

<b>E. &amp; J. Gallo</b>	<i>Title:</i>	<b>Vendor Work Rules – E &amp; J Gallo Winery</b>			
	<i>Document No.:</i>	CSS-000-PR-00001		<i>Revision No.:</i>	15
	<i>Process Owner:</i>	Corporate Safety and Health		<i>Revised by:</i>	Derrick Jarvis
	<i>Date Initiated:</i>	12-13-04	<i>Date Reviewed:</i>	07/28/2016	<i>Date Revised:</i>

**Purpose**

Provide Vendor personnel with the E. & J. Gallo Winery (“Gallo”) Safety, Health, GMP/GFMP and Environmental standards with which all Vendor personnel must comply.

**Scope**

This procedure applies to all vendors, contractors, and sub-contractors performing construction, maintenance, or service work on Gallo owned facilities (referred to collectively herein as “Vendor”)

**Responsibility**

It is the responsibility of the Gallo Project Manager or Gallo employee assigned responsibility for the contracted work “Project Manager” to ensure these procedures are reviewed with the Vendor prior to commencement of the contracted work activities and take corrective action when there are noncompliance issues. Vendor is responsible for compliance with these standards and procedures.

**Definitions**

ANSI – American National Standard Institute  
 Cal/OSHA – California Department of Industrial Relations, Department of Occupational Safety and Health  
 CCR – California Code of Regulations  
 DOT – Department of Transportation  
 EPA – Environmental Protection Agency  
 FDA – Federal Food, Drug and Cosmetic Act  
 GFMP – Good Food Manufacturing Practices  
 GMP - Good Manufacturing Practices  
 IIPP – Injury and Illness Prevention Program  
 ISO – International Organization for Standardization  
 MSDS – Material Safety Data Sheet  
 OSHA – U.S. Department of Labor, Occupational Safety and Health Administration  
 SDS – Safety Data Sheet (GHS Standard 2012)  
 SJVAPCD – San Joaquin Valley Air Pollution Control District  
 UFC – Uniform Fire Code

**References**

California Code of Regulations, Title 8  
 Code of Federal Regulations, Title 29, Parts 1910 and 1926  
 ISO 14001 (4.4.6) Operational Control  
 CFR Title 21, Part 110  
 EJ Gallo GMP Corporate Procedure (EJG-000-PL-00006)  
 FDA Current Good Food Manufacturing Practices Related to Personnel, 21 CFR 110.10  
 ISO14001 (4.4.6) Operational Control  
 OSHA 1910 Part 1926

**Records**

Record Name	Owner	Location	Filing Method	Retention	Disposition
Vendor Rules receipt documentation	Project Manager	Project File	By Vendor	2 yrs 10 yrs	Onsite Archive

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Jobsite Safety Inspection Worksheet	Project Manager	Site Safety Department	By Project	2 Years	Discard
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**Revision History:**

Date	Revision #	Revision(s)	Made by
12-08-06	3	<ul style="list-style-type: none"> <li>Added Continuous improvement/ Key process measures.</li> <li>Reorganized body to group subject categories.</li> <li>Changed PIT certification language.</li> <li>Added training requirement to other mobile and aerial equipment.</li> <li>Added Process Safety Management section</li> </ul>	Jarvis
05-14-07	4	<ul style="list-style-type: none"> <li>Removed Vendor Definition</li> <li>Changed GMP to GFMP</li> <li>Removed Continuous Improvement table</li> <li>Added Vendor Rules review documentation retention</li> <li>Minor editorial and spelling corrections</li> </ul>	Jarvis
09-14-07	5	<ul style="list-style-type: none"> <li>Revised record retention</li> <li>Added line in Site Security and Employee Conduct referencing site security rules</li> <li>Added reference to Vendor employees personal vehicles</li> <li>Added Excavations section</li> </ul>	Jarvis
12-10-08	6	<ul style="list-style-type: none"> <li>Revised first page header</li> <li>Added new requirements for control of exposures from dust-generating operations on concrete or masonry materials</li> </ul>	Jarvis
06-12-09	7	<ul style="list-style-type: none"> <li>Changed reference of 'Contractor' to 'Vendor'</li> <li>Added references</li> <li>Added Hazardous Materials section</li> </ul>	Jarvis
08-13-09	8	<ul style="list-style-type: none"> <li>Revised Item 115 to Water only in approved containers</li> <li>Deleted Attachments that are part of MICA or site specific</li> </ul>	Jarvis
04-18-11	9	<ul style="list-style-type: none"> <li>Added new #19 for set back of equipment from excavations.</li> <li>Added requirements for hot work curtains, blankets and pads to meet new ANSI/FM 4950 approval standards (59 a).</li> </ul>	Jarvis
10-05-11	10	<ul style="list-style-type: none"> <li>Added 12) I) regarding crossing over, under, between railroad cars.</li> </ul>	Jarvis
09/27/2012	11	<ul style="list-style-type: none"> <li>Added requirement for keeping compressed gas cylinders protected from radiant heat.</li> <li>Added requirement for scaffolding to be erected under the direction of a qualified person.</li> <li>Added new #16 regarding pedestrian safety expectations.</li> </ul>	Jarvis
12/12/2013	12	<ul style="list-style-type: none"> <li>Added "Contractor Safety, Health, Environmental, and Food Safety (GFMP) Overview booklet" to acknowledgement section</li> <li>Added note on volatile flooring materials to Hazardous Materials section</li> <li>Changed "Burning/Welding" to "Hot Work"</li> <li>Added notes on Noise Policy and Tobacco Use</li> <li>Added line for point of contact and language barriers</li> </ul>	Jarvis
07/08/2015	13	<ul style="list-style-type: none"> <li>Revised Noise Policy</li> </ul>	Jarvis
07/28/2016	14	<ul style="list-style-type: none"> <li>Revised Inspection records retention and location</li> </ul>	Jarvis
01/03/2017	15	<ul style="list-style-type: none"> <li>Added 3 zero tolerance rules</li> <li>Referenced Gallo's Electrical Safety Program</li> <li>Added Heat Illness provisions</li> <li>Added line-breaking</li> <li>Revised fire extinguisher requirements</li> <li>Numerous minor revisions</li> </ul>	Jarvis

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**GENERAL INSTRUCTIONS**

- 1) Vendor, sub-contractors and suppliers will comply with OSHA, Cal/OSHA, EPA and other regulatory environmental, safety and health standards and all environmental, safety, and health rules of Gallo, which may be stricter, that are applicable to the Vendor’s work or presence on Gallo property. Gallo reserves the right to interpret OSHA, Cal/OSHA, EPA, and other safety, quality and environmental standards that are applicable to Vendor’s work on Gallo property and require immediate corrective action. Failure to comply with the guidelines may result in removal of the Vendor or their employees from the premises, at Gallo’s sole discretion.
  
- 2) Vendor must be familiar with facility evacuation routes and the local emergency action plan. Vendor will receive the Emergency Action Plan applicable to the worksite prior to initiating work.
  - a) In the event of a life threatening injury, call 911. If using an in-house phone be sure to dial 9 to get an outside line (i.e.9-911). Provide the address of the facility and location within the facility.
  
  - b) Follow-up with notification to the Corporate Security Operational Center at (209)341-4444. To help ensure fast response to the emergency site, send someone to flag down the emergency services and lead them to the incident scene. Keep necessary elevators, walkways, etc., clear. Cease any operations that may interfere with the medical response.
  
- 3) Vendor will establish a visible point of contact within or close to their area of work for communication needs. Vendor will at all times have at least one person on site that is fluent in verbal and written English and able to translate in the language(s) spoken by their other workers at the site.
  
- 4) A copy of these rules or a copy of the Contractor Safety, Environmental, and Food Safety (GMP/GFMP) Overview is to be given to and reviewed with the Vendor’s employees, subcontractors, and subcontractor’s employees by the lead (general) Vendor. This may be accomplished by:
  - 1) Having employees read and sign-off on the *Vendor/Contractor Receipt of Work Rules Documentation* (CSS-000-FM-00029), or;
  
  - 2) Having employees sign the receipt document at the back of the Contractor Safety, Health, Environmental, and Food Safety (GMP/GFMP) Overview booklet.
  
- 5) The Vendor, crew supervisor, or crew leader will instruct employees on the nature of work that is to be accomplished on each Gallo contract, pointing out potential hazards to which they may be exposed during the contract work. Vendor’s Code of Safe Work Practices will include site specific hazard identification and control measures.
  
- 6) The use by Vendor personnel of any Gallo equipment, including but not limited to hand tools, power tools, elevating work platforms, powered industrial trucks, safety equipment, lighting, mechanical and electrical equipment, ladders, and scaffolds, is prohibited.

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- 7) Unless otherwise approved by local project management, the use of radios, CD players, televisions, and similar devices are not allowed except in designated break areas and only to the extent they do not disturb other workers in the area.
- 8) **OSHA Recordable Injury Incidents occurring on the property of Gallo must be immediately reported to the designated Project Manager and/or site management. After verbal notification of the accident, a written report must be given to the designated Project Manager within 24 hours of the incident. Vendor is responsible for reporting any Serious Injury or Illness (as defined by CCR T8 Section 330 (h)) to the local Cal/OSHA office.**

**SITE SECURITY AND EMPLOYEE CONDUCT**

- 9) In addition to the following provisions, Vendor must abide by any local site security rules in effect at the time of their work.
- 10) Vendor, crew supervisor or crew leader must report at the start of the first work day on all contracts to the appropriate Gallo management representative of the department in which the work is located to secure working schedules and any special procedures/communications.
  - a) The Project Manager will generate a Vendor Entry Log at the beginning of the Project.
  - b) The Vendor and subcontractor employees will sign in and out each day when entering and leaving Gallo premises. The Project Manager will audit this log for compliance.
  - c) Contractor will contact site Security prior to allowing entrance of a sub-contractor or supplier into a Gallo facility. **A minimum of twenty-four hours (24hrs.) notice is required.**
- 11) Employees of the Vendor (including subcontractors) who have been provided a Vendor or Visitor Badge must display it on their person.
  - a) When a Vendor employee or subcontractor quits or is terminated, all passes issued to that person must be picked up immediately by the Vendor. All badges must be returned to Gallo at the end of the job.
- 12) Only Vendors, Vendor’s employees, subcontractors, and their respective suppliers that are up-to-date with the Contractor Compliance Program are authorized on site.
- 13) Gallo **will not** receive or unload any supplies or materials for the Vendor or their subcontractors unless prior arrangements have been made with the Project Manager.
- 14) The Vendor shall at all times enforce discipline and maintain good order among its employees. The following actions are, without limitation, among those which are cause for removal from the plant and/or site, and some of which may result in a criminal complaint :
  - a) Violation of Gallo’s violence in the workplace, information technology, or harassment policies
  - b) Reporting to work under the influence of alcohol, or under the influence of drugs not prescribed by a licensed physician for personal use while at work, or being in possession of such drugs and alcohol while on Gallo property, including parking lots.

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- c) Possession or storing of weapons (with the exception of retractable knives with a blade of 3-1/2" or less in length) or explosives on plant/site property, including parking lot.
  - d) Horseplay.
  - e) Gambling on Gallo property.
  - f) Stealing or malicious conduct, including, but not limited to destroying Gallo property, vending machines or personal property of other persons.
  - g) Smoking is prohibited on Gallo grounds except in designated smoking areas.
  - h) Committing a nuisance on or about Gallo property.
  - i) Posting of unauthorized literature on Gallo premises', including the parking lot, is prohibited.
  - j) Solicitation of any kind on Gallo premises is prohibited.
  - k) No photography, including video on Gallo premises (unless prior permission is obtained from a Gallo management representative).
  - l) Crossing under, over or between railroad cars (moving or stationary) traveling through Gallo property.
  - m) Violation of Hazardous Energy Control (Lockout/Blockout/Tagout) procedures.
  - n) Violation of Confined Space Entry Procedures.
  - o) Working at elevated locations without adequate fall protection or not complying with a fall protection plan.
- 15) Vendor and Vendor's employees may park their vehicles in the assigned parking lot at their own risk.
- a) A 'Temporary Parking Permit' if required can be obtained from the local Security office and hung on the rear view mirror of the vehicle or placed on the front dash.
  - b) Do not back into a parking lot space where the lot is laid out with a diagonal parking space pattern.
  - c) Vendor employees' personal vehicles may not be parked inside the facility.
- 16) All Vendor vehicles and mobile equipment may be subject to search when entering or leaving Gallo property.
- 17) Vendor employees will be required to remain in their prescribed work area. Unauthorized visits to other parts of Gallo property are strictly prohibited. At the Project Lead's discretion, contractor may be asked to utilize alternate break schedule to avoid employee break times.

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**SAFETY AND HEALTH PROTECTION**

***CONFINED SPACE ENTRY***

- 18) The Vendor’s Confined Space Entry Program must comply with Cal/OSHA Standard Title 8, Construction Safety Orders, Chapter 4, Subchapter 4, Sections 1950 through 1962. When Vendors work alongside Gallo employees in confined spaces, the two groups must communicate the work they are performing to ensure both parties are following the needed safety precaution. The Gallo confined space entry and operation policy will be the guide document for these situations.
  - a) A completed confined space entry permit must be posted at the confined space entry point and removed at the end of the task being performed.
  - b) Vendor will be responsible for developing a viable rescue plan and provide the necessary resources for confined space rescue for the work being performed.

***ELECTRICAL WORK AND HAZARDOUS ENERGY CONTROL (LOCKOUT / TAGOUT)***

- 19) Vendor must adhere to the requirements set forth in Cal/OSHA Standard, Title 8, General Industry Safety Orders, Article 7, Section 3314, Cleaning, Repairing, Servicing and Adjusting Prime Movers, Machinery and Equipment.
- 20) Vendor must not initiate energy isolation or reactivation on electrical, mechanical or stored energy systems without consulting with the Project Manager.
- 21) Vendor employees who may initiate lockout activities shall follow Gallo and site-specific lockout/tagout procedures.
- 22) Vendors work on or around potentially energized electrical systems and components will comply with Gallo’s Electrical Safety Program.
- 23) Vendor will provide GFCI for all portable electrical equipment receptacles. All permanent or temporary wiring will comply with most current National Electrical Code and Cal/OSHA low voltage electrical safety orders.

***EXCAVATIONS***

- 24) All excavation activities must be in compliance with CCR, Article 6 to include the applicable provisions of California Government Code Section 4216.
- 25) All vehicles (cement trucks, cranes, delivery trucks, powered industrial trucks, tractors, etc.) and staged construction materials shall maintain a minimum horizontal distance equal to the depth of the excavation plus two (2) feet away from the edge of the excavation at all times.

***EXPOSURE TO CHEMICAL AND PHYSICAL AGENTS***

- 26) Vendor will not disturb any insulation material or painted surfaces without first checking with the Project Manager to determine if these materials may contain asbestos or lead, respectively.

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- 27) Vendor must provide their own monitoring equipment and competent person(s) capable of continuously monitoring and alarming for specific chemical substances potentially present at the work site. Vendor is prohibited from using Gallo equipment for such purposes.
- 28) Vendor must provide their own respiratory protection.
- 29) Vendor will control employee exposures to dust-generating operations conducted on concrete or masonry materials. These operations include the use of powered tools or equipment to cut, grind, core, or drill, concrete or masonry materials which may contain crystalline silica. Compliance with all aspects of California Code of Regulations, Title 8, Section 1530.1 and 1532.3 (effective when adopted in 2017) is required.
- 30) When Vendor employees are to do work in any area in which the presence of a flammable or toxic atmosphere is suspected, a quantitative test must be made before entering that area. Vendor must provide for proper testing of areas in which the atmosphere may be harmful. The adequacy of the instruments, the competency of the tester, and corrective efforts are all the responsibility of the Vendor.
- 31) The Project Manager shall make a reasonable effort to inform Vendor of potential atmospheric hazards associated with the contracted work. This shall include toxic, explosive, or gaseous hazards as well as hazards from excessive or deficient oxygen. The use and disposal of any personal protective equipment (including supplied air or self-contained breathing apparatus) by Vendor employees is the Vendor's responsibility.
- 32) Vendor will be responsible for confirming the identification of and hazards associated with cutting or welding on pipes or vessels. No cutting or welding will be performed on pipes or vessels that contained flammable material until the pipe or vessel is emptied and flushed with water or purged with an inert gas and quantitatively determined to contain residual vapors less than 10% LEL by reliable instrumentation.

***FIRE PREVENTION AND PROTECTION***

- 33) Each temporary building, trailer or shelter erected by the Vendor must be equipped with fire extinguisher protection.
- 34) Appropriate firefighting equipment must be present at the job site. If firefighting equipment is necessary, it must be identified as the Vendor's and be fully compliant, charged, and in good, working condition. Vendor employees who may use the extinguishing equipment must be trained.
- 35) Vendors shall not use fire hydrants or standpipes unless management of Gallo grants specific permission.
- 36) Only Type I or Type II Safety Cans are allowed to be used for storage of 5 gallons or less of flammable liquids (gasoline, diesel, kerosene, acetone, etc.).
- 37) Also see "Hot Work" Section.

***GENERAL HOUSEKEEPING***

- 39) Vendor's tools, tool boxes, carts, material, and equipment must not block or be left or stored in aisles or stairways or block electrical panels. Vendor must arrange job trailer and material storage



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location with the Project Manager prior to start of the job. Vendor will ensure security of tools and equipment. Gallo is not responsible for Vendor tools, materials, and equipment.

- 40) The Vendor shall keep the job site, material storage areas, office, vehicles, and personnel areas free from accumulation of waste material or rubbish caused by their employees or the construction work, and the area swept daily. Construction material at the job site or in a storage area shall be maintained by Vendor in a neat and orderly condition.
  - a) Vendor must ensure storage areas, refuse containers, safe piling, garbage and refuse disposal, and walkways are maintained in a safe and orderly manner.
  - b) An adequate number of refuse containers must be made available and utilized. It is the responsibility of the Vendor to provide refuse containers and to handle all refuse disposal.
  - c) For recycling Vendor will use provided containers in work area.
- 41) All demolition, construction materials, spent and unused chemicals, must be removed from Gallo property by the Vendor upon completion of work or as necessary to maintain a safe and orderly worksite.

**HAZARDOUS MATERIALS MANAGEMENT**

- 42) Vendor must maintain Hazardous Material Inventory and Material Safety Data Sheets (Safety Data Sheets) for all chemicals brought onto Gallo property. A copy of the material MSDS (SDS) must be given to the Project Manager for chemical approval prior to bringing the materials on site. Copies of the MSDS (SDS) will be kept at or adjacent to the project work site and will be made readily available to Gallo employees.
- 43) The use of volatile compounds, such as epoxy floor coatings, in enclosed areas which may be occupied or adjacent to occupied areas require careful coordination between Vendor and Gallo project management. A ventilation plan may require review by a Gallo Industrial Hygienist.
- 44) Vendor must notify and receive permission from a Gallo management representative prior to bringing any explosive or detonating device on Gallo property.
- 45) Flammable liquids such as gasoline, lacquer thinner and other liquids having a flash point of 100 degrees Fahrenheit, or under, shall be kept in their original container or an approved container equipped with a flame arrestor and labeled as to its contents. The storage of larger quantities (greater than 5 gallons) must have secondary containment, proper storage and must have prior approval of Gallo. Hazard warning signs are to be posted as needed.
- 46) Vendor will ensure that hazardous materials containers are managed to prevent contaminated runoff to storm drains during periods of rain. Also see “Environmental Protection” section.
- 47) Vendor will keep all material containers labeled and ensure containers are kept closed except when adding or removing material.

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**HEAT ILLNESS PREVENTION PLAN/PROGRAM**

- 48) When vendor has workers performing tasks outside of covered and enclosed buildings, the vendor will comply with all aspects of Cal/OSHA Title 8 §3395 (Heat Illness Prevention) to include, but not limited to:
- a) Written Heat Illness Prevention Program on site.
  - b) Training of workers and supervisors/foremen on plan provisions.
  - c) Fresh drinking water access.
  - d) Shade and rest areas per the regulatory requirements.

**HOT WORK**

- 49) Vendor shall not perform burning, grinding, welding, or other heat-producing activities in any area proximate to where Gallo has equipment, storage or process vessels, utilities, or piping, until the work procedure is approved by the Project Manager. Vendor must review, understand, and use the Gallo Hot Work Permit before starting any hot work. The approved Hot Work Permit is to be posted and visible in the immediate area of the work being performed and removed and turned into the Project Manager when the task is finished.
- a) Heat and spark barriers such as curtains, blankets, and pads must have the approval rating of ANSI/FM 4950.
  - b) Vendor is solely responsible for any damage caused by slag, fire, or smoke and will promptly reimburse Gallo for all damages incurred.
- 50) Vendor is responsible for taking the necessary precautions to prevent personnel exposure to welder's flash. Curtains or other barriers shall be positioned to minimize exposure.
- 51) Vendor will always use approved eye protection while operating a cutting or welding torch.
- 52) Vendor will ensure that employees have sufficient ventilation and are wearing appropriate clothing when welding or burning.
- 53) Every burning torch, welding lead, or spark producing activity must have an appropriate and properly sized fire extinguisher within 35 feet of the operation.
- (a) A basic dry chemical fire extinguisher may not be appropriate for all firefighting applications such as control room work, open grasslands, work around large flammable liquid storage tanks, etc. Seek direction from the Project Manager or Site Safety Representative in unique situations.

INDICATORS ↓	WATER		FOAM		DRY CHEMICAL		CARBON DIOXIDE		HALON	
	TYPE OF EXTINGUISHER ↓		↓		↓		↓		↓	
CLASS AND TYPE OF FIRE ↓	CONTENTS ELECTRICALLY CONDUCTIVE		CONTENTS ELECTRICALLY NON-CONDUCTIVE							
	A Ordinary combustibles (wood, paper, etc)	✓	YES MOST SUITABLE	✓	YES	✓	YES	✓	YES	✓
B Flammable liquids	✗	NO	✓	YES SPECIAL FOAM REQUIRED FOR ALCOHOL-TYPE FIRE	✓	YES	✓	YES	✓	YES
C Flammable gases	✗	NO	✗	NO	✓	YES	✓	YES	✓	YES
D Combustible metals	✗	NO	✗	NO	✗	NO	✗	NO	✗	NO
(E) Fire involving live electrical equipment	✗	NO	✗	NO	✓	YES	✓	YES	✓	YES

- 54) The following requirements must be followed when handling compressed gas cylinders :
- Select a location for storage that will minimize exposure to potential contact from moving equipment and materials.
  - Cylinders must be properly stored and must be secured to prevent their falling.
  - Never use a cylinder as a roller or allow it to be dumped or dropped.
  - When empty, the valve shall be closed, protective cap installed, and the cylinder marked "empty" and returned to source of supply.
  - Keep cylinders away from heat and flame. Gallo requires that cylinders be protected from radiant heat (sun) during use or storage when outside temperature exceeds 90° F.
  - Use only approved regulators.
  - Inspect all connections to make sure they are not leaking.
  - When transporting cylinders by any type of vehicle, cylinders must be secured to prevent their falling. Forklift forks shall not be used for transport.
  - Gas cylinders shall not be taken into confined spaces.
  - Cylinder valves shall be closed and pressure bled from system when not in use.
  - Oxygen and acetylene cylinders 'not in use' - A 5 foot high metal plate must separate the oxygen and acetylene cylinders unless separated by a minimum distance of 20 feet.

### LADDERS & SCAFFOLDS

- 55) The use of ladders, scaffolds, and rigging is fundamental and specialized. Gallo requires that only approved materials and designs of this equipment be used. Vendors and their employees must observe all applicable parts of OSHA, Cal/OSHA and all other codes as they relate to ladders, scaffolds, and rigging.

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- 56) Safety harnesses and lifelines must be used in accordance with Cal/OSHA Standard, Title 8, Construction Safety Orders, Article 24, Fall Protection. The provision and maintenance of this equipment is the responsibility of the Vendor.
- 57) Portable straight or extension ladders used to access elevated locations must extend at least 36 inches beyond the edge of the landing.
- 58) Portable straight or extension ladders in use shall be tied, blocked, or otherwise secured to prevent their being displaced.
- 59) Vendor employees should maintain a “three point contact” with the ladder while climbing or dismounting. Hand tools are to be carried in a pouch or hoisted by line.

**MOBILE EQUIPMENT**

- 59) Crane operations:
  - a) Crane operators must meet the certification requirements as required by the most current OSHA and Cal/OSHA regulatory standards. Operator shall have current certification in their possession while operating equipment on Gallo property.
  - b) Crane Operators need 6 feet of clearance from crane booms to roof bracing, structural members, walls, and other objects.
  - c) Electrical power lines at Gallo carry up to 12,000 volts. At least 10 feet clearance shall be maintained from these lines.
  - d) The area of operation must be barricaded to control unauthorized access.
  - e) A documented rigging and lift plan must be developed and reviewed by a qualified person (other than the operator) for lifts exceeding 75% of the rated crane capacity.
  - f) A qualified signal person shall be used where the crane operator does not have a full view of the point of operation. A communication plan will be established prior to starting the lift.
  - g) Suspended personnel platforms shall not be used unless full compliance with applicable OSHA and Cal/OSHA regulations.
- 60) Operators of powered industrial trucks (forklifts) must be certified to operate the equipment.
- 61) Operators of other types of mobile equipment and aerial devices must be trained and authorized by their employer for the device operated.
- 62) All cranes, powered industrial trucks, tractors, and aerial devices must have readily accessible proof of a pre-shift inspection as appropriate for that piece of equipment.
- 63) Vendor employees must park in designated parking areas. If parked outside of the plant/site the Vendor must devise a plan of shuttling personnel and equipment that will not hinder production operations.
  - a) When Vendor employees are transported by truck, the passengers must be seated in the bed of the truck or in the cab.

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- 64) When operating mobile equipment or vehicles inside of buildings, Vendor will not exceed 5 M.P.H. Plant roadways and parking lot speed limit is 10 MPH, unless posted otherwise. Industrial/commercial equipment must have a working back-up alarm as required by Cal/OSHA regulations
- 65) Vendor will turn on headlights inside buildings so that Vendor may see and be seen by operating personnel.
- 66) Vehicles must be turned off when parked inside any building.
- 67) Vendor will observe all posted signs and will not take shortcuts.

**PERSONAL PROTECTIVE EQUIPMENT**

- 68) Vendor, or Vendor’s subcontractor as appropriate, will supply the necessary safety equipment for their employees.
- 69) All Vendor employees are required to wear hard hats while in designated areas.
- 70) As a minimum, safety glasses must be worn in the maintenance shops, construction areas, where there are specific operations posing eye hazards, or where warning signs are posted. Many Gallo sites require that safety glasses must be worn at all times while on company grounds except when in designated break areas. Vendor must check with their Gallo Project Lead for any local rules regarding safety glass requirements.
- 71) Footwear and clothing must be suitable for the work to be performed. Shorts, sleeveless shirts, sandals, or open-toed shoes are not allowed. Shirts must completely cover underarms and midriff.
- 72) Additional safety equipment must be worn if warranted; such as, but not limited to, hearing protection, fall protection, visibility vests, and respiratory protection based on potential hazard exposure.

**PROCESS SAFETY MANAGEMENT / RISK MANAGEMENT PLAN**

- 73) Vendors working on or adjacent to processes covered under Cal/OSHA Standard Title 8, Section 5189 (Process Safety Management) will have the following additional requirements:
  - a) Provide documentation of safety performance.
  - b) Provide documentation of safety programs, such as IIPP.
  - c) Provide documentation of employee training for work practices necessary to perform their jobs safely, and evidence of the effectiveness of the training.
- 74) Vendors engaged in work on a PSM covered process will receive an overview of the sites PSM program from the Gallo Project Manager or local site safety representative.

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**PROTECTIVE COATING APPLICATION AND SHEETING**

- 75) Vendor will not use architectural coating with a VOC (Volatile Organic Compound) content in excess of governing air district regulatory limits.
- 76) When applying protective coatings, the area must be well ventilated to minimize the potential of toxic or explosion hazards.
- 77) All protective-coating containers shall be securely covered when not in use.
- 78) Thinners and coatings shall be stored only in their original container, or in an approved safety can of not more than 5-gallon capacity and equipped with the proper flame/screen arrestor approved as stipulated by OSHA and Cal/OSHA Standards. They must be stored away from heat, open flames, direct sunlight, and in a well-ventilated area. All containers must be properly labeled.
- 79) When necessary, Vendor will provide appropriate hazard warning signs for the flammability hazard.
- 80) When spraying coatings, sandblasting, or pressure washing, it shall be the duty of Vendor, their supervisor, or crew leader to give consideration to wind direction, height, and proximity to roads, parking areas, adjacent equipment, building air intakes, and personnel. Vendor’s personnel shall have the working area well posted with the necessary signs, which shall state the type of work being performed in the area. The area shall be barricaded as necessary.
- 81) If material being sprayed is flammable, Vendor shall insure no hot work is being performed either adjacent to or within 50 feet down wind of area where material is being applied.
- 82) Vendor must avoid spilling protective coatings on roofs or other surfaces. Containers must not be placed in unstable positions. Catch guards or an acceptable method must be used at or near eaves, when no other solution seems apparent, for the protection of materials, facilities and personnel.
- 83) Disposal of protective coatings, thinners, solvents or other wastes into a sewer or storm water drain or onto open ground is a violation of local, state and federal law and will not be tolerated.

**REGULATORY PERMITS**

- 83) Vendor is responsible for obtaining any necessary Cal/OSHA, Federal, State or local permits prior to commencing work. These permit requirements include but are not limited to:
  - a) Cal/OSHA permit for trenching or excavating operations that are 5 feet or more in depth into which a person is required to descend.
  - b) Cal/OSHA permit for constructing or demolishing buildings, structures, scaffolding (except suspended scaffolding), or false-work more than three stories high or of equivalent height (36 feet).
  - c) Erecting, climbing, and dismantling tower cranes.
  - d) Operating pressure vessels meeting the permit requirements of Cal/OSHA Standard, Title 8, Subchapter 1.

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- e) Hot Work Permits, Confined Space Entry Permits, Energized Electrical Work Permits, or other applicable permits based on work activity.

**ROOFS AND OTHER ELEVATED WORK**

- 84) Approved personal fall arrest, personal fall restraint or positioning systems shall be worn by those employees whose work exposes them to falling in excess of 6 feet except when working from ladders.
- 85) Vendor employees are not to walk on roofs, or move equipment, material, or debris on roofs without first ascertaining that the area in question is of sufficient strength to support the loads.
- 86) The Vendor must evaluate potential exposure to electrical utilities prior to walking/working on roofs.
- 87) Vendor must initiate additional safety practices when structural weakness is suspected.
- 88) Barricades, signs, or safety watch will be required as appropriate to protect Vendor and Gallo employees from hazards associated with overhead work.
- 89) A fall protection plan must be developed when activities require Vendor employees to work within ten (10) feet of an unprotected roof edge, roof opening, or skylight. This may include personal fall protection equipment, safety nets, temporary guardrails, controlled access zone, or as otherwise required by CCR Title 8, Article 30.
  - a) Two people must be present at all times during work within 10 feet of an unprotected roof edge.
- 90) Beverage containers and other personal items taken onto roofs or elevated work areas must be safely contained to prevent falling, and removed each day.
- 91) Equipment or any materials temporarily stored on roofs must be securely lashed down with wire, cables, or weights.
- 92) Temporary roof openings and floor holes must be covered with appropriate protective material and labeled per CCR Title 8 §1632. The appropriate barricades and signage will be in place to identify and protect personnel from falling when Vendor is not in control of the work site.
- 93) Disposal of old sheets or other materials by throwing them off elevated locations is prohibited. Exceptions will be permitted only with the approval of the Project Manager. Control measures such as the use of barricades, signs, or safety watch will then be required.

**SIGNS AND BARRICADES**

- 94) When temporary structures (false work) are used in areas where vehicles or mobile equipment normally travel, or in areas where malfunction of equipment or machinery could cause the temporary structures to be struck, barricading shall be placed around the temporary structure.
- 95) Whenever working overhead where falling materials might endanger personnel or equipment, the Vendor shall barricade and provide adequate warning signs in the area below or otherwise establish all necessary precautions to protect the area and personnel below.

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- 96) All temporary barricades shall have tags indicating who erected the barricade (name of company, contact name and phone number), why was it erected, and date erected.
- 97) Applicable safety signs provided by the Vendor shall meet standard size requirements and shall be legible at all times.
- 98) If safety signs are removed or impaired as a result of the Vendor's work, they must be repaired or restored to their original condition as soon as possible. Vendor will provide necessary barricades around open pits, floor openings, ground openings, and temporary structures (false-work). There must be sufficient lights and signs for warning at night, in accordance with Cal/OSHA standards and other applicable laws.
- 99) If barricades alone do not provide adequate protection, a safety watch shall be provided by Vendor.

**UTILITIES**

- 99) Vendor employees will not turn on or shut off any electricity or piping system or set any machinery in motion without the approval of Gallo management or supervision. Adapters to utilities are prohibited unless provided or approved by Gallo management or supervision.
- 100) A Gallo fire safety representative **must be present** any time Vendor work involves an interruption of a Gallo fire sprinkler system.
- 101) Vendor employees must first obtain permission from the Project Manager for entrance to any electrical panel, power sub-stations, motor rooms, control rooms, and transformer yards.
- 102) Unless performing approved electrical contract work, Vendor employees will not disturb any electrical wires, cables, or conductors.
- 103) Electrical wires, cables, conduit, or cabinets must not to be used for support of any scaffolding or other materials.
- 104) **Vendor will never enter sumps pits, tanks, sewers, tunnels, or other confined spaces without checking with Gallo supervision or Project Manager. Tests must be made by the Vendor to be sure the air is safe to breathe. Continuous testing is to be done to assure that breathable atmosphere is maintained. See Confined Space Entry Program section.**

**ENVIRONMENTAL PROTECTION**

**ASBESTOS REMOVAL:**

- 105) When work involves asbestos removal or potential exposure to asbestos, the Project Manager must notify the Corporate Safety and Health Department and the local Gallo Environmental Manager prior to beginning work. Compliance with Cal/OSHA Standard Title 8, Construction Safety Orders, Article 4, Section 1529, Asbestos, is mandatory.
- 106) Any asbestos removal and/or renovation shall be in conformance with all OSHA, EPA, and local air pollution regulations and rules. The Vendor must provide copies of all appropriate licenses and certifications prior to commencing work. No work involving asbestos may be initiated without the review of the local Gallo Safety and Health Representative and local Gallo Environmental Coordinator.



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**HAZARDOUS MATERIALS**

- 107) Vendor will manage Vendor’s hazardous material containers to prevent contaminated runoff to storm drains during periods of rain.
- 108) Vendor will keep all material containers labeled and will ensure containers are kept closed except when adding or removing material.
- 109) Vendors must maintain a Hazardous Material Inventory and Material Safety Data Sheets for all chemicals brought onto Gallo property. A copy of the MSDS must be provided to the Gallo Project Manager prior to bringing the materials on site.

**NOISE POLICY**

- 110) Some of our sites, including the Modesto Winery, have a policy requiring Quiet Hours from 10:00 PM to 6:00 AM.
  - a) No honking of horns unless necessary for safety reasons
  - b) Follow posted speed limit
  - c) Comply with local truck idling regulations

**SPILLS**

- 111) Vendor will utilize all measures necessary to prevent accidental spill, release or discharge of hazardous materials to the environment.
- 112) Vendor must provide for spill containment, and will be responsible for immediate clean up and approved disposal, off Gallo property, of any hazardous materials spills or releases caused by Vendor employees, in accordance with all applicable federal, state, and local requirements.
  - a) If properly trained, Vendor will clean any spill to the environment; if not trained, Vendor will make arrangements to employ a qualified sub-contractor to perform the necessary work.
  - b) Vendor will assist to the best of their ability with the incident investigation and completion of reports associated with the spill of hazardous or non-hazardous material releases.
- 113) Vendor must immediately report any spill or release to the environment occurring on Gallo property to the local Project Manager Contact, or Gallo Security Department (209) 341-4444, or Corporate Environmental Affairs Department (209) 341-7402.

**TRUCK IDLING REQUIREMENTS**

- 114) Compliance with 13 CCR Truck Idling Requirements is mandatory:
  - a) "...shall not idle the vehicle's primary diesel engine for greater than 5.0 minutes at any location." Section 2485(c)(1)(A)
  - b) "...shall not operate a diesel-fueled auxiliary power system (APS) to power a heater, air conditioner, or any ancillary equipment on that vehicle during sleeping or resting in a sleeper berth greater than 5.0 minutes at any location when within 100 feet of a restricted area." Section 2485(c)(1)(B)

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- c) "Restricted Area" means any real property zoned for individual or multi-family housing units that has one or more of such units on it. Section 2485(h)(16)

**WASTE MANAGEMENT**

- 115) All waste material on-site shall be properly protected and contained to prevent contamination to soils and/or surface or ground water. Vendors must segregate hazardous from non-hazardous waste. All wastes shall be disposed of in accordance with applicable federal, state, and local laws and regulations.
- 116) The local Gallo Environmental Coordinator must be advised of Vendor operations which will generate hazardous waste. All hazardous waste generated by Vendor operations must be properly handled, containerized, and labeled by the Vendor. The local Gallo Environmental Coordinator will contact Corporate Environmental Affairs to coordinate with the Vendor for the transportation and proper disposal of the waste.
- 117) Vendor will not dispose of any chemical or chemical waste on Gallo property. Drains, sewers, sinks, restrooms, trash receptacles and the ground must not be used for disposal of chemicals or chemically contaminated wastes.

**WORK INVOLVING AIR EMISSIONS**

- 118) If Vendor's operations require an air pollution registration or permit, Vendor must provide copies of the local administering agency (e.g. SJVAPCD) permit to Gallo for all equipment to be used by the Vendor on Gallo property. Vendor will keep any records required by the local administering agency.
- 119) Vendor will control all odor, dust and fugitive emissions from the job site. Vendor shall not cause any nuisance emissions while on the site.
- 120) Vendor will ensure that all abrasive blasting operations are compliant with local administering agency regulations SJVUAPCD.
- 121) The application of VOC-containing materials for architectural coating must comply with local administrative agency regulations.

**WORK INVOLVING WATER DISCHARGES**

- 122) Vendor must obtain the approval from Gallo before discharging into storm drains or sewers.
- 123) Best Management Practices must be utilized to ensure Vendor materials, equipment and operations do not contribute to contamination of storm water discharges.

**GENERAL GMP/GFMP (GOOD FOOD MANUFACTURING PRACTICES) REQUIREMENTS**

In addition to the following, Vendor and any Vendor subcontractors must know and abide by local site GMP or GFMP requirements.

- 124) Vendors with 10 or more employees shall supply restroom facilities for their employees, including hand washing stations with soap, potable water, a sanitary means to dry their hands (i.e. paper towels), and a covered waste/trash receptacle.

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a) When work involves potential work on or around in-service food processing equipment or utilities (food contact water, gases, steam, etc.), workers must have access to hot water hand washing facilities located to allow employees to wash their hands after using restroom, returning from breaks or as needed to facilitate good hygiene and food safety.

125) Hairnets/beard nets are required to be worn in exposed product areas. Refer to facility specific requirements for areas covered as it relates to contract work area.

126) No jewelry shall be worn in exposed product areas or in areas designated by site management as prohibited. This includes, but is not limited to earrings, beads, rings, pins, wristwatches, bracelets, and lip & eyebrow studs.

In addition to the safety requirements for appropriate clothing, the following GMPs apply when working in exposed product areas:

127) Shirts should not have pockets. If pockets are present, they cannot be used.

128) No loose items are to be worn above the waist, i.e. pens, markers, notepads. No removable items are to be attached above the waist, including badges, buttons and pins.

129) Drinking outside of designated areas shall be limited to water and shall be provided by the Vendor. Water containers shall be legibly identified as to contents and shall be closable type containers.

130) Food (*including chewing gum*) shall be consumed only in designated areas.

131) Tobacco use is permitted only in designated areas.

132) All waste from eating, drinking or tobacco use must be disposed of properly in receptacles in designated eating/tobacco use areas.

133) Spitting is not allowed anywhere on the plant grounds.

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**Receipt Documentation and Responsibilities**

- VENDOR WILL PERFORM DAILY INSPECTIONS OF THEIR WORK SITES TO ENSURE COMPLIANCE WITH ALL VENDOR WORK RULES.
- GALLO REPRESENTATIVES MAY OBSERVE, AUDIT, OR INSPECT VENDORS WORK AREA (S) AND EMPLOYEE WORK PRACTICES FOR COMPLIANCE WITH THESE RULES. HOWEVER, GALLO WILL NOT BE HELD RESPONSIBLE FOR THE SAFETY OF EMPLOYEES UNDER VENDOR’S CONTROL; INCLUDING SUBCONTRACTORS AND THEIR EMPLOYEES.
- IT IS THE RESPONSIBILITY OF THE VENDOR TO ENSURE THE VENDOR’S EMPLOYEES, SUBCONTRACTORS AND SUBCONTRACTOR’S EMPLOYEES KNOW AND UNDERSTAND THESE RULES.
- A COPY OF THESE RULES IS TO BE AVAILABLE ON THE JOB SITE FOR VENDOR EMPLOYEE
- THE VENDOR WILL BE REQUIRED TO SIGN RECEIPT DOCUMENTION FOR THESE WORK RULES PRIOR TO COMMENCING WORK
- VENDOR IS ADVISED THAT THE SITE SPECIFIC EMERGENCY ACTION PLAN WILL BE REVIEWED WITH VENDOR PRIOR TO THE START OF THE JOB AND THAT EACH SITE MAY HAVE SITE SPECIFIC SAFETY, ENVIRONMENTAL, AND GMP/GFMP REQUIREMENTS THAT WILL BE REVIEWED WITH VENDOR PRIOR TO COMMENCING WORK.
- IF YOU ARE NOT SURE OF THE SAFETY, ENVIRONMENTAL, OR GMP/GFMP RULES THAT APPLY TO YOUR CONTRACT, CONTACT YOUR PROJECT MANAGER.

**FAILURE TO COMPLY WITH SAFETY, ENVIRONMENTAL, AND GMP/GFMP GUIDELINES MAY RESULT IN REMOVAL OF THE VENDOR OR VENDOR EMPLOYEE FROM THE PREMISES.**

**Attachments:**

✓	Corporate Environmental Policy ( <u>Environmental Policy</u> )
✓	Corporate Hot Work Policy ( <u>Hot Work Permit</u> )
✓	Corporate Confined Space Program ( <u>Confined Space Entry</u> )
✓	Corporate Electrical Safety Program
✓	Vendor Inspection Form ( <u>Vendor Job Site Inspections</u> )