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Smithfield Corporate Controlled Document	

Smithfield®

CONTRACTOR HANDBOOK

WELCOME TO SMITHFIELD

The safety of our employees, contractors, service provider employees, and visitors to our facility will always be a prime concern of Smithfield (the "Company"). It is the policy of the Company to ensure, to the best of our ability, that those who enter our facility share the same concern in providing a safe work environment. Local, state, and federal laws, as well as experience and common sense, dictate that no compromise with safety be permitted. The purpose of this Contractor Handbook is to ensure the safety of contractor, subcontractor and Smithfield employees and other individuals in Smithfield locations, and to prevent damage to Smithfield property and equipment.

The Company welcomes you to our facility and takes this time to share with you our expectation for your behavior and safe work practices while you are working at our location. Your employer has provided us with information regarding your safety programs and training, and we consider no phase of operation or administration of greater importance than accident prevention.

This Contractor Handbook outlines the health and safety requirements for all contractors working at a Smithfield facility. These requirements have been established for the health and safety of contractors as well as Company employees. This handbook does not take into account all hazards which a contractor might encounter.

Contractors and their employees are expected to comply with OSHA regulations and Company policies at all times. Non-compliance with established Federal, State, Local or Company Safe Work Practices will not be tolerated. As a contractor employee, your safe work practices represent your employer. Therefore, the Company reserves the right to have any employee or employer removed and banned from the worksite in the event of failure to comply.

If, at any time, a contractor or their employee is unsure as to the meaning or specific requirements of an item, they are to contact the Company Project Manager for clarification prior to beginning or continuing to work.

All Company employees are encouraged to report unsafe conditions to their immediate supervisor or directly to the Safety Manager. This policy is also true for contractor employees.

We hope you share our concern for the safety of our employees and yours.

SMITHFIELD INJURY PREVENTION SYSTEM (SIPS) POLICY STATEMENT

SAFETY AND HEALTH POLICY STATEMENT

Smithfield Foods recognizes our workers as our greatest asset, and we firmly believe the health and safety of every individual working or visiting one of our locations is our responsibility.

Just as we strive to be an industry leader in producing wholesome food products, following best-in-class animal welfare practices, and protecting the environment, we also strive to lead the industry in occupational safety and health. To that end, Smithfield Foods has implemented the Smithfield Injury Prevention System (SIPS).

SIPS is how we deliver on our commitment to provide safe and healthy working conditions and to prevent injury and illnesses to workers and visitors by:

- Maintaining a corporate and local level leadership team to steer the overall process;
- Providing professional safety resources across all organizational levels;
- Maintaining compliance with Smithfield internal Safety requirements as well as applicable federal, state, and local laws;
- Defining roles and responsibilities for all workers affecting safety performance, and measuring adherence to those responsibilities through performance reviews;
- Conducting ongoing risk assessments that not only identify and quantify risks but to identify effective control measures;
- Developing management plans, objectives, processes, and procedures that utilize the hierarchy of controls for the timely abatement of hazards;
- Promoting active participation of all workers through the delivery of SIPS, training, awareness of potential hazards, auditing, continuous improvement processes, and evaluations;
- Developing measurements and auditing systems to ensure standards of performance are being achieved and opportunities for improvement are identified;
- Involving senior and local level management in the on-going development of the SIPS system;
- Continuously improving SIPS using information gathered through the implementation of our safety systems and programs, and through performance reviews.

To maintain a safe and healthy working environment, every worker and visitor must comply with the requirements specified in SIPS. This policy shall be reviewed at least annually and will be communicated to every worker as well as to other interested parties.

EMPLOYMENT POLICY

Please be advised that Smithfield is a covered federal contractor (or subcontractor) and must comply with certain affirmative action efforts. Also, pursuant to 41 CFR Section 60-300.44(f)(1)(ii), implementing U.S.C. 4212, a portion of the Vietnam Era Veterans Readjustment Assistance Act of 1974 and 41 CFR Section 60-741.44(f)(1)(ii), implementing Section 503 of the Rehabilitation Act of 1973; we must present written notification of company policy related to our affirmative action efforts. A copy of our Equal Employment Opportunity/Affirmative Action Policy is below for your review.

Equal Employment Opportunity/Nondiscrimination

It is the policy of the Company to:

1. Recruit, hire, train and promote, into all job classifications, the most qualified persons without regard to race, color, national origin, sex, sexual orientation, religion, age, status as a protected veteran, status as an individual with disability, gender identity or any other protected group status or non-job-related characteristic as directed by law.
2. Make employment and promotional decisions by utilizing reasonable standards based on the individual's qualifications and valid job requirements as they relate to a particular job vacancy, in accordance with equal employment opportunity requirements.
3. Administer all personnel actions relating to the terms, conditions, and privileges in a nondiscriminatory manner.

These actions include, but are not limited to the following: employment, promotion, demotion, transfer, recruitment, recruitment advertising, layoff, termination, rates of pay, other forms of compensation, and training.

This document is not to be considered an employment contract between the Company and its employees. We view the principle of equal employment opportunity as a vital element in the employment process and as a hallmark of good management. Recognizing that equal opportunity is achieved through leadership and the genuine implementation of a viable Affirmative Action Program, we will assign specific affirmative action and equal employment opportunity responsibilities to Managers and Supervisors. We expect all employees to demonstrate sensitivity to and respect for all individuals and to demonstrate commitment to the Company's equal employment opportunity and affirmative action objectives.

Any employee or applicant with questions or concerns about any type of discrimination in the workplace is responsible for bringing these issues to the attention of their immediate Supervisor or Human Resources Manager who is the local EEO Coordinator. The Human Resources Manager's responsibility is to implement and to monitor adherence to this policy. Employees and applicants can raise concerns and make reports without fear of reprisal, harassment, intimidation, threats, coercion, or discrimination because they: (1) file a complaint with the Company or with federal, state, or local agencies; (2) assist or participate in any investigation, compliance review, hearing, or any other activity related to the administration of any federal, state, or local equal employment opportunity or affirmative action statute; (3) oppose any act or practice made unlawful by federal, state, or local law requiring equal employment opportunity or affirmative action; or (4) exercise any other employment right protected by federal, state, or local law or its implementing regulations.

As the President & CEO of this Company, I have the responsibility to ensure that equal employment and affirmative action receive our full commitment, attention, and management support. We will hold each Manager accountable for the prompt execution of necessary preventative, corrective, and affirmative actions.

I am committed to all of the objectives of equal employment opportunity and expect the cooperation and participation of all of our employees in achieving these objectives.

THE COMPANY RESPONSIBILITIES

The Company will maintain a file on active Contractors. This will include the initial evaluations, signed Contractor Handbook review forms, certificates of insurance, and performance records of the contractor including inspections, meetings, observations and other information pertaining to the contractor's performance while on site.

The Company is responsible for:

- evaluating contractor past performance and requesting information as it relates to training of its employees. The Company is not responsible for training Contractors.
- making copies of the Contractor Handbook available when copies are requested by the Contractor.
- before work begins, providing the contractor with access to the SDSs for each hazardous chemical the contractor's workers may be exposed to while working: any precautionary measures that need to be taken to protect the contractor's workers during normal operating conditions and foreseeable emergencies (including those associated with potential allergens); and, the labeling system in place at the site.
- conducting periodic inspections of work sites to ensure safe work practices are followed.
- notifying a Contractor of any non-compliance, unsafe actions and/or activities that may impact the safety of the Contractor's employees or others.
- Notifying the Contractor of changing situations that may impact the safety of the Contractor's employees such as chemical releases or spills, fire, severe weather, production changes, bomb threats, or changes in policies and procedures.

CONTRACTOR RESPONSIBILITIES

Contractors will be required to take all necessary protective measures for the safety of public and private property, workers and the general public. All work included in this contract shall comply with the requirements of all applicable local, state and federal health and safety regulations.

General Contractor Safety Rules

Contractors and their employees must comply with the Smithfield Work Rules listed in this handbook. In addition to those Work Rules, the following could subject a Contractor Employee to immediate removal from the premises and, in some cases, will result in prosecution to the extent provided by law:

- Intentional altering of product.
- Handling or removal of product from location without approval.
- Intentional violation of a safety rule and safe work practice.
- Intentional act that has an adverse effect on the environment.
- Fighting or making threats against the Company, employees or co-workers.
- Use or distribution of alcohol or illegal substances.
- Possession of firearms on Company property.
- Theft
- Intentionally damaging Company property.
- Intentionally injuring themselves or others on site.
- Failing to report injuries or damage to any Company property.
- Smoking in non-designated areas.
- Using Company equipment without prior authorization provided from the Company project manager.
- Failing to maintain a safe work environment including condition of electrical wiring, work area free of trip hazards, housekeeping, machine guarding, etc.
- Participating or allowing horseplay to occur.

Note: these are examples and not considered to be an all-inclusive list

Contractor and Employee Conduct

The Contractor work will be coordinated by Company representatives but will be directed by the Contractor in terms of managing the direction and activities of the Contractor Employees. The Contract Employer is solely responsible for the direction of its employees, ensuring they are adequately qualified and trained to perform the work, and ensuring each contract employee follows all safety rules of the facility.

Contractors are responsible for managing and overseeing the behavior and work practices of their employees at all times while on site. The Company must be notified of any observations that results in disciplinary action(s) administered to a Contractor employee, within 24 hours of the administration of the action(s). The Contractor shall, at all times, enforce strict discipline and good order among their employees and shall not employ any unfit person or anyone not skilled in the task assigned to them.

General Contractors are also responsible for directing the work of its subcontractors, ensuring sub- contractors are adequately trained and qualified to perform the work for which they were hired, and adhere to applicable laws, rules and regulations.

The Contractor has the affirmative duty to seek out and identify actual and potential safety hazards connected to the contractor work on-site, abate them and instruct all personnel on the site accordingly. The Contractor Project Representative shall advise the Company Project Manager of any hazards found by the Contract Employer's workers. Any inspection reports noting a workplace hazard caused by or affecting any Company employees, facilities, or processes will be copied to the Company Project Manager.

If the Company should determine that conditions created by the Contractor are placing Company employees or property at risk, the Company must notify the Contractor of such and the Contractor shall promptly alleviate the unsafe condition. The Company reserves the right to stop any or all work affected by these conditions until such time as those conditions are eliminated or otherwise take action if the hazards are imminent. Failure of the Company to notify the Contractor of unsafe conditions or actions by the Company to address imminent hazards do not relieve the Contractor of their sole responsibility to prevent hazards and alleviate unsafe conditions. The Company reserves the right to make emergency corrections to work performed by the Contractor, without prior notice, and to charge the Contractor accordingly. If Company employees are injured due to contractor and/or contractor employee negligence, the Contractor may be held liable.

The Contractor and their sub-contractors will supply all equipment required to complete the work assigned to the contractor unless a provision is specifically addressed in the contract. The use of Company equipment by contractor personnel is prohibited unless approved by the Project Manager and a Loaned Equipment Agreement form is completed. NO atmospheric monitoring equipment or any fall protection equipment/devices may be loaned to contractors.

Training

The Contractor is responsible for providing their employees with safety information and training that promotes a safe work environment such as task specific training, safety talks, safety meetings, safety inspections, training activities and re-training. As a condition of doing work with the Company, the Contractor must only bring workers onsite that have all OSHA required training for the work they will be performing. The Company reserves the right to attend and to be involved with localized safety talks, inspections and meetings while work is being conducted on site. Also, included within some projects, Contractors are responsible to follow any applied local codes and ordinances.

The Contractor will maintain documentation that each employee has received and understood training in the safety topics which affect the project. Documentation of said training must be produced to the Company upon request for all employees who will work on Company property.

SAFETY PROGRAMS

The Company will provide contractors with location specific information concerning the following safety requirements as applicable. The Company is not responsible for training any contractor employee on the regulatory basics of any safety standard, but will provide location specific information contractors need to know about these programs relative to the scope of work.

PERMITS

The Company requires contractors to utilize their own permit systems (with the exception of Hot Work, Line Break and Barrier Penetration). Contractors may use their own permits so long as they meet or exceed the requirements of Company permits. Contractor permits shall be reviewed by the location safety personnel to determine if they are adequate prior to use. The Company will be given advance notice prior to the commencement of the following activities:

- Confined Space Entry (Company must sign permit prior to work)
- Welding/Hot Work (Company must sign permit prior to work)
- Any work involving or in proximity to ammonia refrigeration or natural gas systems and piping
- Permit for utility tie-in

The Company will be given at least 72 hours advance notice prior to the commencement of:

- Crane operations when within 10 feet of any electrical overhead power lines
- Excavation Permit

SMITHFIELD WORK RULES

The sections listed below are intended to be used as an overview of requirements and are not intended to provide an in-depth listing of OSHA requirements. The Contractor assumes the responsibility to comply with all Federal, State and Local requirements including training and verification of understanding as it applies to their employees.

The Company expects ALL Contractors to ensure their employees are adequately trained, and provided with necessary tools and personal protective equipment to safely conduct their tasks while on site. The Company will not accept or tolerate any company that fails to comply.

The Company reserves the right to STOP any procedure(s) and require additional training be conducted and/or disciplinary action(s) administered including removal of an employee from the site.

1. Proper Attire

- No jewelry, (watches, rings, necklaces, etc.), shall be worn.
- All upper shirt pockets shall be empty (pencils, pens, etc.).
- Frocks must be worn by all employees that will be working inside a food production facility; these frocks are provided at no cost by the location.
- All contract workers shall wear hair nets at all times while inside a food production location. Beard nets shall be worn by those workers with facial hair.
- In locations dealing with food products, the USDA requires that contractors' shoes and clothing must be free of dirt, oil, etc. while working in the Manufacturing areas of the facility. Some locations have specific footwear requirements that will have to be followed.
- No headphones or Bluetooth devices shall be worn in the production areas.

2. Designated Eating and Smoking Areas

- Smokeless and lighted tobaccos are allowed only in designated areas.
- Food and beverage consumption is not allowed in any part of the location except in designated areas.
- No spitting, chewing of candy, gum, or tobacco products are allowed at any time while in production areas.

3. Reporting Unsafe Acts and Conditions

- It is the responsibility of the contractor's employee(s) to continually monitor their area of work for unsafe acts and conditions. Unsafe acts such as horseplay will not be tolerated. Committing an unsafe act is grounds for dismissal or removal from the location.
- Monitoring of contractor work area(s) will be performed through the use of the Contractor Daily Check sheet which will be turned into the project manager or their designee each day.
- Contract employees are responsible for correcting hazards associated with their work and notifying the location Project Manager of other hazards.

4. Injury / Incident (and near hit) Reporting

- All incidents or near hits must be reported by the contractor to the project manager.
- The contractor shall notify the location management or project manager of an incident or near hit immediately upon occurrence. Failure to do so could result in the contractor being removed from the location. A written investigation shall be submitted within 24 hours of the incident or near hit.
- A contractor investigation report shall be, at a minimum, equivalent to the information required in the location's incident investigation program.

5. Contractor Access, Security and Accountability

- It is very important to be able to account for all employees and visitors in the event an emergency situation arises. All contractor employees shall sign in and out on a visitor log.
- The Contractor shall use designated points of entry and exit from the property and associated buildings and will be limited to such points. The Contractor and its employees are not allowed in any building or on any roof without direction from the Company Project Manager or their designee.
- The contractor must meet with the project manager prior to starting work each day if they are introducing any new hazards into the area. The project manager is obligated each day to notify the Contractor about any precautionary measures that need to be taken to protect the contractor's employees during normal operating conditions and foreseeable emergencies. The project manager also must contact the contractor if any new hazards are introduced during the workday into the contractors work area by the location.
- Approval must be obtained prior to:
 - Use or operation of valves or control devices,
 - work on lines and tanks,
 - electrical or piping tie-ins,
 - equipment removal,
 - removal of blanks from lines or piping,
 - excavation work.
- All contract workers and subcontractors must be aware of the hazards associated with the workplace prior to beginning work, including but not limited to the risk of allergic reactions to grains, peanuts, and other items stored, in use at the facility, or contained within any dust at the facility.
- All Contractor's employees and sub-contractors must have documented safety training for the job they are doing (i.e.: confined space, fall protection, respiratory protection, forklift, etc.) prior to doing the work. No training will be provided by Smithfield to contract workers.
- All vehicles must stop and log in at the location guardhouse, or the receptionist where a guardhouse does not exist, and receive permission to enter the property. Personal vehicles must be parked in the designated contractor parking area. Parking is understood to be at the individual owners' risk. The location is not responsible for vandalism; damage through daily operations of the location or as a result of a collision

with a non-location owned vehicle. The Company reserves the right to inspect any vehicle brought onto Company Property at any time including upon entering and exiting the facility.

- Contractors are not permitted to be on site outside of their regular scheduled work hours unless authorized by Company management.
- Contractor workers have limited access to areas within the facility. These areas are limited to the areas of where work is to be performed. This includes limited access to public welfare areas such as cafeterias, break rooms, restrooms as designated by Company management. At NO time should a Contractor or their employees access area(s) where production is in operation without prior approval.
- Use of cameras, cell phones, pagers, computers and recording devices require approval by the Location Manager.
- All persons, vehicles, toolboxes, lunch boxes, pouches, back packs, etc. are subject to search whenever entering or leaving the site.
- No Company material/equipment will be removed from Company property without authorization from the Project Manager.
- The Contractor will identify construction areas by hazard tape or other means to ensure unauthorized personnel do not enter such areas.

6. Equipment Ownership and Liability

- Each Contractor shall provide all the equipment necessary and required for each job being performed. Exceptions to this may arise. Contractors may not operate location equipment or vehicles without authorization and proper instruction.
- Equipment brought into the location shall meet all appropriate OSHA/ANSI standards.
- Approval must be obtained before bringing in, locating, and operating a combustion engine in the facility, e.g. a generator.
- Equipment and tools brought into the location shall be stored and placed so they do not create or cause a hazardous situation. (Leaving exposed blades, knives, screwdrivers, proper storage of compressed gas cylinders and ladders etc.)
- Contractors must account for all tools and spare parts and/or equipment at all times. Failure to do so may jeopardize food safety.

7. Personal Protective Equipment

- Contractors shall use the appropriate PPE which is necessary for the safe and effective completion of all projects performed by its employees and subcontractors (i.e.: eye protection, respiratory protection, head protection, etc.).
- Prior to initiating any work, the contractor shall determine what PPE is required for each job. This PPE review is subject to review by the location to ensure all hazards have been considered.
- Goggles or safety glasses with side shields in conjunction with a face shield shall be worn whenever the employee is working with hazardous liquids.
- Safety glasses with side shields and a face shield shall be worn when the contractor's employees are working on or around grinders, welders, cutters, etc.
- All contractor workers using PPE must be trained in the proper use and care of such PPE.
- The Company reserves the right to require a contractor worker to stop work and/or leave the premises if it deems the equipment worn to be inappropriate to the tasks being performed.
- In special situations, the Contractor may be required to provide additional equipment to conduct a task such as atmospheric monitors, respirators, fall protection equipment, lockout locks/tags, etc.
- Contractors who plan to use respirators as a part of their work tasks must make sure that all of their employees are properly certified to wear the specific respirator used and must complete fit testing. The Contractor must abide by the requirement that also covers selection, storage, cleaning, medical surveillance and use of the respirator. Contractors must supply their own respiratory equipment.

8. Fall Protection and Scaffolding

- The contractor's employees must be protected at all times against falls from elevated work platforms.
- Any of the contractor's employees working 4 feet or more above a floor or work surface will be required to use fall protection or a fall arrest system at all times. Fall protection equipment must meet OSHA standards. Climbing on equipment is prohibited.
- Scaffolding shall be erected in accordance with OSHA standards to ensure the safest and sturdiest work platforms. Scaffolds must only be used by trained personnel under the supervision of a qualified employee. Scaffolds must be tagged and inspected by a competent person as defined by OSHA prior to each shift.
- Contractors are responsible for supplying their employees with adequate training and equipment regarding fall protection.
- Ladders, harnesses, lanyards, and scaffolds shall be regularly inspected and removed immediately from service if not found to be adequate. The Company will not supply contractors with fall protection equipment.
- Contractor workers are required to construct and maintain barriers meeting OSHA standards to guard open and exposed surfaces. Rails installed as a barrier to an unguarded edge must have a 39" – 45" top rail, a 19" mid rail, a standard 4" toe-board, and the railing must withstand a minimum of 200 pounds of horizontal force.
- Contractor workers using ladders must maintain a 3-point contact with the ladder.
- Extension ladders shall be tied off at the top and a second person is required to hold the ladder until the ladder is tied off.
- Persons operating mobile lifts are required to be tied off inside the operator compartment.
- All equipment including ladder, platforms, scaffolds, etc. must be used in accordance with the manufacturer's instructions and in compliance with applicable safety regulations.

9. Hazard Communication

- Communication to all workers about chemicals in the work place is critical to safe operations and actions when using those chemicals.
- The location maintains current copies of safety data sheets for all chemicals in the workplace to which contractor's employees could be exposed to.
- The project manager will review with the contractor any hazardous chemicals or possible exposure to chemicals, where the SDSs are stored, and the labeling system in place at the site.
- Chemical containers, buckets, sprayers, totes, drums, etc. that contain chemicals are to be legibly labeled with the Product Identifier, Signal Word, Hazard Statement, Pictograms, Precautionary statement(s), and stored in an appropriate container in designated storage area.
- The contractor will supply the facility with current SDS's on chemicals which the contractor will bring on site.
- Emergency equipment such as portable eye washes and showers are required to be located in areas where chemicals are being used. Eyewashes and showers with a fifteen- minute, continuous, uninterrupted flow must be located within 10 seconds of any location where corrosive chemicals are used.

10. Emergency Action Plan and Hazmat

- Immediate and orderly evacuation of all personnel in the location is critical during an emergency.
- Each Contractor shall understand what to do in the event of an evacuation of shelter event which are covered in the location's Emergency Action Plan.
- In the event a Contractor's employee notices a chemical release, a fire, injured employee, bomb threat or any other such situation, that employee is to notify Smithfield management immediately.
- In the event a contractor is on the premises during an evacuation, the contractor's employees are to evacuate with the Company's employees of the area they are working in. If working alone, they are required to evacuate safely and report to the Security Office for accountability.

11. Powered Industrial Vehicles

- Contractor workers are to be alert at all times for Powered Industrial Vehicle traffic.
- Contractors are responsible for providing their own Powered Industrial Vehicles and equipment. Exceptions to this may arise with proper notification and approval of management.
- Only Trained workers may operate the powered industrial vehicles.
- A spotter must be used when operating any powered industrial equipment (forklift, scissors lift, pallet jack, etc) in machinery or engine rooms, as well as near any ammonia lines.

12. Lock Out/Tag Out Requirements

- Contractor workers are required to follow the control of hazardous energy (Lockout/Tagout) procedures prior to performing any servicing, adjusting, unjamming or maintenance activity on Smithfield equipment.
- Smithfield requires all powered equipment to be locked out whenever any part of a workers's body enters any point of operation, by-passing any safety device, guard, or barrier.
- Lock out/Tag out procedures will be followed whenever working with potentially dangerous chemical lines or systems, high pressure systems, electric systems, temperature extremes, or any other procedure or equipment with a stored energy source.
- The contractor shall provide their own locks.
- The Company has available written lockout tagout procedures for machinery and equipment, and can provide these upon request by the Contractor for machinery and equipment associated with the task work.
- At no time shall equipment be left unattended with guarding removed unless it is locked out.
- In the event the Contractor wishes to deviate from the Company machine specific procedures, the Contractor is responsible for providing copies of those procedures to the Company on-site Safety Manager for approval prior to implementation.

13. Hot Work Procedures

- Hot Work is defined as those procedures that involve welding, cutting, brazing, soldering, grinding, and torching. No Hot Work may be performed without prior Company approval.
- Once the Company is notified of the need for hot work, **the Hot Work Permit will be issued by the contractor with Company approval of the physical site prior to the work beginning.** We may require modifications and safeguards to protect our property. This notification and review shall in no way reduce the Contractor's responsibility to protect persons and property from damage.
- Prior to performing a Hot Work Procedure, the Contractor must ensure the persons performing the Hot Work and the required Fire Watch have received adequate training.

The Contractor must inspect and ensure the equipment to be used is in good working condition and provides no hazards to the persons performing the work.

- Hot work will be performed in designated hot work areas as defined by the facility whenever possible. If the work cannot be moved to the designated area(s), then a hot work permit shall be obtained from Smithfield, and displayed in the work area for the duration of the work.
- Hot work permits may be issued by Smithfield authorized supervisors. They are only good for the work, area and time specified on the permit.
- Permits are to be turned back into the project manager for filing upon completion of work.
- Contractor shall take every precaution to prevent hot sparks, slag, molten metal, etc., from reaching personnel and combustible material in the area.
- A fire watch shall be posted during hot work operations when there is a possibility that a fire might develop or combustible materials are located closer than 35 feet. The fire watch shall remain for 30 minutes for all hot work, and an additional 60 and 120 minutes for hot work in high risk areas. Fire watches will also be maintained during breaks from work to ensure no fires are started from smoldering fires or sparks.
- A welding curtain, or equivalent, shall be used to protect workers in the area from sparks, light, etc.
- Contractors shall provide their own hot work equipment. This equipment includes but is not limited to the following: Fire extinguisher, welding equipment, welding curtains, appropriate Personal Protective Equipment, etc. Exceptions to this may arise with proper notification and approval of Smithfield.
- Compressed gas cylinders brought into the facility shall be safely handled and transported at all times in accordance with OSHA guidelines.
- In a facility with sprinkler systems, the system will not be impaired during hot work operations; unless the hot work is on the sprinkler system itself and all red tag system requirements have been met.

14. Confined Spaces

- Whenever entry into a confined space is required, the Smithfield confined space program shall be followed at all times.
- Contractors shall provide all of the required equipment for the safe operation of a confined space entry procedure. Exceptions to this may arise with proper notification and approval of Smithfield.
- A confined space permit must be completed prior to entry into a confined space.
- Confined space entries shall not be made without the consent and prior knowledge of the Project Manager or an authorized Smithfield representative.
- The Contractor should request a copy of the space assessment and use a Confined Space Permit meeting all Company requirements.
- Contractors will issue their own Confined Space Entry permits for their own employees with Company approval of the site prior to any site specific monitoring.
- The Contractor is responsible for assuring they have their own calibrated monitoring equipment available. The Company will not allow Contractors to use Company monitoring equipment.
- Entrants must be trained in confined space operations as well as the hazards associated with the space. The Contractor will ensure entrants and attendants have received adequate training to conduct their respective activities as defined by the OSHA Confined Space Entry regulation.
- The Contractor shall ensure all pre-entry procedures are completed prior to the entry including a review of rescue procedures, notification procedures for emergency assistance, all retrieval and PPE items are available, and initial monitoring and provisions for continuous monitoring are in place. All provisions on the permit must be in place prior to authorizing the entry.
- If, at any time, conditions change during the entry procedure, the procedure must STOP, the permit cancelled, and another permit requested and procedures repeated.

Smithfield Foods Confidential Trade Secret Pursuant to 5 U.S.C. 552 (b) (4)

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Permits cannot exceed one working shift.

- Once the entry is complete the permit must be cancelled and returned to the Company project manager or on-site safety manager.

15. Fire Safety

- Good housekeeping practices are essential to fire safety and are expected to be followed at all times.
- The Contractor shall notify and receive approval from the Company prior to shutting off any utility, fire protection system or life safety system.
- Only incipient stage fires should be fought by a contractor.
- If a qualified contractor employee discovers a fire, he/she is to use the nearest fire extinguisher on an incipient stage fire only. If they are not able to extinguish the fire, they shall notify management immediately. Upon extinguishing a fire, contractor employees shall notify management of the situation immediately.
- No excessive accumulation of combustible materials will be allowed.
- The Contractor is responsible for housekeeping in the work area, tool storage areas, chemical, cylinder and container storage areas, etc. This includes responsibility for removing any spare material and debris from the site when work is completed.
- The Contractor will pick up and dispose of trash on a regular basis and will not allow any trash to accumulate. Under no conditions will rubbish or waste be dropped or thrown from one level of the building to another, within or outside the building unless authorized in writing by the Project Manager.
- Trash and waste material will not be burned on Company property.
- Smoking is not permitted on Company property except in designated locations.
- The Contractor shall take all reasonable precautions to prevent damage to Company property which is affected by construction activities. The Contractor shall secure the property to prevent theft and vandalism, and shall comply with orders of fire authorities and the Company's insurance carriers, and shall provide adequate fire equipment at the site.
- The Contractor will provide suitable storage space outside the immediate building area for storing flammable materials and paints; storage will not be permitted in the building unless otherwise approved by the Project Manager.
- Flammable liquids being used inside the building shall be kept in closed metal containers approved for such use and removed from the building when not in use. Compressed gas cylinders must be capped, stored and transported in an upright and secure fashion with proper separation of oxygen and fuel gas cylinders.
- After a job is complete, the contractor work area must be cleaned of any trash, metal, wood, welding rods, oil, hydraulic fluid, chemicals or debris. All waste must be disposed properly in indicated receptacles. The contractor must maintain adequate housekeeping throughout the life of the project and shall clean up all construction areas daily, as needed during the course of the work, and upon project completion to the satisfaction of the Company Project Manager.

16. Electrical Safe Work Practices

- Electrical safe work practices are to be followed at all times.
- Extension cords must be maintained in good condition with no breaks in the cord casing. Electrical tape is unsuitable for repair of extension cords.
- All extension cords must have the ground receptacle in place if designed for one. All equipment requiring grounding must be grounded properly (i.e. no cheater plugs to go from three prongs to two prong).
- To prevent trip or electrical hazards, all extension cords must be removed at the end of each shift.
- Smithfield requires that any extension cord used have a GFCI (Ground Fault Circuit Interrupter) installed or added to the circuit. Any extension cords used in wet work areas must use a GFCI.
- Each location has established appropriate approach distances, PPE requirements, and

procedures for dealing with live circuits. Contractors shall follow the location requirements without exception.

17. Agricultural Dust Hazards

- Dust is produced from the harvesting, drying, handling, storage, or processing of crops such as, but not limited to, barley, wheat, oats, corn, or rye and includes any additives
- within the dust (eg. bacteria, endotoxin, fungal spores, insects and insect debris, & pesticide residues).
- Includes bakery meal and non-consumer goods ingredients included in the production of bakery meal (eg. Wheat midds & peanut hulls)
- Exposure to agricultural dusts may result in, or exacerbate existing cases of:
 - Conjunctivitis (watery or prickly eyes); and,
 - Itchy skin and skin rashes
 - Respiratory diseases such as asthma and COPD
- Dust in our facilities may contain allergens such as wheat, eggs, soybeans, milk/whey, peanuts, tree nuts, and shellfish.
 - Contractors are responsible for knowing whether their employees are allergic to any of these items.
 - Contractor will not bring any workers on site who are allergic to anything at the site and/or have conditions that could be exacerbated by exposure to the worksite unless the Contractor has medical documentation establishing that an allergic or vulnerable worker has been cleared to come on site by his/her licensed health care provider.
- Notify management immediately if you observe any potentially hazardous condition or product.

18. Recordkeeping

- Contractors are responsible for maintaining their own injury and illness documentation, including an OSHA 300 log.
- Contractors are responsible to provide their workers with appropriate first aid treatment and are responsible for reporting injuries in accordance with Workers' Compensation and their other insurance provisions. The Contractor shall coordinate emergency reporting procedures with its employees. All injuries requiring medical treatment shall be reported to the Company.
- Items to be included in each contractor file shall include the following at a minimum:
 - Contractor safety program;
 - Training verification for selected topics;
 - Audits on contractors;
 - Incident investigation reports;
 - Complaints on contractor employees;
 - Contractor's daily check sheets
 - Insurance accord (verified annually);
 - Pre-Qualification form;
 - Any other pertinent documentation

19. General Requirements

- Each contractor shall provide all the tools, equipment and monitoring devices required to perform their work. Exceptions to this may arise with proper notification and approval of management. All equipment and tools are to be in good working order and must comply with all OSHA standards and guidelines.
- All equipment and tools that a contractor brings on site are to be continually stored, maintained, and secured in a neat and orderly method.
- All tools and equipment are to be removed from production areas immediately upon completion of the project. Additionally, all tools and equipment are to be removed from the property within a reasonable period of time.
- All hand powered tools must be grounded or double insulated for the safety of the

worker and those in the immediate area.

- If a contractor's employee encounters a tag which reads "HOLD" or "USDA REJECTED", etc., that worker is not to touch, move or disturb that product or equipment. If it must be moved, notify the project manager.
- Contractors are required and expected to clean up the work area(s) on a daily basis and upon completion of their work.
- All non-hazardous material spills shall be reported immediately for proper documentation and cleanup procedures.
- All hazardous material spills shall be reported to location management immediately.
- Contractors are required to prevent and remove tripping hazards from their work area(s).
- General safe work practices are to be followed at all times while on the facility property.
- If contractor cannot provide their own equipment, the use of location equipment must be approved prior to its use per CM4 requirements.
- At no time, is dumping or disposing of any substance that a contractor brings on site allowed on the location's property. If the contractor wishes to dispose of products on site, it must be approved by the project engineer. This includes any and all types of chemicals, oils, cleaners, solvents, detergents, etc.

20. Ladder Safety

- Ladders must be used properly to ensure worker safety
- All ladders must be erected on a solid, sturdy, and level surface.
- When using a portable ladder, the end of the ladder shall extend at least 3 feet beyond the landing area on which it rests.
- The pitch of the ladder should be set according to the 1 to 4 rule. For every 4 feet vertical, the base should be 1 foot horizontal from the object.
- Aluminum ladders are not acceptable for use around live electrical components or lines.
- Only ladders with properly working locking mechanisms may be used.
- Workers may not stand on the top three rungs of an extension ladder. On portable step ladders, the top two braces shall not be used as a step.
- All ladders must be in good working condition in accordance with OSHA standards.

21. Process Safety Management

- This section applies to all contractors performing any type of work (e.g. maintenance, renovation) on or in the vicinity of a PSM covered process. It does not apply to contractors that provide incidental service: (food, janitorial) i.e. those not directly influencing the safety of the process or the system.
- It is the contractor's responsibility to train and inform their employees of OSHA's PSM requirements.
- Smithfield shall go through a selection process prior to allowing contractors to bid work directly associated with an ammonia system or in the vicinity of the system.
- It is recommended that the contractor have previous working experience on ammonia systems or demonstrate technical and procedural knowledge of ammonia systems and Process Safety Management. This knowledge should have been developed through recognized training seminars and/or schools such as the IIAR Refrigeration School.
- Smithfield shall obtain and evaluate information regarding the contractor's historical safety performance and current safety programs.
- Contractor evaluations, their respective safety records and programs shall be kept on file.
- Only authorized persons are permitted into the machine/engine rooms.
- Only authorized persons may operate the equipment associated with the ammonia system.
- Smithfield shall inform the contractor of the potential hazards related to an ammonia system. It is recommended that this occur during a pre-bid meeting and site walk through.
- Review IIAR Glossary of Terms, or a similar source, to familiarize the contractor with

the terms used for ammonia refrigeration.

- Make contractors aware of toxic release and potential fire hazards by reviewing existing SDS. Sites may also wish to use IIAR Ammonia Data Book for such a review.
- Smithfield will review the Process Flow Diagram (PFD) of the ammonia system, as is appropriate for the project, with the contractors.
- During job walk through, Smithfield will point out to the contractor hazards associated with the ammonia system.
- Smithfield will review site specific safety work practices to help control the presence, entrance and exit of contract employees in the area of the ammonia refrigeration system.
- All piping, fittings, valves and equipment must meet Company specifications. All piping must have Company approval of mill specifications before installation.
- All personnel that weld on ammonia piping must be ASME certified for pressured vessels.
- All personnel directly involved in ammonia equipment installation must be trained in the process.
- Smithfield shall evaluate any Contractor's response to the safety issues related to the ammonia system.
- The contractor shall review the safety records and programs of all sub-contractors.
- Smithfield shall verify how the contractor will train their employees concerning safe work practices and the hazards associated with the ammonia system.
- Smithfield shall review the contractor's Emergency Response Plan to verify that the plan interfaces with their own Emergency Response Plan.
- PSM requires a contractor to train its employees and ensure that any sub-contractors have been informed of the various aspects of PSM and how it relates to ammonia systems. The contractor shall document that each employee has been trained.

22. Emergency Procedures

- Contractors will notify Company management in the event outside emergency services are summoned to the site. The Contractor will also notify Company management at any time representatives from Federal, State or Local agencies are on site.
- The Contractor is responsible for providing and/or posting emergency contact services and phone numbers for their employees in the event emergency services are needed.
- The Contractor is responsible for assuring emergency medical care availability to their employees. The Company first aid services are available to provide minor first aid, and attention care until emergency services are available and/or comfort care for work related injuries.
- If there is a need to evacuate the facility, there are at least two evacuation routes for each area. Exit routes are marked for contract workers to follow and you are required to evacuate in order to be accounted for. Severe weather shelter areas are also provided. Please immediately go to those designated areas when a severe weather notification is made. In the event of a chemical release or spill that required evacuation, immediately evacuate to your designated area and follow the directions of the Company representative or emergency responder personnel.
- In the event of an emergency evacuation, The Contractor must conduct a "roll-call" to verify that all contract workers are accounted for and relay the information to the Company Incident Commander. No re-entry will be permitted until directed by the Incident Commander

The facility will provide information about the emergency alarms in place at the location along with the emergency contacts at the location.

Any contact made to external emergency services requires the Company Management to be immediately notified.

23. Pressure Vessels

- Welding procedures conducted on pressure vessels should conform to the

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requirements of the ASME Pressure Vessel Manufacturing Standards.

- Fabrication, repairs, construction and modifications to code pressure vessels be conducted by certified welders and in accordance with manufacturer's recommendations.
- Data plates shall not be modified and work on the vessels may require an inspection by a board certified inspector prior to being used in operation.

24. Hazardous Materials

- The Company and the Contractor agree to notify each other of the location and quantities of "hazardous material(s)" as defined by 29 CFR 1910.1200 which may reasonably be present in proximity or en route to work being performed.
- Both parties further agree to provide each other a Safety Data Sheet for such hazardous material prior to their storage, use or disposal. The Contractor will obtain approval from the Company prior to using such materials.
- The Contractor also assumes liability for hazardous material notification of his subcontractors and suppliers. The Contractor shall follow all Manufacturers' instructions in using, storing and disposing of any hazardous materials.
- The Contractor will fully comply with all federal, state and local environmental laws and regulations including, but not limited to, the Clean Air Act, Clean Water Act, Comprehensive Environmental Response, Compensation and Liability Act (CERCLA), the Resource Conservation and Recovery Act (RCRA), the Toxic Substances Control Act (TSCA) and the Federal Insecticide, Fungicide, and Rodenticide Act (FIFRA), all as amended. Any spills of materials must be reported to the Company immediately.
- The Contractor agrees to store and dispose of all solid and liquid wastes properly, including proper storage and disposal of hazardous wastes. Permission of disposal is required from the Project Manager before the Contractor disposes of any waste, solid or liquid.
- The Contractor agrees to maintain designated collection points for spent materials until appropriate disposal of materials can be conducted. The Contractor also agrees to allow the Company to take possession of certain spent materials for disposal, when and if dictated by the Project Manager.
- Nothing in the action of the Company, such as taking possession of certain spent materials, shall relieve the Contractor from any responsibility under any laws or regulations.
- For work on a non-ammonia system, all EPA regulations regarding the handling of refrigerants must be followed. For work on ammonia systems, the contractor must review with the Project Manager the relevant ammonia system operating conditions and conform to all OSHA and EPA requirements while performing work.

25. Asbestos

- Some Smithfield locations may have asbestos containing materials in certain sections of the facilities.
- The Company Project Manager will inform the Contractor of the location of any asbestos containing materials or presumed asbestos containing materials with which the Contractor or its employees could potentially come into contact.
- The Contractor will abide by all OSHA regulations regarding the handling and disposal of any asbestos containing materials.
- If you are suspicious about a material, do not disturb it and contact the Project Manager.

26. Trenching and Excavation

- The Company must be notified prior to any digging, trenching or excavation activities regardless of how minor.
- The Contractor must have a competent person on site to ensure the training of those employees involved, and to oversee the process of sloping and trench boxing.
- The exposed area shall be barricaded and precautions taken during non-work times to

protect the area from persons falling or slipping into the area.

27. Hoisting / Rigging / Cranes

- Contractors and subcontractors that procure the use of a crane or overhead lifting equipment are responsible to evaluate the area and provide “spotters” during the process, and ensure the area surrounding the movement of the device is clear from obstructions, and the area under the load and swing areas are barricaded.
- The Company project manager, maintenance manager and safety manager must be notified prior to the procurement of a crane on site.
- Contractors and subcontractors are responsible for training their employees and inspecting equipment used in the process of hoisting and rigging.
- Hoists, ropes, come-alongs, and other such devices shall not be used for anything other than their intended uses and shall not exceed their maximum rated capacities.

28. Line Breaking

- Contractors are responsible for ensuring the training of their employees in the process of line breaking procedures and ensuring they adhere to those procedures.
- Prior to opening process equipment or piping, Company management must be notified and a Line Break Permit requested. The Contractor may request in writing for the Company to perform the procedures of pumping down, removal of stored pressure and the process of disconnecting piping in order to relieve pressure. However, to be compliant with Lockout/Tagout procedures, the Contractor must apply their personal locking devices to the blocking device.

29. Hand Tools & Equipment

- The Contractor is responsible for ensuring tools and equipment are in good condition and that Contractors are properly trained in the use of and the inspection criteria. Any defective or non-compliant equipment must immediately be removed from service.
- GFI's must be used for temporary cords and supply devices that are exposed to wet environments.
- Hand tools and equipment must maintain their factory ground prongs.
- Chisels must not be mushroomed. Screwdrivers must not be used as chisels.
- Portable powered equipment insulation must be free from cracks and damage.
- Electrical cords, welding leads and cables must be free from cracks and damage.
- Electrical tape may not be used to cover damaged insulation on electrical cords.
- Rotating shafts, gears, and sprockets must be properly protected.
- Air nozzle tips must be regulated to meet OSHA requirements.
- Ceramics on welders must be in good condition.
- Portable fire extinguishers must have current inspections.
- Employees must be trained to operate motorized equipment which they will use.
- PPE must be in good condition and free from damage.
- Stored fuel cylinders must have valve caps in place and be separated by 20 feet or a 30 minute fire barrier wall.
- Compressed gas cylinders must be properly restrained.
- Cutting and brazing equipment must have approved back flow regulators.
- Flammable materials must be stored in fire proof cabinets.

30. Pink Tag Program/Change Management Program

Smithfield has a process in its processing plants called Pink Tag which is used as a management of change process for non-Process Safety Management items. If a contractor worker sees equipment in the location with a Pink Tag attached to it, he/she is not to touch, move or attempt to operate the equipment without the expressed permission of the Project Manager for Smithfield. A similar process, called the Change Management Program, is in place at our Hog Production and Grain operations. If the contractor is bringing in new equipment for the location, contact the Smithfield Project Manager or Safety Manager to ensure it is included in the Pink Tag or Change Management process.

IMMIGRATION REQUIREMENTS

The Company requires its contractors to comply with the requirements of the Immigration Reform and Control Act, which requires employers to complete I-9 forms on all of their employees. As a part of this program, you are assuring that:

- Your company completes/maintains I-9 forms for individuals providing services for the Company through your company in compliance with the Immigration Reform and Control Act of 1986.
- You respond within 60 days to any “no match” letter received by the Social Security Administration.
- You do not knowingly hire undocumented workers or continue to employ workers knowing they are or have become unauthorized to work in the United States.

FOOD SAFETY

For non-hog production locations, the Contractor is responsible for ensuring food safety when entering the facility and performing the job task they have been hired to perform. In order to maintain sanitary conditions for the equipment, department, and employees, the Company has provided a set of guidelines. These guidelines include GMP Requirements, Clean Room Procedures, and Foreign Material Control.

Contractors and their employees must know that tampering with foods and acts of deliberate contamination of food are federal offenses. If they suspect or witness any product contamination events, they should report the incident to the Company personnel immediately.

Each section is regulated by the United States Department of Agriculture (USDA). The guidelines provided are to be shared with all Contractor employees who will be coming into the location. Failure to train these employees prior to entry into the location will not be tolerated. Any employee(s) not properly trained can and will be removed from the facility.

If the Contractor has any questions concerning this section of the handbook or food safety, consult the Food Safety Manager, if available, or proper personnel

Candy, gum and personal food items are not permitted in the production areas. Hair and beard nets and smocks/frocks must be worn in production areas at all times along with the required PPE. At no time should product be handled unless the proper attire is in place. Avoid touching product contact surfaces unless necessary; the surface must be cleaned and sanitized before production resumes.

Smithfield recognizes the eight major allergens defined by USDA (milk, fish, soybean, tree nuts, peanuts, eggs, shellfish and wheat). Canada considers mustard and sesame seeds as part of the group as well. Prior to going to the production areas, follow all handwashing and/or sanitizing requirements.

Contractors should follow all applicable food safety sanitation guidelines as listed below at all times in all production and Ready to Eat areas. All contractors are required to follow the same rules as other personnel in production areas, with some modifications due to the nature of the contract work. Any deviations to existing practices must be approved by the Project Manager.

GMP Requirements

Where applicable, when entering any department within the Company (Ready-To-Eat, Ready-To- Cook, Raw, or the Distribution Warehouse), a set of guidelines must be followed. Certain facilities have stricter policies for entering certain departments, so Contractors must ensure their employees know these policies and do not digress from them. Listed are the key requirements to maintain sanitary conditions when working within the establishment of the Company:

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- When required, use clean, company approved hair net, beard net, and hard hats prior to entering critical hygiene areas with all hair under the netting.
- Exposed cuts, sores, and lesions must be covered with appropriate dressings.
- No jewelry will be worn. High heels and open toed footwear may not be worn in production areas.
- Spitting on anything inside the facility or blowing a nose in a production area is strictly prohibited.
- Hands must be thoroughly washed with warm water, soap and sanitizer prior to entering the department. When necessary, gloves must be worn after hand washing is completed. For a more in-depth procedure, refer to the Hand Washing Requirements.
- Hearing protection is mandatory in all areas requiring it. Earplugs must be secured on strings and connected to the hardhat.
- Nothing is allowed in the mouth. Absolutely no toothpicks, lip moistener (including Chap Stick), food, drinks, candy, mints, chewing gum, cough drops, or tobacco products are permitted within a production or storage area. Only designated areas will permit the use of the items listed above. Consult management personnel on locations for these activities.
- Keep nothing stored behind ears or in your mouth as contamination may occur by means of contaminating product or contaminating yourself, which in turn could contaminate the equipment/area being worked on.
- Do not rub your eyes, nose, or mouth while working. In the event this occurs, immediately wash and sanitize your hands before returning to work.
- If you sneeze or cough, replace all potentially contaminated PPE and sanitize prior to returning to work.
- Any and all glass and brittle plastic items are strictly prohibited from entering the facility.
- Do not place any tools, supplies, or food contact equipment (i.e. belts, ledges, scales, etc.) directly onto the floor.
- Clean smocks/frocks must be worn and cover street clothes. Street clothes must fit properly, without adjusting, covering the entire leg. If going from Raw to RTE/RTC, the smock/frock needs to be discarded and replenished with a new smock/frock. All boots must be sanitized prior to leaving and entering the department. Facilities may have different guidelines when transferring between departments, so consult the Food Safety Manager for the appropriate procedure/guidelines.
- Use all approved entrances and exits. Do not use short-cuts or alternate routes.
- Place clean plastic or cardboard on equipment surfaces to prevent contamination. If working close to product or product contact areas or packaging materials, a barrier (hanging plastic, for example) will be expected.
- Keep outside doors closed to prevent flies, rodents and other pests from entering the building.
- No equipment allowed in restroom stalls or in the cafeteria.
- Prior to entering any Ready to Eat Packaging/Processing area, the contractor employees must meet with a member of the location's food safety or quality assurance staff to cover specific rules including, but not limited to:
 - Cleaning, sanitizing and inspecting tools and equipment including approval by Food Safety or Quality Assurance prior to use.
 - Changing uniforms if previous work involved the kill floor, rendering or floor drains
 - Wearing appropriate RTE clothing and footwear.
 - Never touching any product.

Clean Room Procedure

In order to maintain sanitary conditions within any non-hog production location, good hand washing and dressing out practices must be implemented to prevent cross contamination of outside infections with sanitary product contact surfaces/product inside the facility. The following are requirements for contractor workers to follow when they are

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inside a Company facility and entering a critical hygiene area. Additional requirements/procedures may be implemented by the facility requesting your services, so be sure to follow all parameters set forth by the facility.

Hand Washing Requirements

- Obtain a hand full of hand soap when washing your hands.
- Via foot or knee pedals or hand sensors, turn on water, wait until warm/hot, and lather. Do this for a minimum of 20 seconds. **Remember: Clean all areas of your hand.** Commonly missed areas include fingers and thumbs, back of hands, and in between fingers.
- Wash off all soap from your hands with warm/hot water.
- Dry hands with the paper towels provided.
- After washing of hands, do not touch your face, put hands in pockets, or do any other activities to contaminate your hands. Any act, other than a sanitary one, will require hands to be washed and sanitized prior to entering the department.

Dressing out Requirements

- Prior to cleaning your hands, put on proper boots, hearing protection, and the correct hair net and, if necessary, a beard net. **Cover all facial hair.**
- After washing your hands, put on the proper smock/frock provided by the Company. Only Company provided smocks/frocks are acceptable.
- All Personnel Protective Equipment (PPE) must be put on after smock/frock. All PPE include, but not limited to: sleeves, aprons, and gloves. Once put on, sanitize your PPE, hands, and hard hat prior to entry into the department. Facilities may utilize a color coding system of PPE, so be sure you have been trained on the color coding system prior to dressing out.
- Depending on the facility, Contractor employees may need to go through a boot wash station, door foamer, or foot bath. Be sure that you locate these and follow the procedure established by the facility.

Additional garments, not mentioned, may be mandated by the establishment. Make sure you and your employees have been trained on how to properly wash your hands and dress out prior to entry into the department. Failure to follow these rules will not be tolerated and consequences may occur by location management if not properly followed.

Foreign Material Control

This section deals with foreign material and the procedure when missing items occur in your work areas at non-hog production locations. Foreign Material is defined as objects not part of pork product, which would include tools, pieces of equipment, PPE, etc. These missing items could lead to potential contamination of product, so it is vital to keep these items accounted for at all times. This is especially important for instances when production is operational when the Contractor is present in the facility. Listed below are a few requirements the Contractor must follow when working in the facility:

- All tools, parts, and pieces need to be accounted for at all times.
- When items become missing, **do not** wait until the end of shift or after the project has been completed to notify the location. This needs to be done immediately.
- Clean and sanitize all tools and toolboxes prior to entry into the department.
- Clean and sanitize all tools and toolboxes when leaving the department.

CONTRACTOR ENVIRONMENTAL GUIDELINES

Contractors must comply with requirements of the Environmental Management Systems (EMS) program.

Environmental Policy

The Company Environmental Policy states that we will comply with all environmental regulations, prevent pollution and continually improve our environmental performance.

Our Motto is: **Do It Right! Keep It Clean! Make It Better!**

Our Environmental Goal is: 100% Compliance, 100% of the Time!

Significant Environmental Aspects

In order for us to manage the environmental impacts at our facilities, we ask that all contractors be aware of our environmental areas of concern and follow basic environmental guidelines.

The facility will provide the significant environmental aspects once you are onsite. As a Contractor it is your responsibility to contact the Environmental Department at your location to obtain additional, site specific environmental training.

Emergency Preparedness

If you see a spill of any kind, report it to the nearest supervisor. In the event of an emergency such as a fire, tornado, or chemical release: follow your supervisor's directions. Make sure that you know where your assembly area is in case of an evacuation.

LIQUID, SOLID & HAZARDOUS WASTE

Contractor is to conform with the policies of the Company in regards to disposal of liquid, gaseous or solid wastes. Permission of disposal is required from the Company Project Manager who hired the contractor before the contractor disposes of any liquid or solid waste.

Contractors are responsible for the proper collection and disposal of all waste generated while working at the Company. The Contractor will dispose all solid wastes properly, including proper disposal of hazardous wastes. The Contractor will maintain designated collection points for spent materials until appropriate disposal of materials can be determined. The Contractor must also allow the Company to take possession of certain spent materials for disposal, when and if dictated by the Project Manager.

After a job is complete, the contractor work area must be cleaned of any trash, metal, wood, welding rods, oil, hydraulic fluid, chemicals, other fluids, or debris. All waste must be disposed properly in indicated receptacles. The contractor shall maintain adequate housekeeping throughout the life of the project and shall clean up all construction areas upon project completion to the satisfaction of the Company Project Management.

EMERGENCY CONTACTS

If an environmental emergency or spill occurs first contact the Company Project Manager. If you cannot contact the Project Manager then contact the Environmental Department on site.

REFRIGERATION WORK

For work on a non-ammonia system, all EPA regulations regarding handling of refrigerants must be followed. For work on ammonia systems, Contractor must review with the Company Project Manager the relevant ammonia system operating conditions and conform to all OSHA and EPA requirements while performing work.

NEW CHEMICALS ON SITE

Before new chemicals are brought on site contact Environmental Department for authorization and provide SDS sheet for each chemical.

CHEMICAL STORAGE ON SITE

If the contractor desires to store chemicals on site as part of the contracted work, proper spill containment and spill remediation equipment is required. All chemicals to be stored

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must be approved by the Company Project Manager. Contractor is to provide SDS's to the Company Environmental Department prior to bringing chemicals on site.

If you are found not adhering to any of our environmental rules, in regard to environmental, the future of your company on this work site could be jeopardized. If you have any concerns or questions regarding our environmental expectations, do not hesitate to ask your facility contact or the Environmental Department on site.