

HAWAII CONVENTION CENTER

HEALTH & SAFETY PROCEDURES – SECTION 1 – CONTRACTOR POLICY

OVERVIEW:

Provide contractors of the Hawaii Convention Center (“HCC” or Facility) with the HCC/AEG Management HCC, LLC (“AEG”) rules, regulations and requirements when working at the Facility.

POLICY:

The policy of HCC/AEG is to provide a safe and secure environment for our clients, guests, visitors, contractors and employees.

PROCEDURE:

All contractors and sub-contractors are expected to abide to all HCC/AEG policies as listed:

- I. Health, Safety, and Environment
- II. Access to Facility
- III. Equipment Safety
- IV. Hazardous Work and Materials
- V. Special Requirements
- VI. General Do’s and Don’t’s

I. HEALTH, SAFETY AND ENVIRONMENT

A. Compliance

The Contractor, their employees and agents will comply with all relevant statutory and HCC/AEG’s regulations pertaining to health, safety and environmental protection.

The Contractor shall ensure that all materials and equipment used in the project comply with all relevant regulations and statutory requirements of HCC/AEG, the Government, local and other authorities with jurisdiction for occupational safety and health. All equipment requiring certification by authorizing agencies will be certified before brought onto Facility premises.

B. Responsibilities

The Contractor is wholly responsible for the safety and safe working practices of its employees and agents. The Contractor will ensure their staff is trained on the equipment required for the job, safety precautions and safe working practices before the job commences. HCC/AEG has the right to request the Contractor to provide certification, licensing or credentialing that is required by government regulation.

The Contractor shall report to HCC/AEG (Security Department) any incident or accident occurring, which involves any employee or agent of the Contractor. In cases of injuries or non-injuries incidents judged to be serious by HCC/AEG, the Contractor will carry out a full investigation without additional cost to HCC/AEG. A detailed report is submitted to HCC/AEG within three (3) working days, stating events relating to the incident or accident: the primary and contributory causes, conclusions and recommendations to prevent reoccurrence.

The Contractor affirms that it has a written safety policy which is comparable to the HCC/AEG Safety Policy. The written safety policy is acknowledged, supported and endorsed by HCC/AEG management. The Contractor further affirms that its safety policy has been disseminated and Contractor employees and agents have been trained and signed off as completed.

The Contractor's safety policy will include a description of the Contractor's safety organization, procedures and methods of communication to and from its employees and agents.

Contractors, their subcontractors, suppliers and delivery vendors to all have appropriate and active Insurance Certificates and personal Medical Coverage for all employees or representatives.

C. Health and Safety Site Control

The Contractor will permit HCC/AEG access to any equipment, personnel, materials and records involved in any job on the work site at HCC/AEG to enable HCC/AEG to:

1. Ensure the Contractor complies with all provisions presented herewith.
2. Ensure the Contractor is carrying out its responsibility under its Safety Policy.
3. Ensure the Safety Policy of the Contractor complies with all provisions presented.
4. Conduct, if required, independent investigations into an incident arising out of/or in connection with the job performance.

The Contractor must appoint a responsible person to coordinate and ensure all safety measures are followed. This person is to be present at the project site at all times.

A fully supplied first aid kit must be provided by the Contractor and kept at the work site.

All electrical equipment is to be properly wired, grounded with correct fitting plugs. Items inoperable or hazardous must be handled under the lockout tag out guidelines.

All working areas must be cleaned and debris removed from the Facility premises on a daily basis at the end of each day.

All work areas are to be properly secured prior to departure at the end of a day.

D. Violation of Health and Safety Regulation

If the Contractor is performing the job in an unsafe manner, or if its equipment requires modification to meet statutory or HCC/AEG safety standards, **HCC/AEG reserves the right to immediately suspend all or part of the job.**

The suspension notice shall include reasons for HCC/AEG issuing such notice and will outline the steps required to be taken by the Contractor to rectify the hazard.

The Contractor shall be considered inoperable of its obligations under this situation until the unsafe working condition hazard is remedied to the satisfaction of HCC/AEG.

The refusal or inability of the Contractor to remedy any hazardous working practice or to perform the required modification to its equipment within seven (7) days shall constitute a breach of Contract. HCC/AEG may, in addition to and without prejudice to any other rights the Contractor may have, terminate the Contract in accordance with the Contract.

E. Personal Protective Clothing and Equipment

The Contractor, at its own expense, supplies all its employees or agents, adequate personal protective clothing and equipment that will satisfy accepted industry standards as advised by HCC/AEG. Such protective equipment is supplied and always maintained in good condition at the Contractor's expense. The equipment must be worn on all relevant occasions as required by law, notice, instruction and in good sense.

F. Security Checks

HCC/AEG reserves the right to require the Contractor and their employees or agents to produce acceptable evidence of identification, such as a driver's license or identification card or badge, to HCC/AEG for the purpose of entering any premises of HCC/AEG. The Contractor and their employees and agents shall consent to the searching of any package, toolbox or suitcase in their possession.

Contractors and their staff unwilling to comply with such requirement will not be permitted entry into any premises of HCC/AEG and, consequently, HCC/AEG will not be liable for any cost arising directly or un-directly out of such circumstances. The Contractor and their employees or agents shall also comply with such request prior to leaving the premises of HCC/AEG.

II. ACCESS TO THE FACILITY

A. Access Control

All contract workers are required to sign-in and out of the building at Security Check-in located on the Intermediate level.

Workers must identify themselves at the Security checkpoint entrance to the Facility. Contractors should provide their workers with an identification card/badge with the following information:

Name of company
Name and surname of worker
Position
Photograph of worker
Number of tag

Workers will be issued a colored wristband to verify they have checked in with HCC Security and are authorized to be on property.

The Facility, at its discretion, can object and require the Contractor to remove any person(s) employed by the Contractor or agent from the site who, in the opinion of the Facility is incompetent or negligent in the proper performance of their duties or whose employment or behavior is otherwise considered by the Facility as undesirable. Such persons are not employable or can continue work at the Facility.

B. Means of Access

Workers must only enter and exit the Facility through the Security Lobby on the Intermediate Level. It is accessible by walking along the Ala Wai Terrace Promenade past the Grand Staircase. When entering through the parking level, take service elevators 4 and 5 located in Section F, to the Intermediate Level "2" and Security Check-in. Contractors are not allowed to use guest elevators.

On the first day of work, all workers are to meet at the designated entrance for the identified management personnel to direct them to the work site.

C. Daily Responsibility

A responsible person designated by the Contractor will report their daily scope of work to the designated management in charge before commencing work. The Chief Engineer is the main point of contact should it be necessary to isolate or shut down any of the Facility plant equipment or systems.

D. Event Contractor Use of Wristbands

Should a contractor doing business on HCC decide to use a wristband system to ensure security within their area of operation, The Event Manager will be responsible for informing HCC Security of the use of wristbands and the color the contractor will be using. This will enable Security to select a different color than the contractor so there is no confusion.

E. Before/After Shift

Contractors are only allowed to be on site ½ hour prior and ½ hour after a scheduled shift. Contractors are not allowed on site when not scheduled.

III. EQUIPMENT SAFETY

Any moving vehicles, (electric carts, scooters, bicycles, tricycles, etc.) must be pre-approved in writing for use by the Facility Director of Operations prior to use in the Facility. Use of approved vehicles is restricted to work areas only.

Approved personnel using a scissor and boom lift must wear a hardhat and eye protection. A safety harness is required when using boom lifts at all times.

Workers operating equipment, such as forklifts and aerial lifts, must be certified in the use of such equipment and carry proof of such current certification while operating equipment.

Only HCC approved forklifts are allowed in Facility freight elevators.

No vehicles are to be operated on green tiled floor areas without prior arrangements and necessary precautions.

IV. HAZARDOUS WORK AND MATERIALS

A special Work Permit must be filed with the Chief Engineer or designated department prior to commencement of hazardous work for:

- Welding
- Cutting
- Scaffolding work
- Spray painting or varnishing
- High suspension cleaning

Note: A separate fire extinguisher must be provided at location of all welding or cutting work.

All hazardous materials e.g. solvents, pressurized canisters, gasoline, oils, fuels, paints, varnishes etc. shall be stored in approved designated areas and in OSHA approved storage containers. All containers will be metallic and properly sealed. All containers will be properly labeled. Proper respiratory masks must be used. NO SMOKING must be enforced. All materials are identified in the GHS Safety Data Sheets available in each department and Security Base. Contractors are responsible for disposing of any hazard chemical brought onto HCC property.

V. SPECIAL REQUIREMENTS

A. Noise Control

The Contractor shall note that no noisy work will be allowed to be carried out before 8 a.m. and after 5 p.m.

Due to 'business as usual' factor for the Facility, it is further required that noise levels be maintained at a low level to minimize the disturbance/noise nuisance to the Facility occupants. This will include; cutting of holes, drilling/fixing to structures, alterations and demolition, grinding of steel, removal of existing elements, finishes, fittings, fixtures, hacking/hammering etc. being effectively reduced to an absolute minimum by adoption of alternative methods/fixings and containment on the carrying out of all such noisy operations within limited periods daily.

Should noise levels in the opinion of the Facility become excessive and unacceptable under the above conditions, the Contractor will be requested to take immediate action to cease all operations giving rise to the unacceptable noise levels and to amend his methodology to allow him to continue within the acceptable noise limits.

B. Boarding

The Contractor may be required to provide a section of boarding to match the surrounding area to separate the work areas from the Facility public areas and to prevent all unauthorized public access to all work areas. This boarding will require adaptation and relocation to suit the phasing/staging of the project work.

Before erection or alteration of boarding, the Contractor will submit a detailed plan showing the proposed form and location of boarding.

C. **Quarterly Meeting**

The Contractor is required to attend HCC Quarterly Contractor's meeting, held at the Facility. A minimum of one company representative must sign-in for attendance. Notification of the meeting schedule will be sent via email to the designated contact. It is the Contractor's responsibility to ensure that the most current email address and contact information is provided to the Facility.

VI. **GENERAL DO'S AND DON'TS**

A. **General Rules**

Only authorized subcontractors and their employees are permitted to operate and conduct business within the Facility. The Director of Operations will determine authorized contractors.

Children under eighteen (18) years of age are not permitted in work areas.

This is a State owned building and therefore it is a NO SMOKING facility.

Smoking is permitted only in the Mauka/Waikiki corner of the parking garage. Contract employees are prohibited from using front lobby areas, Kahakai Drive side of building and front porte-cochere area as a smoking or break area.

No Contractor is allowed, at any time, in the client, guest/public areas of the Facility nor be allowed to use any guest elevator in the Facility. Contractor must stay in designated job site areas only and must not stray to any other areas of the Facility under any circumstances.

Contractor will use only designated employee restrooms.

Proper safety equipment shall be worn at all times. (No open toe shoes, slippers, etc.)

All signs and traffic markings must be obeyed in the parking garage.

Overnight parking is not allowed unless prior arrangements have been made with the Security Manager. If authorization is given, an overnight permit will be issued and must be displayed on the dashboard of the vehicle it is issued to. **(Parking cost is the rate as determined by HCC/AEG management). Vehicles left after an event or overnight without authorization will be towed at owner's expense.**

Contract workers who are dropped off and picked up at the start and end of their shift need to arrange these pick-ups and drop offs on Kalakaua Avenue ONLY. Kahakai Drive is not to be used as a waiting area for pick up.

Under no circumstances may any exterior door be blocked open.

Contractor will maintain complete separation of construction areas for existing functions for airborne contaminants, dust control, noise, waste and all OSHA safety standards.

Contractor is responsible for the protection of his work and adjoining areas.

Contractor will maintain clear egress corridors at all times during construction until completed or approved alternative route is established.

Contractor shall use designated loading dock area only for the receiving of goods. Loading docks will be used for unloading and loading only. No vehicles will be parked in the loading dock. No deliveries through the front entrance are allowed.

Contractor must park in the area designated by the Facility

There will be no alcohol, beer, wine or drugs consumed on the job site or during the workday whatsoever. The Facility is not responsible for the Contractor's property.

Meals are to be consumed only in the Lunch Room located on the Parking Level to the rear of Elevators 4 & 5.

All bags or boxes are subject to security check upon entering or leaving the building. Any refusals will cause the person to be barred from the Facility premises.

Contractor is to furnish their own tools. Under no conditions will a non-Facility employee be allowed to use a Facility tool. By the same token, Facility employees are not to use Contractor's tools.

All work areas must be kept clean at all times. Contractor is responsible for the removal of all debris and excess material during and at the completion of the project. Contractor is not to use Facility telephones at any time for any reason.

Contractor must wear clothing, which is in good taste. Any attire which causes unwarranted distractions is unauthorized. Lack of a shirt or wearing muscle, fishnet, sleeveless shirts, cut-offs, shorts or sandals are not permitted. Clothing with offensive wording is prohibited.

Contractors must conduct themselves in a professional manner and are subject to the same rules as Facility Employees. No shouting, profanity, "cat calling" or confrontation with Facility guests or with Facility employees will be tolerated.

Contractors are not permitted to fraternize with Facility employees, clients, guests or patrons.

The use of portable radios, stereos, electronic music devices or cellular phones is strictly prohibited.

Violation of these policies will be documented and reported to Facility management for appropriate action.