



Contractor Acknowledgement

By signing this form the contractor is agreeing to the following:

1. Contractor, contractor's employees, or subcontractors will follow the Plant Safety Rules.
2. Contractor has in effect and will provide written evidence of insurance coverage.
3. Contractor will provide evidence of safety programs in effect for their workers to meet all OSHA and State regulations.
4. Contractor will abide by the following environmental rules:
 - a. Contractor will inform the plant Environmental Coordinator of any material or activity which could have a significant impact on the environment.
 - b. Contractor must not discharge pollutants from the site without permission from the site Environmental Coordinator.
 - c. Contractor must immediately notify the site Environmental Coordinator of any spills and will be responsible for any costs associated with the spill.
5. The contractor is responsible for enforcing the above rules on any subcontractor, supplier or agent that they may need to bring into the facility.
6. When appropriate, Contractor will provide a full unconditional lien waver, or partial unconditional lien waiver before final payment is approved.

Contractor Signature: _____ Date: _____

Company Name: _____

Address: _____

Phone Number: _____

SAF-HOLLAND Contractor Safety Guidelines

These contractor Safety Guidelines must be followed by all contractors performing work on SAF-HOLLAND property. The contractor is responsible for safe operation in the work area and should take all other precautions as are necessary to ensure that all activity is conducted in a safe manner. The contractor is required to furnish all Safety related training and equipment for their employees, and the training to use the equipment. These guidelines do not relieve the contractor of this responsibility. Failure to comply with this guideline or the SAF-HOLLAND contractor procedure may result in forfeiture of future business with SAF-HOLLAND.

NOTE: Contracted employees must fulfill the following requirements prior to beginning work on SAF-HOLLAND property:

- a. **Signed Acknowledgment Form on file with the SAF-HOLLAND Purchasing Department. Acknowledgment form must be resigned annually.**
- b. **Receive Site Specific Safety Training which is documented on SAF-HOLLAND Safety Card. Training is site specific and is only valid for one year.**
- c. **Possess validated Safety Card at all times while on SAF-HOLLAND property.**
- d. **Upon request, supply documentation of all testing, training, licensing, insurance and certification of contracted company's equipment and employees.**

Contracted employees who are not able to fulfill the aforementioned requirements will not be allowed to work on SAF-HOLLAND property.

General

1. All contractors, subcontractors, their employees and agents shall always comply with SAF-HOLLAND safety procedures and applicable Safety and Health Regulations, including but not limited to OSHA Safety and Health Standards. The contractor will adhere to directives issued by the SAF-HOLLAND site Safety Coordinator through the site facilitator overseeing the contractor and associated work. Compliance with SAF-HOLLAND safety rules and all other SAF-HOLLAND rules and procedures is necessary for the protection of SAF-HOLLAND employees and property, as well as for contractor employees and equipment.
NOTICE: The contractor is responsible for following the most stringent applicable Safety and Environmental standards and procedures.
2. The site Safety Coordinator shall be informed in advance of any potential hazardous conditions to employees. This includes, but is not limited to: noise, fumes, dust, slip conditions, spills.
3. The Maintenance Department must be promptly notified of any fire, explosion, leak, spill, or medical emergency.
4. SAF-HOLLAND requires a Material Safety Data Sheet (MSDS) and a container label on all hazardous materials, which are used by SAF-HOLLAND employees or contractor employees who bring chemicals or materials onto SAF-HOLLAND property. Hazardous materials shall not be brought onto SAF-HOLLAND property without prior receipt and approval of an MSDS for each material.
5. The outside contractor is responsible for the proper disposal of all waste.
6. Required safety devices on contractor's equipment shall be maintained in working order. Equipment not in working order shall be tagged and taken out of service immediately.
7. If any blood or other bodily fluids are spilled, immediately contact Human Resources or Safety Coordinator.
8. Material shall be carefully stored so that it does not block aisles, doors, stairways, or emergency equipment such as self contained breathing apparatus, fire extinguishers, and emergency eyewash or safety showers.
9. Before contracted work is begun, the site must be inspected for conditions requiring precautionary measures. This inspection should be coordinated with the site facilitator or designated employee.

10. During contractor activities, hoses, cords, pipes, etc., crossing walkways and roadways, shall run overhead whenever possible. If not possible, they should be protected in a manner that prevents both tripping hazard to pedestrians, and to protect the integrity of the equipment when vehicular traffic is present.
11. The contractor is responsible for evaluating the job site and work activity for required Personal Protective Equipment (PPE). All required PPE will be provided and maintained by the contractor. This includes, but is not limited to: Respirators, Self - Contained Breathing Apparatus (SCBA), Air - Line Respirators, Gloves, Safety Glasses / Goggles, Welding Equipment, Safety shoes, Harnesses, Lanyards and Hard-hats. The contractor is responsible for providing training on the proper use of PPE, per the applicable OSHA requirements.

Fire / Hot Work

12. Observe all smoking restrictions. Do not smoke in any area where smoking is prohibited.
13. The contractor shall be responsible for the coordination of a Fire Protection Program, which must meet the minimum requirements of Factory Mutual Insurance. The program shall be followed throughout all phases of the construction and/or demolition work. The contractor is responsible for providing appropriate fire protection equipment when necessary.
14. The use of any hydrant or other fire service water supply connection is not permitted without prior authorization and supervision of the Site Facilitator and Security.
15. In any area where a smoke detector is located, the detector must be protected against dust and debris generated by work activities. Check with site facilitator before beginning any work in the area of a smoke detector for potential issues.
16. All hot work activities require the standby presence of a fire watch, a fire extinguisher, and the use of a fire blanket or other Safety equipment as necessary.
17. All flammable liquids must be stored in an appropriate flammable storage container (s). Storage containers must be grounded, and must be bonded when transferring liquids. Any flammable liquids left on-site overnight must be stored in an approved flammable storage cabinet.
18. Compressed gases must be safely handled and stored while used on site. Cylinders must be chained in an upright position, and cylinder caps must be used when cylinders are not in use. Cylinders shall not be placed near any electrical source where they may become part of an electrical circuit. Cylinder must also be kept away from a heat source. Acetylene, hydrogen, and oxygen must be handled carefully due to their highly explosive nature. Additionally, nitrogen, argon, helium, and carbon dioxide must be used in properly ventilated areas due to the hazard of rapid asphyxiation by these gases.

Construction

19. The construction site must be kept clean and orderly. Combustibles must be kept to a minimum at all times. All rubbish and combustible debris must be stored properly or removed daily.
20. When construction necessitates the temporary closing or blocking of an exit, exit access, or roadway, prior permission must be obtained from the site Safety Coordinator and communicated to Security.
21. Refer to OSHA standards for specific excavation, trenching, and shoring requirements.
22. Construction areas shall be properly and adequately barricaded, roped off or isolated to preclude the possibility of employees, other than construction workers, from inadvertently entering the area. All applicable Safety warning signs must be posted, such as, but not limited to, areas requiring PPE (i.e., hard hats, Safety glasses, hearing protection, etc.) Ditches and excavations shall be adequately barricaded and identified. Warning lights are required at night.

Asbestos Abatement

23. The contractor is responsible for maintaining the integrity of the enclosures and effectiveness of the control methods relied on to assure that asbestos fibers do not migrate to adjacent areas. Asbestos abatement by the contractor shall meet all requirements, including regulated areas, monitoring, methods of compliance, and housekeeping.

Emergency plan

24. When an alarm is sounded for a plant evacuation, all contractor employees are to immediately cease work activities and proceed to the safest exit. Once outside, all personnel are to move away from the building and report to their site contact person. The contractor is responsible for ensuring that their employees are accounted for during an evacuation and reporting any missing personnel to a site manager. Management will advise when it is permissible to reenter the building. The alarm signal for evacuation is an even tone. The "take-cover" signal is on-off, on-off.
25. Serious accidents must be immediately reported to Security, ext. 8911. A written report detailing the nature of the accident, names of persons involved, and corrective/preventative actions to be taken shall be forwarded to the site Safety Coordinator.

Lockout/Tagout

26. The contractor shall comply with SAF-HOLLAND Lockout / Tagout procedure. When not applicable, the contractor shall honor the regulation as an "affected employee". The contractor is responsible for providing Lockout/Tagout training to their employees, which meets all OSHA requirements. Documentation of this training shall be made available to SAF-HOLLAND upon request. Contractors are expected to bring their own lockout equipment.

Fall Protection/Overhead work

27. While overhead construction activities take place, a barricade must be present to limit access.
28. Reference appropriate OSHA standards for fall protection requirements when working from fixed ladders, scaffolds, platforms, or other raised heights.

Cranes

29. The contractor will be responsible to follow the requirements concerning Lifting Equipment. The contractor will be responsible to provide training to the operators. The contractor will also be responsible to ensure the required inspections are conducted. The contractor will not use any SAF-HOLLAND cranes without prior authorization and supervision of the Safety Coordinator.

Confined Space

30. A "Confined Space Entry Permit" shall be required prior to entering into a confined space. The contractor is responsible for providing Confined Space Training to their employees, which meets all OSHA requirements. Proof of training will be required prior to issuance of a Confined Space Permit. SAF-HOLLAND site specific information will be provided to the entry team by the permit writer, immediately prior to issuance of the permit. The contractor shall supply their own monitoring equipment.

Documentation

31. The contractor is expected to supply, if asked, documentation of all testing, training, licensing and certification of its equipment and employees working on SAF-HOLLAND property.

SAF-HOLLAND CONTRACTOR SAFETY GUIDELINES ACKNOWLEDGMENT

We have read and understood the SAF-HOLLAND Contractor Safety Guidelines presented to us on (date) ____ / ____ / ____ and will follow these guidelines while performing work on SAF-HOLLAND property. We understand that failure to comply with these guidelines or supply requested documentation (Acknowledgment Form, employee Safety cards, proof of employee training, equipment certification, etc.) may result in our employees not being allowed to work on SAF-HOLLAND property and/or forfeiture of future business with SAF-HOLLAND.

Name of Contract Company

24 Hour Emergency Contact Phone Number

(Please Print) Name of Safety Representative

(Please Print) Name of Owner / Representative

Signature of Safety Representative

Signature of Owner / Representative



VENDOR NOTIFICATION

It is the desire of SAF-HOLLAND to operate our facilities in the safest practical manner within an environment of dignity and respect. As a visitor or vendor of our operations, we want to familiarize you with certain practices (i.e. expectations) that have been established at our operations.

CONDUCT

All employees, job applicants, prospective employees, temporary employees, contractors, vendors, and visitors are prohibited from engaging in discriminatory or harassing behavior toward employees, job applicants, prospective employees, temporary employees, contractors, vendors, and visitors.

SAFETY GLASSES

All persons entering the manufacturing areas must wear safety glasses with side shields. These are available from Human Resources or from one of the dispensers throughout the facility.

HEARING PROTECTION

All persons entering the manufacturing areas must wear hearing protection. These are available from Human Resources or from one of the dispensers throughout the facility.

SMOKING

Smoking is allowed in designated smoking areas only. Please ask your host where the smoking areas are.

EVACUATION ALARM

A loud announcement will inform you that all persons are to evacuate the building via the nearest exit. Exit the building with your host employee to the appropriate rally point.

FOOTWEAR

Open-toed shoes are not allowed in the manufacturing areas at any time due to safety requirements.

FIRST AID

Basic first-aid is available for all employees, vendors, and visitors. Assistance can be obtained by dialing the numbers as designated on all company phones. All accidents/incidents must be promptly reported.

SECURITY NOTICE

All employees, job applicants, prospective employees, temporary employees, contractors, vendors, and visitors are prohibited from engaging in violent behavior or threatening acts on Company premises. Individuals covered by this policy are prohibited from possessing weapons of any kind, concealed or otherwise, at any time, in the workplace.

The Company reserves the right at any time to search a covered individual's possessions such as a tool box, lunch box, handbag, package, vehicle or other property that is brought onto Company premises when the Company determines that a threat to the safety of employees or covered individuals exists or that there has been a violation of this policy.

Request for Taxpayer Identification Number and Certification

Give form to the
 requester. Do not
 send to the IRS.

Print or type
 See Specific Instructions on page 2.

Name	
Business name, if different from above	
Check appropriate box: <input type="checkbox"/> Individual/ Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Other ▶	
<input type="checkbox"/> Exempt from backup withholding	
Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
City, state, and ZIP code	
List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. For individuals, this is your social security number (SSN). **However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3.** For other entities, it is your employer identification number (EIN). If you do not have a number, see **How to get a TIN** on page 3.

Social security number

or

Employer identification number

Note: If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), **and**
2. I am not subject to backup withholding because: **(a)** I am exempt from backup withholding, or **(b)** I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or **(c)** the IRS has notified me that I am no longer subject to backup withholding, **and**
3. I am a U.S. person (including a U.S. resident alien).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. (See the instructions on page 4.)

Sign Here

Signature of
 U.S. person ▶

Date ▶

Purpose of Form

A person who is required to file an information return with the IRS, must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

U.S. person. Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee.

Note: If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Foreign person. If you are a foreign person, use the appropriate Form W-8 (see **Pub. 515**, Withholding of Tax on Nonresident Aliens and Foreign Entities).

Nonresident alien who becomes a resident alien.

Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the recipient has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement that specifies the following five items:

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Independent Contractors

Prior to permitting an independent contractor or its employees to perform work within any SAF-HOLLAND USA facility, or on behalf of the Company, all supervisors are required to verify that the independent contractor maintains in force, at a minimum, the following insurance coverage:

- a. Worker's Compensation and occupational disease insurance covering all of Independent Contractor's employees with the following minimum limits:
Workers' Compensation – statutory
Employer's Liability - \$100,000 each accident/\$100,000 disease – each employee
\$500,000 disease – policy limit

- b. Comprehensive General Liability insurance against bodily injury and damage to property of not less than a combined single limit of \$2,000,000 per occurrence;
- c. Automobile Liability Bodily Injury and Property Damage with the following minimum limits:
 - (1) No-fault coverage – statutory
 - (2) \$500,000 per person/\$1,000,000 per accident – bodily injury
 - (3) \$500,000 per occurrence – property damage**or** A combined single limit of \$1,000,000 per occurrence

- d. Professional liability insurance for errors and omissions in the amount of \$1,000,000.

Prior to commencing services, an independent contractor shall submit a certificate of insurance to SAF-HOLLAND USA, Inc evidencing such coverage. The insurance coverage required by this policy shall provide for ten (10) days' notice of cancellation to SAF-HOLLAND USA, Inc and expressly name SAF-HOLLAND USA, Inc as an additional insured party.

Additionally, an independent contractor must furnish documentation verifying that it has trained, certified, and oriented all of its employees in all safety injury and illness prevention programs (IIPP), hazardous communications (MSDS information, etc.), lockout/tagout (exchange written policies) and operational instructions as required by policy or by law, including, but not limited to, all federal OSHA and equivalent state agency requirements, guidelines and standards.

Client must also provide and require all of its employees to wear all appropriate safety equipment.