**Contractor Environmental, Health and Safety Requirements**

**Purpose** Our most important asset is our workforce, and the health and safety of our employees is our highest priority. This plan provides the elements for putting together facility or site programs that seeks to reduce work related injuries and illnesses.

To establish and define the Environmental, Health and Safety (EHS) guidelines that all contractors, vendors, etc., are to follow when performing work at Northrop Grumman.

**Definition** Contractor means any company or individual that provides services to Northrop Grumman Systems Corporation, where the work will be performed on property owned by, or under the control of Northrop Grumman. (Excludes Contingent Labor as defined in USHR 4-21, Contingent Workforce Solution.)

**General**

Contractors working for Northrop Grumman have an obligation to comply with all federal, state, and local laws and regulations applicable to the work being performed.

Northrop Grumman requires all contractors to comply with all federal, state, and local EHS laws and regulations applicable to work for Northrop Grumman through the imposition and enforcement of appropriate contract terms and provisions.

Contractors must also be apprised of site-specific health and safety requirements for the mutual protection of contractors, employees, and property.

Northrop Grumman retains the right to notify the contractor of any potential failure to comply with a health or safety requirement.

This function is normally performed through the Buyer/Subcontract Administrator.

##### Responsibilities *The Contractor Must:*

1. Make available plans; specifications; work schedules; and environmental, health and safety programs relevant to the project when requested by a Northrop Grumman EHS representative. Note: Northrop Grumman reserves the right to retain copies of such documents for reference during the contracting period.
2. Provide an accurate record of all accidents resulting in death, traumatic injury, occupational disease, or damage to property to the Northrop Grumman Buyer/Subcontract Administrator.
3. Immediately inform the Northrop Grumman Buyer/Subcontract Administrator upon receipt of any notice of violation, notice to comply, citation, or other enforcement document received from any regulatory agency related to their work at Northrop Grumman.
4. Ensure all material delivered by the contractor; its subcontractors; or the servants, agents, or employees for use in the performance of any or all work on Northrop Grumman premises complies with the applicable requirements of the federal and/or state Occupational Safety and Health standards.
5. Provide Safety Data Sheets (SDSs) to Northrop Grumman for chemicals intended for use on Northrop Grumman premises that are not already approved by the site.
6. Take immediate action upon identification of any health or safety issue that affects Northrop Grumman personnel or property or could result in an injury or illness to any worker. Note: In the event that the contractor fails to do so, the Northrop Grumman Buyer/Subcontract Administrator must issue an order stopping the work until the issue is corrected.
7. Maintain a file with copies of all EHS-related documents, records, notices, etc. generated prior to and during the project and provide a copy of this file to Northrop Grumman upon completion of the project, if requested.
8. Ensure that contracted employees:
9. Show accurate and current documentation of completion of all applicable federal and/or state EHS training required for the job, i.e., hazardous material training, respirator training, confined space training, etc., prior to work being performed on Northrop Grumman property.
10. Complete site-specific EHS orientation training for the work to be performed on Northrop Grumman property prior to the commencement of any work. Note: The orientation is to apprise workers of Northrop Grumman policies and procedures including emergency procedures. The orientation may be accomplished by use of a locally developed contractor EHS video or brochure.
11. Provide all necessary equipment, tools, personnel, etc., to meet contractual obligations, including equipment needed to comply with federal, state, or local EHS regulations.
12. Perform the work in strict accordance with all applicable municipal, state, or other government codes governing the particular trade and in accordance with applicable safe practices outlined in the current edition of the National Electric Code and other building and fire codes.
13. Be responsible for compliance to all EHS requirements by subcontractors employed by the contractor.
14. As applicable, provide for review of accident/injury records, federal Occupational Safety and Health Administration 300 logs, and other relevant information.
15. Provide access, as requested, for periodic onsite inspections of contractors' operations including temporary offices, storage areas, and work areas to ensure that contractors adhere to applicable EHS regulations and Northrop Grumman EHS procedures.
16. Ensure all material delivered by the contractor; its subcontractors; or their servants, agents, or employees for use in the performance of any or all work on Northrop Grumman premises is recycled to the maximum extent possible. All materials consumed on Northrop Grumman premises during special events or conferences shall be recycled in accordance with the site’s recycling policies and programs.

**Acceptance** By signing and executing the Purchase Order/Contract, the contractor acknowledges receipt of these rules and agrees to comply with all federal, state and local EHS laws and regulations and all applicable site-specific Northrop Grumman EHS requirements.