserves the right to terminate any work being performed by Contractors which is not in compliance with either;

- 1) applicable environmental, health and safety regulations, or
- 2) this Contractor Safety Manual.

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2.0 NARDA CONTACT PERSONNEL

Any questions regarding this manual or any of its provisions may be addressed to:

Anne Thomas	Facilities/EHS Manager	x300
Jeannie Byrne	EHS/Facilities Administrator	x283

3.0 CONTRACTOR GENERAL RESPONSIBILITIES

3.1 REGULATORY COMPLIANCE

Contractors and/or their sub-contracted personnel are required to comply with all Federal, State, and local environmental, health, and safety regulations while performing work at Narda. Cognizance of these regulations as they apply to the work being performed is the responsibility of the Contractor. Narda reserves the right to terminate any work by contract personnel which is in violation of any OSHA or environmental regulation.

3.2 NARDA CONTRACTOR SAFETY MANUAL

The Contractor is responsible for reviewing this Manual prior to submitting bids or proposals for the performance of on-site work. Copies of the Manual must be distributed to all Contractor employees and/or sub-contracted employees who will perform work at the Narda facility. Conformance with all provisions of the Manual is contractually agreed to through terms and conditions of Narda Purchase Orders. Where this Manual may be in conflict with Federal, State, or local regulations, the respective regulation will take precedence.

3.3 SECURITY

All contract service personnel must log in daily at the Narda Reception area at the main entrance to the facility. No contract may by-pass the log in regardless of the nature or frequency of the work being performed.

3.4 SUPERVISION

Contract service personnel are under the direct supervision and control of the Contractor. Contractor is responsible for overseeing all work performed on site and enforcing all provisions of this Manual. Contractors are responsible for all OSHA injury and illness reporting requirements for their employees. In addition, any injury or illness to contract service personnel associated with work performed at Narda must be reported to Narda within 24 hours. Contact the EHS Department at (631) 231-1700 ext. 283.

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3.5 TRAINING

The Contractor is responsible for providing all applicable OSHA required training for their employees and/or sub-contract personnel. **Certification of training must be supplied to Narda for each person prior to the start of work.** This may be provided by faxing the simple checklist found in Appendix A to the EHS Department at (631) 231-1290. Insufficiently trained contract service personnel will not be allowed to perform work at Narda. Contractor must also certify that each employee is familiar with all of the requirements of this manual and is generally competent to perform the required work.

3.6 JOB BRIEFING INTERVIEW

No Contractor will perform work on site without attending a short job briefing interview with EHS or their designee. The interview will take approximately 5 minutes and will be documented in the form of a checklist to be signed by all parties. (See Appendix B). This interview will establish the following:

1. Brief statement of work to be performed
2. Name of the contract employee(s) performing the work
3. Assessment of potential hazards to Narda employees and/or the environment
4. Assessment of potential hazards to contract service personnel
5. Specific methods of hazard control and abatement including review of Narda work rules
6. Communication requirements to effected Narda employees
7. Review of emergency response procedures

3.7 PERMITS

The Contractor is responsible for obtaining all environmental or safety related permits associated with the work to be performed. All permit applications must be coordinated through and approved by the EHS Department.

3.8 CHEMICALS AND HAZARDOUS MATERIALS

Narda has a strict management policy on the use and disposal of chemical materials at our facility. We maintain a detailed inventory of all chemicals in use so that potential hazards can be assessed and safe operating procedures developed and enforced. This is necessary to protect the health and safety of our employees and to insure compliance with strict environmental regulations. Contractors may not bring chemical materials into Narda without:

- 1) Supplying an MSDS for the materials(s) to the EHS Department in advance of the job
- 2) Indicating which OSHA approved container labeling system will be used

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3) Obtaining written approval for use of the material at Narda - East

The following are some limited examples of hazardous chemical materials for which Contractors require approval:

Paints / Thinners	Caustics	Refrigerants
Degreasers	Varnish	Cleaners
Compressed gases	Epoxy resins	Adhesives
Strippers	Hardeners	Disinfectants
Acids	Solvents	Insecticides

3.9 HAZARDOUS WASTES

Disposal of non-hazardous trash and debris generated by on-site Contractor activities is the daily responsibility of the Contractor. Any un-used portion of a hazardous raw material removed from the site by Contractors at the end of a job is expressly for re-use and not for disposal. All hazardous materials generated by Contractors which are intended for disposal (including residuals of those materials listed above and or contaminated materials, piping, or debris) will be managed and properly disposed of solely by Narda. Specific details and instructions to the Contractor for the handling of hazardous waste materials will be determined during the job briefing interview. Contractors are strictly prohibited from improperly disposing of hazardous wastes at Narda. Additionally, no liquid may be disposed of into municipal drains at any time without the permission of the EHS Department.

3.10 EMERGENCY RESPONSE

Contractors must sign in with the receptionist at the front desk each day they are working onsite. If they will be working on the roof, they must inform the receptionist of that fact during sign-in.

Contract service personnel are required to report any medical emergency, chemical spill, or un-safe condition immediately. Dial 0, state the nature and location of the emergency and ask the operator to page one of the following Narda employees:

Anne Thomas	Facilities/EHS Manager	x300
Jeannie Byrne	EHS/Facilities Administrator	x283

In the event of a fire alarm all contract service personnel are required to stop work and evacuate the building immediately. A facility floor plan and routes of evacuation can be found posted throughout the facility. It is the responsibility of the contractor personnel to review these posters and note the nearest exit to their work areas while on-site. Once evacuated the building, the contractor personnel must go to the Parking Lot (Narda

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employee' accumulation point) and meet with the hired Department.

4.0 CONTRACTOR HAZARD COMMUNICATON PROGRAM

According to OSHA regulations, all contract service personnel have the RIGHT TO KNOW about the potential dangers of chemicals you may be exposed to in the performance of your work at Narda. Narda stores and uses small quantities of chemicals throughout the facility. These chemicals may be flammable, corrosive, reactive, or toxic. These chemicals require specific safe handling procedures to insure that you do not expose yourself or Narda employees to unnecessary health risks. Narda's Hazard Communication Program is designed to provide you with this information. Copies of the written program are available for your review at any time.

4.1 RECOGNITION OF HAZARDS

Chemical hazard information is made available to Contractors through: POSTED WARNINGS; MANUFACTURER'S CONTAINER LABELING; MATERIAL SAFETY DATA SHEETS; NFPA DIAMOND CODE LABELS; and DEPARTMENT-SPECIFIC HAZ COM TRAINING DOCUMENTS. Details on specific chemical hazards the Contractor may be exposed to will be discussed and documented during the job briefing interview. The EHS Department maintains additional reference materials on the hazards of chemical substances which will be made available to Contractors upon request. Contact Jeannie Byrne at x283 for further information.

4.2 BASIC HAZARD CLASSES OF CHEMICALS AT NARDA

FLAMMABLE- A material which can generate a sufficient amount of combustible vapors to be ignited and burn when exposed to an electric spark, flame or other heat source. Flammable materials include many of the solvents which we work with such as Isopropyl Alcohol, Acetone, Toluene, and Methyl Ethyl Ketone. Certain compressed gases such as Acetylene, Propane, and Oxygen are also flammable. Grounding straps are required for storage and transfer of flammable liquids in metal containers. Hot work is not permitted in proximity to flammable materials.

CORROSIVE- A material which is either highly alkaline or acidic in pH and can cause serious damage to human tissue if you become directly exposed. Corrosives include many of the acids used in our Substrate Processing Areas and certain alkaline cleaning products used throughout the building. Never allow direct contact of these materials with your skin or eyes. Wear proper PPE at all times when handling these materials .

REACTIVE- A material which is prone to release energy and undergo change. All chemicals should be considered to be potentially reactive when mixed with other chemicals. Improper mixing of the wrong chemicals can cause the generation of heat,

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pressure, or toxic gas releases. This must be avoided at all costs. Never mix or dispose of chemicals by other than the approved methods. Always double check labels before

mixing chemicals of any kind. When in doubt, contact the EHS Department for additional information.

TOXIC- Virtually all chemicals are toxic to some extent. Toxicity depends on many factors including concentration, duration of exposure, routes of exposure, as well as personal consideration such as a body weight, allergies, use of medications etc. Relative toxicities of chemicals as well as proper protection equipment and techniques can be found in Material Safety Data Sheets.

4.3 MATERIAL SAFETY DATA SHEETS

Material Safety Data Sheets (MSDS's) can be found in the YELLOW MSDS BINDERS mounted in each Department. An MSDS contains all of the information you need to know about the properties and potential hazards of chemicals. Pertinent MSDS's will be reviewed and discussed with you as part of the job briefing interview. If you need further help understanding the information listed in an MSDS don't hesitate to contact Jeannie Byrne at x283.

* Contractor are responsible for REVIEWING AND UNDERSTANDING the MSDS for each chemical you will be working with/near during the course of the job.

4.4 CHEMICAL LABELING

By law, chemical manufacturers must label containers with the CHEMICAL CONTENT AND ASSOCIATED HAZARDS of any chemical they sell. If you transfer a chemical into any secondary containers you must also transfer the label information to the new containers as well. This can be accomplished with the NFPA DIAMOND CODE SYSTEM. This will be described to you in detail as part of the job briefing interview. PROPER HAZARD CODES for each material are found in the MSDS BINDERS. TARGET ORGAN WARNINGS, if any, found on the original manufacturer's labels must also be transferred to any new labels you may generate.

- ❖ Contractors are responsible for MAINTAINING PROPER LABELS on all chemical containers.
- ❖ The PROPER MATERIAL NAME as it appears on the MSDS must be on the label.
- ❖ The TYPE AND DEGREE OF HAZARD(S) of the material must be on the label.
- ❖ Any TARGET ORGAN WARNING appearing on the Manufacturer's Container Label must be on the label.

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4.5 DEPARTMENT-SPECIFIC HAZARD COMMUNICATION PACKAGES

Each Department where a significant amount of chemical are used has a DEPARTMENT-SPECIFIC HAZARD COMMUNICATION TRAINING PACKAGE. This training package describes specific chemicals used in the respective area and the methods used to control any associated hazards. The Department-Specific Training Packages are located in the YELLOW MSDS BINDERS located in the following areas of the building.

Substrate Processing	Active Assembly
Passive Assembly	Mechanical Switches
Paint Shop	Instruments
Engineering Laboratory	Satellite Test/Assembly

* Contractors who will work in these areas must READ AND SIGN THE CERTIFICATION STATEMENT found within these packages PRIOR to performing work.

5.0 GENERAL CONTACTOR WORK RULES

5.1 Personal Practices

The possession of alcohol, illegal drugs, or weapons on Narda Property is strictly prohibited. Food and drink must be confined to the cafeteria. Horseplay and similar unsafe behavior will not be tolerated.

5.2 Interference with Operations

Contractors may not un-necessarily interfere with Narda employees or operations while on-site. Where interference is un-avoidable due to the nature of the work being performed, the Contractor will coordinate these activities in advance with the Facility Manager.

5.3 Signs and Warning

Contractors are required to observe and follow all posted hazard warnings and notices located through-out the facility.

5.4 Control of Utilities and Processes

Contract personnel shall not, under any circumstances, operate any switch or valve used to control building services, or equipment, or remove any lockout device or tag without

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authorization from the Facility Manager. Contract personnel shall not tamper with or operate any fire protection system or sprinkler controls unless authorized by the Facility Manager. Whenever possible, all protection systems will be restored to service at the end of each day.

5.5 General Housekeeping, Aisles and Walking Surfaces

All aisle ways, walking surfaces, and exits must be kept free and clear of equipment, tools, and materials. Emergency equipment such as fire extinguishers, eyewashes, and safety showers shall not be blocked. Air hoses and extension cords must be arranged to minimize tripping hazards. Oil drippings and liquid spills must be contained immediately and cleaned up without delay. Non-hazardous debris and other scrap materials generated on the job will be cleaned up daily and placed in debris boxes or other suitable containers for disposal. When necessary, the job site should be roped off to exclude unauthorized persons.

5.6 Personal Protective Equipment

It is the Contractors responsibility to provide Personal Protective Equipment for their employees. It is also the Contractors responsibility to ensure that their employees are wearing the PPE or other safety-related equipment required. This PPE is necessary to protect Contractors and their workers from hazards present in the work environment and hazards created by the work being performed. Personal Protective Equipment may include, but is not limited to, any or all of the following:

Safety glasses	Respirators
Grounding straps	Electrical test equipment
Chemical goggles	Gloves
Lock-out devices	Fall Protection equipment
Ear plugs	Hard Hats
Volt meters	Safety footwear

Narda maintains a written program which establishes the selection and use of specific PERSONAL PROTECTIVE EQUIPMENT (PPE) as required in various areas of our facility. PPE is evaluated and selected only by the EHS Department. This PPE evaluation is based on specific WORKPLACE HAZARD ASSESSMENTS which are conducted annually. Each DEPARTMENT SPECIFIC HAZARD COMMUNICATION PACKAGE includes a list of APPROVED PPE and WORK RULES for when specific PPE must be worn. Contract employee are responsible for reviewing the PPE requirements for all areas of the facility in which they will perform work and must wear the required level of PPE based on the activity being performed.

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5.7 Floor Openings and Excavations

When not being worked on, all floor openings and excavations must be covered with planking or sheeting of adequate strength to support any reasonably expected load. Such coverings shall be suitably marked in letters 1" in size or more "Floor Openings Do Not Remove". Excavations and trenching over 5 ft in depth shall be adequately shored.

5.8 Fumes, Smoke, and Vapors

Flammable vapors shall be controlled so as to avoid hazard to Narda employees. When vapors of a flammable liquid reach a dangerous concentration (10% of the lower explosive limit of the liquid used) operations shall be ceased and the area ventilated to a safe level. If the contractor lacks the equipment to test for explosive vapors, the EHS Department should be contacted for assistance. When paints, adhesives, or other vapor-producing coatings are applied to walls, floors, and other parts of the facility, adequate ventilation must be provided to prevent the buildup of flammable vapors or noxious fumes. If this requirement cannot be met to the satisfaction of the Narda personnel in the area, the EHS Department may order the job to be performed when the area is unoccupied. The use of internal combustion driven equipment is prohibited in occupied areas during normal working hours unless portable blowers and ventilators can be provided. Air or electrically driven equipment should be used whenever possible.

5.9 Flammable Liquids

Flammable liquids (flash point below 100 degrees F.) may not be used or stored at Narda unless contained in an approved (Factory Mutual or Underwriters Laboratory) safety can with a capacity not exceeding one gallon. The use of glass containers for flammable is strictly prohibited. Grounding and bonding straps must be employed when pouring flammable materials to and from all containers. Solvents, thinners, and other chemicals may not be removed from any Narda work or storage area for use on a contract job without approval of the EHS Department.

5.10 Welding, Cutting, and Brazing Operations

Welding, Cutting, and Brazing activities are not allowed at Narda without first obtaining a Hot Work Permit from the EHS Department (the job briefing checklist will act as a Hot Work Permit for contractor operations). Adequate shielding must be provided around all locations where work is being performed. Appropriate signs must be posted and barricades erected to warn Narda personnel. Arc welding is prohibited in areas where vapors of chlorinated hydrocarbons may be present in the atmosphere (near vapor degreasers, etc.) to prevent the formation of toxic gases caused by decomposition. During welding or cutting, the following provisions are required to protect the surrounding area from fire damage:

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- Have proper fire extinguishers on hand;
- Use fire-retardant tarps or covers when applicable;
- Remove as many combustible materials as possible from the exposed are;
- Post a fire watch to remain at the job site at least 30 minutes after completion of the job.

5.11 Compressed Gas Cylinders

All compressed gas cylinders (oxygen, acetylene, etc.) must be clearly labeled and properly secured at all times. Cylinders must be capped when not connected for use. The use of proper compressed gas safety equipment will be required. This includes proper regulators, CGA fittings, pressure relief devices, and flame arresters, where required. Contractors will not store compressed gas cylinders on site overnight without the prior approval of the EHS Department.

5.12 Confined Spaces

All Permit-Required Confined Spaces in the facility are labeled with Warning Signs. It is forbidden for any Contractor to enter any Confined Space without first obtaining a Confined Space Entry Permit from the EHS Department. The EHS Department must participate in the characterization and completion of all work performed the confined space, including the possible training of contractors prior to the start of work. All procedures contained within Narda Confined Space Entry Program must be followed by outside contractors. A confined space hazard will be indicated on the Job Briefing Checklist.

5.13 High Work

Contractors are responsible for insuring that all working surfaces have the proper strength and structural integrity to safely support the personnel and equipment required to perform the work. Any contract employee working on a surface 4 feet or more above a lower level which has an unprotected side or edge must be protected from falling by a guardrail system, safety net system, or personal fall arrest system conforming with 29CFR 1926.502. It is the Contractor's responsibility to supply and enforce the use of these fall protection systems for their employees. Any work activity taking place above skylights or within 6 feet of the edge of the roof must also employ fall protection equipment. In addition, no high work may be done which might expose a Narda employee to falling objects. Contractors are responsible for setting up barricades to prohibit employees from entering an area where the possibility of falling objects exists. Any scaffolding utilized at Narda will comply with 29CFR 1926.451/453. Only type 1A ladders may be used.

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5.14 Work Involving Electrical Equipment

All contracted work involving electrical equipment will be performed by qualified individuals in strict compliance with all applicable provisions of the National Electric Code, OSHA Electrical Safety Regulations, and local electrical code. Exposed electric circuits over 50 Volts potential must be guarded from accidental contact by Narda employees. Proper barricades and "High Voltage" warning signs must be utilized to prevent access to the exposed live 50 Volts by unqualified employees. Do not over-load electrical circuits. Report any occurrence of tripped over-current protection to the Facility Manager. Never modify over-current protection devices. Lights or portable tools used or carried into hazardous locations at Narda must be rated explosion-proof (approved for Class 1, Group D service by UL). Any work performed upon process tools or other equipment which utilizes greater than or equal to 50 Volts potential must address the energy isolation provisions contained within Narda's Lockout/Tagout Program.

5.15 Lockout/Tagout Program

Contract service personnel are required to conform with OSHA's Lockout/Tagout requirements (29CFR 1910.147) when performing maintenance procedures on any Narda equipment which contains potential hazardous energy sources for which inadvertent re-acton could cause serious injury. Only Lockout/Tagout Authorized contract personnel (trained by the Contractor) may Lockout equipment at Narda. The contractor is responsible for supplying and identifying Lockout devices and communicating the requirements of their procedures to affected employees of Narda. Contractors will conform to any equipment specific Lockout procedures that may be posted on equipment.

5.16 Noise

Contractor's operations involving the use of equipment and tools which produce excessively high noise levels (85 dBA or over) will be avoided in occupied areas during working hours. Small jobs that can be done in 15 minutes or less are the only exception to this rule.

6.0 ATTACHMENTS

Appendix A: Training Certification

Appendix B: Contractor Job Safety and Daily Oversight Notes

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Appendix A

**L-3 Communications Narda – East
Contractor Safety Training Certification**

Company Name: _____

Date: _____

Job Description: _____

I CERTIFY THAT THE FOLLOWING EMPLOYEES HAVE BEEN TRAINED IN ALL OSHA-REQUIRED SAFETY PROGRAMS APPLICABLE TO THE WORK THEY PERFORM; AND THAT THEY ARE FAMILIAR WITH AND WILL COMPLY WITH THE NARDA CONTRACTOR SAFETY MANUAL. I ALSO CERTIFY THAT THE EMPLOYEES LISTED BELOW ARE COMPETENT TO PERFORM THE WORK ASSIGNED TO THEM.

PLEASE PRINT EMPLOYEE NAMES CLEARLY

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

NAME: _____

TITLE: _____

SIGNATURE: _____

**RETURN BY FAX TO THE ESH DEPARTMENT @ 631-231-1290
NO WORK WILL BE PERMITTED UNTIL THIS CERTIFICATION IS RECEIVED.**

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Appendix B

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Contractor Job Safety Briefing and Daily Oversight Log

COMPANY: _____	DATE: _____
JOB DESCRIPTION: _____	

HAZARD EVALUATION:	<input type="checkbox"/> ELECTRIC >600V	<input type="checkbox"/> HEAT	<input type="checkbox"/> WATER CONTAMINATION
	<input type="checkbox"/> ELECTRIC >50V EXPOSED	<input type="checkbox"/> IONIZING RADIATION	<input type="checkbox"/> HAZARDOUS WASTE
	<input type="checkbox"/> HIGH PRESSURE >100 PSI	<input type="checkbox"/> NON-IONIZING RADIATION	<input type="checkbox"/> HAZMAT TRANSPORTATION
	<input type="checkbox"/> MACHINE GUARDING	<input type="checkbox"/> HAZARDOUS MATERIALS	<input type="checkbox"/> SARA 312/313 REPORTING
	<input type="checkbox"/> LOCKOUT PROCEDURES	<input type="checkbox"/> FLAMMABLE LIQUID	<input type="checkbox"/> OTHER REPORTING REQ.
	<input type="checkbox"/> WELDING / CUTTING	<input type="checkbox"/> CORROSIVE MATERIALS	<input type="checkbox"/> NEW PERMIT REEQUIRED
	<input type="checkbox"/> FIRE HAZARDS	<input type="checkbox"/> REACTIVE MATERIAL	<input type="checkbox"/> TARGET ORGAN WARNING
	<input type="checkbox"/> HIGH WORK	<input type="checkbox"/> TOXIC MATERIAL	<input type="checkbox"/> OSHA CARCINOGENS
	<input type="checkbox"/> HOIST OR CRANE	<input type="checkbox"/> EXPOSURE POTENTIAL	<input type="checkbox"/> CONFINED SPACE ENTRY
	<input type="checkbox"/> NOISE / VIBRATION	<input type="checkbox"/> AIR EMISSIONS	<input type="checkbox"/> OTHER
COMMENTS:	_____		

HAZARD CONTROL:	<input type="checkbox"/> HAVE MSDS'S BEEN SUPPLIED & APPROVED FOR ALL MATERIALS BROUGHT ON SITE		
	<input type="checkbox"/> ARE POTENTIAL JOB HAZARDS UNDERSTOOD BY CONTRACT SERVICE PERSONNEL		
	<input type="checkbox"/> IS ALL REQUIRED SAFETY-RELATED EQUIPMENT AVAILABLE INCLUDING PPE		
	<input type="checkbox"/> ARE CONTRACT PERSONNEL COMPETENT AND PROPERLY TRAINED TO PERFORM THE WORK		
	<input type="checkbox"/> HAVE THE EMERGENCY EVACUATION PROCEDURES BEEN REVIEWED		
JOB WORK RULES:	_____		

COMPLETED BY: _____	APPROVED BY: _____		
SIGNATURES OF CONTRACT PERSONNEL	_____	_____	_____
	_____	_____	_____
I CERTIFY THAT I AM FAMILIAR WITH THE ENVIRONMENTAL, HEALTH AND SAFETY REGULATIONS APPLICABLE TO THIS JOB AND I WILL ABIDE BY THE REQUIREMENTS OF THE NARDA CONTRACTOR SAFETY MANUAL.			
FOR EMERGENCIES, DIAL "0" AND STATE THE NATURE OF THE EMERGENCY			

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DAILY OVERSIGHT NOTES:

DATE: _____ TIME: _____

OVERSIGHT BY (Name): _____

OBSERVATION:

ACTIONS TAKEN (if any):

DATE: _____ TIME: _____

OVERSIGHT BY (Name): _____

OBSERVATION:

ACTIONS TAKEN (if any):

DATE: _____ TIME: _____

OVERSIGHT BY (Name): _____

OBSERVATION:

ACTIONS TAKEN (if any):

