



Mercedes-Benz

Summer Shutdown 2009

Safety and Security Information Bulletin May 22 to June 21

1. **Daily Safety Meeting – Column G-28**
8:45 a.m. for day shift, 8:45 p.m. for nights shift. Safety start up meeting for All Contractors will be held at column **G-28 location is nearest Paint 1**.
Each contractor must send a safety representative/safety professional.
2. **Gates –**
Turnstile 1&2 will be open for badge access 24/7.
Turnstile 1 will be staffed for contractors that need to sign in 24/7. Turnstile 2 (plant 2) will not be staffed but will be open for badge access 24/7.
Gate 2.5(trailer city) will be open during the hours of **6am-8am and 3pm-6pm M-F**
Gate 3 contractors access gate open **Monday thru Friday 5:00am to 9:00pm Closed on the weekend, use Gate 6**
Gate 6 will be open 24/7.
3. **Permits** (to obtain permits call 2177)
4. Hot Works permit required for any open flame or sparking work such as welding, grinding, and cutting. Before sign off, hot work areas must be prepared for hot work. **Welding is not allowed on painted surfaces.** Paint must be removed before a hot works permit will be granted.
 - a. Hot Work within 12” of the roof, in the paint mix room, within 20’ of flammable materials, and in the HazMat building requires a pink hot works permit.
 - b. Safe Work is obtained from maintenance and requires their signature. Your safe work permit must be held by the supervisor.
 - c. Job Safety Analysis (JSA) must be completed for your daily work and be placed and brought to the 8:45 a.m. for day shift or the 8:45 pm for night shift.
 - d. Gasoline and Diesel Internal combustion engines will not be permitted inside the plant. Contact MBUSI safety for special consideration.
 - e. Any work affecting the fire or security system must have the safety department’s approval on the safe work permit. Additionally, a phone call must be placed to security (2177) to notify security of work.
5. **Inspection Color Code is Yellow for June.**
All electrical equipment, lift equipment, rigging equipment, fall protection equipment, ladders, fire extinguishers, welders, and any other equipment that requires a monthly inspection must be marked with yellow electrical tape if the inspection reveals the equipment is in proper working order.
5. Electrical cords must not pose trip hazards and cannot be run over by mobile equipment. (NOTE: Cords cannot lay on the floor across an aisle. If the cord must cross the aisle, then, the cords must be elevated 7’ or more and be marked with warning ribbon.)
6. **Contractors’ employees Site Access -**
 - a. Any new employee must have an MBUSI approved drug screen and attend orientation.
 - b. Any employee off site from MBUSI for over a year must re-attend orientation
 - c. Any employee off site from MBUSI for over thirty days must have a drug screen.
 - d. For short term jobs (1-3 days), the MBUSI contact can approve the use of a MBUSI badged individual in 100% attendance of the work force, 100% of the time.
 - e. Badges required to be on person 100% of time on site. Individuals without badges will be escorted off site until issue can be resolved.



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***(NOTE: ALL DRUG SCREENS MUST MEET 5 PANEL NON- DOT CRITERIA AND BE LESS THAN 30 DAYS OLD. NO INSTANT TEST PERMITTED. Drug test must be faxed to 205-507-2525)**

7. Orientations

Shutdown Orientation adjusted schedule – (5/18 9:00am), (5/21 1:00pm), (5/26 9:00am), (5/28 1:00pm) Orientation takes place at the training center contact room location posted at front desk. If any questions please contact Liz Compton x5324

- a. Orientations will not be held on the weekend
- b. Orientation made available every Monday at 9:00am with the exception of May 25th
- c. Special orientation request requires pre-approval from safety contact x5324 to submit date, after review approval or denial will be communicated within 24hrs.

8. MBUSI Emergency contact forms

- a. All contractors are required to fill out an emergency contact list prior to mobilization and turn form into security.

9. Vehicle Site Access

- a. Delivery or shipments of materials do not require a site pass. Daily delivery pass will be issued. Vehicles should not stay on site for more than 2 hours.
- b. All other vehicles must have a site pass issued by safety for access to the FTZ. Forward site pass request to security.
- c. Only 2 vehicle site passes will be given per company. Additional site passes will be considered. Forward additional request to security with justification for need.

10. Drills

- a. MBUSI Safety Team Only. No others required to participate.

11. Laydown areas

- a. All outside laydown areas must be approved by Shop maintenance and Facilities.
 - They cannot pose safety issues.
 - Boundaries must be marked
 - Must be labeled with Company, contact person name, contact telephone number, expiration date
- b. All inside laydown areas must be approved by Shop maintenance.
 - They cannot pose safety issues, block aisles, or emergency exits
 - Boundaries must be marked
 - Must be labeled with Company, contact person name, contact telephone number, expiration date

12. Safety professional/representative (required for each shift worked)

- a. 50+ employees and/or contractors – Safety Professional (OSHA 10 hour construction, three year safety experience and must be approved by MBUSI Safety.)
- b. 49 or less employees and/or contractors - Safety Representative (OSHA 10 Hour construction, one year safety experience, and must be approved by MBUSI Safety.)

13. Safety deliverables

- a. Corrective Action Tracking (CAT) of safety issues completed by Safety Professional/Safety Representatives by end of shift and posted on safety board. Items must be corrected within four hours of next shift start.

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- b. MBUSI CAT will be posted at beginning of shift. Contractors must correct items within four hours of shift start.
- c. Copy of Safety Manual
- d. Two MSDS booklets for hazardous materials/chemicals for medical.

14. Permit and emergency support

- a. Emergency responders “Redshirts” will be on duty 24 hours, 7 days a week.

15. Overhead Work - All overhead work must be barricaded. The barricade area must be enclosed with red barricades tape.

- a. Mezzanine activities where tools/equipment may fall must be barricade as well (unless wood, plastic or other materials prevent occurrence)
- b. Overhead Hot work activities must also be barricaded unless provisions are made to prevent sparks and other items falling below.

16. Badge punching – MBUSI safety will hole punch contractors who have violated a safety rule. The results of employees hole punch is as follows:

- a. One Punch – Warning to employee to correct safety behavior
- b. Two punches – Recovery meeting with employee, safety representative, supervisor, and MBUSI safety representative. Supervisor responsible for producing a written plan to help employee not receive a third punch.
- c. Three punches – Employee is banned from site.

Flagrant acts or acts that are highly dangerous to the life and health can result in employee receiving three punches at once.

17. Contact security at x2177 for safety/security required form assistance. A badge deactivation form required for terminated employees. Fax completed form to Attn. Liz Compton fax# 205-507-2689.

18. Other requirements or clarification can be found in your MBUSI contractor/supplier manual. Manual is available on request.

19. Safety / Security contact information

Emergency Dial from in-house phone “1111” or 205-507-2222 from cellular

Non-Emergency Dial x2177 or 205-507-2177 from cellular

Motorola Radio use “SECURITY” channel listing