

 E&J Gallo Winery	Document Title:	Vendor Work Rules		
	Document No.:	EJG-EHS-ST-00005	Revision No.:	20
	Process Owner:	Corporate EHS	Origination Date:	12/13/2004
	ISO Standard Reference:	ISO-14001-4.4.6	Review Date:	12/1/2021

Table of Contents

1.0	Purpose	3
2.0	Scope	3
3.0	Responsibility	3
4.0	Definitions	3
5.0	General Instructions	4
6.0	Site Security and Employee Conduct	5
7.0	Safety and Health Protection	8
7.1	Airborne Infectious Disease Prevention	8
7.2	Confined Space Entry	8
7.3	Hazardous Energy Control, Including Lockout, Blockout, and Tagout	9
7.4	Electrical Work	9
7.5	Excavations	10
7.6	Exposure to Chemical and Physical Agents	10
7.7	Fire Prevention and Protection	11
7.8	General Housekeeping	11
7.9	Hazardous Materials Management	12
7.10	Heat Illness Prevention Plan and Program	13
7.11	Hot Work	13
7.12	Ladders and Scaffolds	14
7.13	Mobile Equipment and Cranes	15
7.14	Personal Protective Equipment	16
7.15	Process Safety Management and Risk Management Plan	17
7.16	Protective Coating Application and Sheeting	18
7.17	Regulatory Permits	19
7.18	Roofs and Other Elevated Work	19
7.19	Signs and Barricades	20
7.20	Utilities	21
8.0	Environmental Protection	22
8.1	Asbestos Removal	22
8.2	Hazardous Materials	22

This is a controlled document, which becomes outdated from the moment of printing. Please check for the latest version in Gallo's electronic Document Management System. All information contained in this document is confidential and proprietary to Gallo and may not be used or distributed except as approved by Gallo.

This document contains information that applies to any project at Gallo that is related to the topic of the specification. Therefore, this document may not be edited for specific projects. Any information that is unique to a project will be included in the SOW for the applicable project.



Title:	Vendor Work Rules		
Document No.:	EJG-EHS-ST-00005	Revision No.:	20

8.3	Lead Paint Removal and Abrasive Blasting Operations	23
8.4	Noise Policy	23
8.5	Soil Piles from Construction and Excavation Activities	23
8.6	Spills	23
8.7	Stormwater Protection	24
8.8	Truck Idling Requirements and Other Mobile Fuel Burning Equipment Requirements	24
8.9	Waste Management.....	24
8.10	Work Involving Air Emissions	25
8.11	Work Involving Water Discharges	26
9.0	General GMP/GFMP Requirements	26
10.0	References.....	27
11.0	Rules Receipt and Responsibilities.....	27
12.0	Appendix: Attachments.....	28
13.0	Revision History	29

This is a controlled document, which is considered outdated from moment of printing. Please check for the latest version in Gallo’s electronic Document Management System. All information contained herein is Company Confidential and the property of E. & J. Gallo. Limited Distribution Only.

This document contains information that applies to any project at Gallo that is related to the topic of the specification. Therefore, this document may not be edited for specific projects. Any information that is unique to a project will be included in the SOW for the project.



Document Title:	Vendor Work Rules		
Document No.:	EJG-EHS-ST-00005	Revision No.:	20

1.0 Purpose

The purpose of this document is to provide Vendor personnel with the E. & J. Gallo Winery (“Gallo”) Safety, Health, Environmental, and GMP/GFMP standards with which all Vendor personnel must comply.

2.0 Scope

This document applies to all vendors, contractors, and subcontractors performing construction, maintenance, or service work on Gallo’s property (referred to collectively herein as “Vendor”). When “Vendor’s personnel” is used in this document, it refers to anyone working for the Vendor, including Vendor’s employees, contractors, and subcontractors.

3.0 Responsibility

Vendor must comply with the standards and procedures in this document. The Gallo Project Manager or designee will review this document with Vendor before the project starts and take corrective action when needed.

4.0 Definitions

Term	Definition
ANSI	American National Standards Institute
BAAQMD	Bay Area Air Quality Management District
Cal/OSHA	California Division of Occupational Safety and Health
CARB	California Air Resources Board
CCR	California Code of Regulations
CFR	Code of Federal Regulations
COVERED PROCESS	Quantities of anhydrous ammonia, ethyl alcohol, and sulfur dioxide above the threshold quantities established by OSHA, Cal/OSHA, Cal/EPA, or the U.S. EPA, respectively.
DOT	Department of Transportation
EHS	Environmental, Health, and Safety
EIN	Equipment Identification Number
EPA	Environmental Protection Agency
FDA	Food and Drug Administration
GFCI	Ground Fault Circuit Interrupter
GMP	Good Manufacturing Practices
IIPP	Injury and Illness Prevention Program
ISO	International Organization for Standardization
JHA	Job Hazard Analysis
LEL	Lower Explosive Limit
LSI	Large Spark Ignition



Document Title:	Vendor Work Rules		
Document No.:	EJG-EHS-ST-00005	Revision No.:	20

Term	Definition
NEC	National Electrical Code
ORDV	Off-Road Diesel Vehicle
OSHA	Federal Occupational Safety and Health Administration
PPE	Personal Protective Equipment
PSM	Process Safety Management
RMP	Risk Management Plan
SDS	Safety Data Sheet
SJVAPCD	San Joaquin Valley Air Pollution Control District
UFC	Uniform Fire Code
VOC	Volatile Organic Compound

5.0 General Instructions

- 5.1. Vendor shall comply with OSHA, Cal/OSHA, EPA, and other regulatory environmental, safety, and health standards; and all of Gallo's environmental, safety, and health rules that are applicable to Vendor's work or presence on Gallo's property. Gallo reserves the right to interpret OSHA, Cal/OSHA, EPA, and other safety, quality, and environmental standards that are applicable to Vendor's work on Gallo's property and require immediate corrective action. Vendor's failure to comply with the guidelines may result in removal of the Vendor or their employees from Gallo's premises, at Gallo's sole discretion.
- 5.2. Vendor must be familiar with the evacuation routes at the job site and the local emergency action plan. Vendor shall receive Gallo's emergency action plan from the Gallo Project Manager or Gallo's EHS personnel applicable to the job site prior to initiating work.

If a life-threatening injury occurs at the job site, Vendor shall follow these steps:

- 5.2.1. Call 911 from the nearest phone (Gallo is compliant with the e911 law)
- 5.2.1.1. Provide the address of the facility and the location inside the facility to the 911 dispatcher.
- 5.2.2. Notify the Gallo Corporate Security Operational Center at (209) 341-4444.
- 5.2.3. To ensure a fast response to the emergency site, send someone to flag down the emergency services team and lead them to the incident scene.
- 5.2.4. Keep necessary elevators, walkways, and other spaces, clear.
- 5.2.5. Stop any operations that may interfere with the emergency response.
- 5.3. Vendor shall establish a visible point of contact within or close to their work area for communication. Vendor shall always have at least 1 person onsite who is



Document Title:	Vendor Work Rules		
Document No.:	EJG-EHS-ST-00005	Revision No.:	20

fluent in verbal and written English and can translate communications to the native language(s) of their non-English-speaking workers at the site.

- 5.4. Vendor shall give a copy of the Vendor Work Rules or a copy of the “Contractor Safety, Environmental, and Food Safety (GMP/GFMP) Overview” booklet to Vendor's personnel, subcontractors, and subcontractor's employees and review the document with them. This may be accomplished by:
 - 5.4.1. Having these workers read and sign the “Vendor/Contractor Receipt of Work Rules Documentation” (EJG-EHS-FM-00003), or
 - 5.4.2. Having these workers sign the receipt at the back of the “Contractor Safety, Health, Environmental, and Food Safety (GMP/GFMP) Overview” booklet and submit this this receipt to the Project Manager or their designate.
- 5.5. Vendor’s personnel must complete the Gallo Winery Contractor Orientation and any other site orientations required for the local emergency action plans, hazardous chemical locations, and hazard exposures unique to the job site.
- 5.6. Vendor shall instruct Vendor’s personnel on the nature of work to be accomplished for each Gallo contract, and point out potential hazards to which they may be exposed during the project(s). Vendor's code of safe work practices shall include site-specific hazard identification and control measures.
 - 5.6.1. Before each work shift begins, Vendor shall complete a JHA. Vendor may use their own form and format, or the “Contractor Preshift Job Hazard Analysis (JHA)” form.
- 5.7. Vendor shall not use any Gallo equipment, including but not limited to hand tools, power tools, elevating work platforms, powered industrial trucks, safety equipment, lighting, mechanical and electrical equipment, ladders, and scaffolds.
- 5.8. Unless otherwise approved by local project management, using radios, CD players, televisions, and similar devices are not allowed, except in designated break areas where they do not disturb other workers in the area.
- 5.9. **OSHA recordable injury incidents occurring on Gallo’s property must be reported immediately to the Gallo Project Manager or designee. After verbal notification of the accident, Vendor must provide a written report to the Gallo Project Manager or designee within 24 hours of the incident. Vendor must report any serious injury or illness [as defined by CCR Title 8 Section 330 (h)] to the local Cal/OSHA office.**

6.0 Site Security and Employee Conduct

- 6.1. In addition to the following provisions, Vendor must abide by any local site security rules in effect throughout the duration of the project.
- 6.2. When the first workday of the project starts, Vendor must obtain the work schedule and any special procedures and communications from the appropriate Gallo Project Manager or Gallo Representative.



Document Title:	Vendor Work Rules		
Document No.:	EJG-EHS-ST-00005	Revision No.:	20

- 6.2.1. The Gallo Project Manager will generate a vendor entry log at the beginning of the project.
- 6.2.2. Vendor’s personnel shall sign in and out each day when they enter and leave Gallo’s premises. The Gallo Project Manager will audit this log for compliance.
- 6.2.3. When a subcontractor or supplier needs to enter a job site, Vendor shall contact Gallo’s site security a minimum of 24 hours in advance.
- 6.3. Vendor’s personnel who have received a vendor or visitor badge must wear it while working onsite. The badge must be visible at all times.
 - 6.3.1. When any of Vendor’s personnel quits or is terminated, Vendor must return their badge to Gallo.
 - 6.3.2. Vendor must return all badges to Gallo at the end of the project.
 - 6.3.3. Vendor’s personnel shall not tailgate Gallo employees at the badge entry locations.
- 6.4. Only Vendor and Vendor’s personnel who are up-to-date with Gallo’s Contractor Compliance Program are allowed onsite during the project.
- 6.5. Gallo will not receive or unload any supplies or materials for Vendor or their subcontractors unless prior arrangements have been made with the Gallo Project Manager.
- 6.6. Vendor shall always enforce discipline and maintain good order among its personnel. The following actions may result in removal from Gallo’s premises, without limitation. Some of these actions may also result in a criminal complaint:
 - 6.6.1. Violating Gallo's violence in the workplace, information technology, or harassment policies
 - 6.6.2. Violating Gallo’s hazardous energy control (lockout, blockout, and tagout) procedures
 - 6.6.3. Violating Gallo’s confined space entry procedures
 - 6.6.4. Violating Gallo’s Hot Work Permit procedures
 - 6.6.5. Working at elevated locations without adequate fall protection or not complying with a fall protection plan
 - 6.6.6. Reporting to work under the influence of alcohol, under the influence of drugs not prescribed by a licensed physician for personal use while at work, or in possession of such drugs and alcohol while on Gallo’s property, including Gallo’s parking lots
 - 6.6.7. Possessing or storing weapons (except for retractable knives with blades of 3-1/2 inches or shorter) or explosives on Gallo’s property, including Gallo’s parking lots



Document Title:	Vendor Work Rules		
Document No.:	EJG-EHS-ST-00005	Revision No.:	20

- 6.6.8. Stealing or malicious conduct, including but not limited to destroying Gallo’s property, vending machines, or personal property of anyone present onsite
- 6.6.9. Other prohibited behaviors include:
 - 6.6.9.1. Horseplay
 - 6.6.9.2. Gambling on Gallo’s property
 - 6.6.9.3. Smoking and tobacco use is prohibited on Gallo’s property, except in designated areas
 - 6.6.9.4. Committing a nuisance on or about Gallo’s property
 - 6.6.9.5. Posting unauthorized literature on Gallo’s premises, including Gallo’s parking lots
 - 6.6.9.6. Solicitation of any kind on Gallo’s property
 - 6.6.9.7. Photography or video recording on Gallo’s property (unless prior permission is obtained from a Gallo Representative).
 - 6.6.9.8. Crossing under, over, or between moving or stationery railroad cars on or traveling through Gallo’s property
- 6.7. Vendor’s personnel must report any suspicious activity in their work areas to their supervisor or the Gallo Project Manager immediately.
- 6.8. Parking on Gallo’s Property
 - 6.8.1. If temporary parking permits are required, Vendor’s personnel may obtain these permits from the local Gallo Security office or check-in location. These permits must be placed on the front dash.
 - 6.8.2. Backing into a parking space in a lot laid out with a diagonal parking pattern is not allowed.
 - 6.8.3. Vendor’s personnel must park their personal vehicles in the parking lot designated by Gallo. Gallo is not responsible for any damage to these vehicles while they are parked on Gallo’s property.
 - 6.8.4. Vendor’s company vehicles may enter Gallo’s property to offload tools and materials needed for the project. As soon as the tools and materials are unloaded, Vendor must remove these vehicles. If Vendor needs to stage their vehicles for work related to the project, such as welding, using compressors, and using painting and foam equipment, Vendor must receive approval in advance by the Gallo Project Manager. This work must not interfere with site operations.
- 6.9. Vendor’s vehicles and mobile equipment are subject to search when entering or leaving Gallo’s property.



Document Title:	Vendor Work Rules		
Document No.:	EJG-EHS-ST-00005	Revision No.:	20

- 6.10. Vendor’s personnel must stay in their assigned work area(s). Unauthorized visits outside these assigned areas are strictly prohibited.
- 6.11. The Gallo Project Manager may ask Vendor to adopt an alternate break schedule for Vendor’s personnel to avoid taking breaks with Gallo’s employees.

7.0 Safety and Health Protection

7.1. Airborne Infectious Disease Prevention

- 7.1.1. Where a local, state, or national epidemic is declared by jurisdictional authorities, Vendor shall comply with the processes Gallo establishes to protect its employees and Vendor’s personnel.
- 7.1.2. These processes and preventive measures may vary by location due to local ordinances.
- 7.1.3. Vendor will coordinate with the Gallo Project Manager or their designee any required notification procedures for Vendor employees identified as a COVID-19 case that had close contact with Gallo employees and likewise any Vendor employees with close contact of any Gallo employees identified as a COVID-19 case.

7.2. Confined Space Entry

- 7.2.1. Vendor's confined space entry program must comply with the latest version of the following CCR Title 8 standards:
 - 7.2.1.1. Construction activities—Chapter 4, Subchapter 4, Article 37, Sections 1950-1962
 - 7.2.1.2. Maintenance activities—Chapter 4., Subchapter 7, Group 16, Sections 5156-5158
- 7.2.2. When Vendor works alongside Gallo employees in confined spaces, both parties must communicate with each other about the work they are performing to ensure that everyone follows the necessary safety precautions.
- 7.2.3. The Vendor who has employees entering confined spaces shall be the Controlling Employer. The Controlling Employer shall complete the hazard assessment for the confined space, conduct the atmosphere testing, supervise workers’ entry into the space, rescue anyone from the space when needed, and close out the confined space project. The Controlling Employer shall provide a competent person for the confined space. Gallo will provide any previously conducted hazard assessments to the Controlling Employer.
- 7.2.4. A copy of Vendor's confined space program shall be readily available at the job site.



Document Title:	Vendor Work Rules		
Document No.:	EJG-EHS-ST-00005	Revision No.:	20

- 7.2.5. Vendor must post a completed confined space entry permit at the confined space entry point and remove the permit when the task is completed.
- 7.2.6. Vendor shall develop a viable rescue plan and provide the necessary resources for confined space rescue for the work performed. An internal Gallo confined space rescue team will not be used as a rescue plan for contractor entries into permit-required confined spaces.

7.3. Hazardous Energy Control, Including Lockout, Blockout, and Tagout

- 7.3.1. Vendor must adhere to the requirements set forth in CCR Title 8, Chapter 4, Article 7, Section 3314, "The Control of Hazardous Energy for the Cleaning, Repairing, Servicing, Setting-Up, and Adjusting Operations of Prime Movers, Machinery and Equipment, Including Lockout/Tagout".
- 7.3.2. Vendor must not initiate energy isolation or reactivation on electrical, mechanical, or stored energy systems without consulting the Gallo Project Manager.
- 7.3.3. Vendor's personnel who initiates lockout activities shall follow Gallo's and site-specific lockout/tagout procedures.
- 7.3.4. If any of Vendor's personnel may be exposed to a hazard due to inadvertent energization of equipment, an electrical source, or another energy source, they must be protected by their own lock located either on the primary energy source(s) or through Vendor's company's group lockout (gang box) system.
 - 7.3.4.1. The "Gallo Lockout/Tagout Log Sheet" shall be used for this purpose.
- 7.3.5. Where work involves controlling hazardous energy (lockout, blockout, and tagout) on a PSM, RMP, or California Accidental Release Prevention Program (CalARP) covered process (ammonia, ethyl alcohol, or sulfur dioxide systems), Gallo personnel familiar with the process will install locks and tags first and Vendor shall lockout and the tagout over the Gallo devices. Gallo and Vendor shall jointly verify effectiveness of the energy controls before any work starts.
- 7.3.6. Vendor shall not cut, drill, or disconnect any process piping without positive identification by the Gallo Project Manager or Gallo Operations personnel familiar with the process(s). Vendor must relieve the pressure to a safe level. Vendor shall ensure that any residual flammable, combustible, or toxic fumes have been purged or the pipeline is inerted. Gallo's line breaking procedures will take precedent unless Vendor's procedures have been reviewed and approved by the Gallo Project Manager and Gallo Site Manager.

7.4. Electrical Work



Document Title:	Vendor Work Rules		
Document No.:	EJG-EHS-ST-00005	Revision No.:	20

- 7.4.1. Vendor’s work on or around potentially energized electrical systems and components must comply with Gallo’s Electrical Safety Program and current NFPA 70E standards.
- 7.4.2. Vendor shall provide GFCIs for all portable electrical equipment receptacles. All permanent or temporary wiring must comply with the latest NEC and Cal/OSHA requirements for low-voltage electrical safety.

7.5. Excavations

- 7.5.1. All excavation activities must be in compliance with CCR Title 8, Article 6 and the applicable provisions of the California Government Code, Section 4216.
- 7.5.2. All trench excavations 4 feet deep or more where Vendor’s personnel or Gallo’s employees must enter shall be treated as permit required confined spaces, including atmosphere clearance and monitoring and the other requirements of CCR, Title 8, Section 1541.
- 7.5.3. All vehicles (cement trucks, cranes, delivery trucks, powered industrial trucks, tractors, etc.) and staged construction materials shall always maintain a minimum horizontal distance equal to the depth of the excavation, plus 2 feet from the edge of the excavation.

7.6. Exposure to Chemical and Physical Agents

- 7.6.1. Vendor shall not disturb any insulation material or painted surfaces without first checking with the Gallo Project Manager to determine whether these materials contain asbestos and/or lead.
- 7.6.2. Vendor must provide their own respiratory protection and other PPE to their personnel, when required, to protect them against harmful chemical and physical exposures.
- 7.6.3. Vendor shall control exposures to dust-generating operations for concrete and masonry. These operations include using powered tools or equipment to cut, grind, core, or drill, concrete or masonry materials that may contain crystalline silica. These operations must comply with CCR Title 8, Sections 1530.1 and 1532.3.
- 7.6.4. When Vendor’s personnel need to work in any area where a flammable or toxic atmosphere is suspected, Vendor must conduct a quantitative test before entering that area. Vendor must provide for proper testing of areas in which the atmosphere may be harmful. Vendor is responsible for the adequacy of the instruments, the tester’s competency, and any required corrective actions.
- 7.6.5. Vendor must provide their own monitoring equipment for continuously monitoring and alarming and a competent person who is capable of identifying chemical hazards. Vendor cannot use Gallo’s equipment for these purposes.



Document Title:	Vendor Work Rules		
Document No.:	EJG-EHS-ST-00005	Revision No.:	20

7.6.6. Gallo’s Project Manager will make a reasonable effort to inform Vendor of potential atmospheric hazards associated with the project, including toxic, explosive, or gaseous hazards, and hazards from excessive or deficient oxygen. Any PPE Vendor’s personnel and subcontractors need for the project must be provided by Vendor and disposed by Vendor after use in compliance with the applicable regulations.

7.6.7. Vendor shall identify and confirm any hazards associated with cutting or welding pipes or vessels. Cutting or welding pipes or vessels containing flammable materials is not allowed until the pipe or vessel is emptied and flushed with water or purged with an inert gas and quantitatively determined by reliable instrumentation to contain residual vapors less than 10% LEL.

7.7. Fire Prevention and Protection

7.7.1. Each temporary building, trailer, or shelter erected by the Vendor must be equipped with fire extinguishers.

7.7.2. When firefighting equipment is needed, Vendor must provide it. All firefighting equipment provided by Vendor must be in good working condition, fully charged, and compliant with California fire regulations. Vendor’s personnel and subcontractors who might use the fire extinguishing equipment must be trained.

7.7.3. Vendor must receive approval by Gallo management to use the fire hydrants and standpipes on Gallo’s property.

7.7.4. Vendor shall use only Type I or Type II safety cans for storing flammable liquids (gasoline, diesel, kerosene, acetone, etc.) in quantities of 5 gallons or less.

7.7.5. Vendor shall not start any hot work until a hot work permit is issued and approved. More details are provided in Section 7.10, “Hot Work”.

7.8. General Housekeeping

7.8.1. Vendor's tools, toolboxes, carts, material, and equipment must not be left or stored in aisles or stairways, block aisles or stairways, or block the electrical panels. Vendor must make arrangements with the Gallo Project Manager for space to set up the job trailer and store equipment and materials required for the project before the project starts.

7.8.2. Vendor shall ensure that their tools and equipment are secure. Gallo is not responsible for Vendor’s tools, materials, and equipment.

7.8.3. Vendor shall keep the job site, material storage areas, office and personnel areas in a neat, orderly condition. Vendor’s personnel shall sweep the work areas every day.

7.8.3.1. Vendor must ensure that the storage areas, refuse containers, safe piling, garbage, and walkways are maintained in a safe, orderly manner.



Document Title:	Vendor Work Rules		
Document No.:	EJG-EHS-ST-00005	Revision No.:	20

7.8.3.2. Vendor must provide and use an adequate number of refuse containers at the job site and handle all refuse disposal.

7.8.3.3. Vendor shall recycle the appropriate materials in the containers provided by Gallo.

7.8.4. Vendor must remove all demolition materials, construction materials, and spent and unused chemicals, from Gallo's property upon completion of the work or as necessary to maintain a safe, orderly job site.

7.9. Hazardous Materials Management

7.9.1. Vendor must maintain a hazardous material inventory and SDSs for all chemicals they store and use on Gallo's property. When chemicals must be brought to the job site, Vendor must give a copy of the SDS to the Gallo Project Manager for approval before bringing the chemicals onsite. Vendor must keep copies of the SDSs at or adjacent to the job site so that they are readily available to Vendor's personnel and Gallo's employees.

7.9.2. Vendor and the Gallo Project Manager must carefully coordinate the use of volatile compounds, such as epoxy floor coatings, in enclosed areas that may be occupied or adjacent to occupied areas. A ventilation plan may require review by a Gallo Industrial Hygienist.

7.9.3. Vendor must receive approval from a Gallo Project Manager or designee before bringing any explosive or detonating devices on Gallo's property.

7.9.4. Vendor shall keep any flammable liquids, such as gasoline, lacquer thinner, and other liquids having a flash point of 100° F or lower, in the original container or an approved safety container equipped with a flame arrestor. Vendor must label each container with its contents.

7.9.4.1. If Vendor must storage larger quantities of flammable liquids (more than 5 gallons), Vendor must receive approval from Gallo before bringing these flammable liquids to the job site. Vendor must also provide secondary containment and proper storage for these flammable liquids.

7.9.4.2. Vendor must post hazard warning signs for these flammable liquids when needed.

7.9.5. Vendor shall ensure that the hazardous materials containers are managed to prevent contaminated runoff to the storm drains during rainy weather. More details are provided in Section 8.0, "Environmental Protection".

7.9.6. Vendor shall clearly label all material containers, ensure the containers are in good condition, and keep the containers closed, except when adding or removing material.



Document Title:	Vendor Work Rules		
Document No.:	EJG-EHS-ST-00005	Revision No.:	20

7.10. Heat Illness Prevention Plan and Program

- 7.10.1. When Vendor’s personnel and subcontractors perform tasks outside covered and enclosed buildings, Vendor must comply with CCR Title 8, Subchapter 7, Group 2, Article 10, Section 3395, including but not limited to:
 - 7.10.1.1. Developing and maintaining a written Heat Illness Prevention Program. Vendor must keep a copy of this document at the job site.
 - 7.10.1.2. Training workers, supervisors, and foremen on the provisions in the program.
 - 7.10.1.3. Providing access to fresh drinking water.
 - 7.10.1.4. Providing shade and rest areas.

7.11. Hot Work

- 7.11.1. Vendor shall not perform burning, grinding, welding, or other heat-producing activities in any area near Gallo’s equipment, storage or process vessels, utilities, or piping, until the work procedure is approved by the Gallo Project Manager. Vendor must review, understand, and use Gallo’s hot work permit before starting any hot work. The approved hot work permit shall be posted and visible in the immediate area of the work being performed and removed and turned into the Gallo Project Manager when the task is finished.
 - 7.11.1.1. Vendor shall not start the hot work until a hot work permit is completed and approved.
 - 7.11.1.2. Heat and spark barriers, such as curtains, blankets, and pads, must meet the approval rating in ANSI/FM 4950.
 - 7.11.1.3. Vendor shall be responsible for any damage caused by slag, fire, or smoke and promptly reimburse Gallo for these damages.
- 7.11.2. Vendor shall take the necessary precautions to prevent personnel exposure to welder's flash. Curtains or other barriers shall be positioned to minimize exposure.
- 7.11.3. Vendor shall always use approved eye protection while operating a cutting or welding torch.
- 7.11.4. Vendor shall ensure that their personnel have sufficient ventilation and wear appropriate clothing while welding or burning.
- 7.11.5. Every burning torch, welding lead, or spark producing activity must have an appropriate and properly sized fire extinguisher within 35 feet of the operation.



Document Title:	Vendor Work Rules		
Document No.:	EJG-EHS-ST-00005	Revision No.:	20

7.11.5.1. A basic dry chemical fire extinguisher may not be appropriate for all firefighting applications, such as control room work, open grasslands, work around large flammable liquid storage tanks, etc. Vendor shall seek direction from the Gallo Project Manager or Gallo Site Safety Representative in unique situations.

7.11.6. Vendor must follow these requirements when handling compressed gas cylinders:

7.11.6.1. Vendor shall select a location for storage that minimizes exposure to potential contact from moving equipment and materials.

7.11.6.2. Cylinders must be stored properly and secured to prevent them from falling.

7.11.6.3. Vendor shall never use a cylinder as a roller or allow it to be dumped or dropped.

7.11.6.4. Vendor shall close valves when they are empty, install the protective caps, mark the cylinders as “empty”, and return the cylinders to the supply source.

7.11.6.5. Vendor shall keep cylinders away from heat and flames. Gallo requires that cylinders are protected from the sun (radiant heat) when cylinders are used or stored where the outside temperature exceeds 90° F.

7.11.6.6. Vendor shall use only approved regulators.

7.11.6.7. Vendor shall inspect all connections to make sure they are not leaking.

7.11.6.8. Vendor must secure cylinders during transport in a vehicle to prevent them from falling. Vendor shall not use forklift forks to transport cylinders.

7.11.6.9. Vendor shall not take gas cylinders into confined spaces.

7.11.6.10. Vendor shall close and pressure bleed cylinder valves when they are not in use.

7.11.6.11. Vendor must use a 5-foot-high metal plate to separate any oxygen and acetylene cylinders that are not in use, unless the cylinders are already separated by a minimum distance of 20 feet.

7.12. Ladders and Scaffolds

7.12.1. The use of ladders, scaffolds, and rigging is fundamental and specialized by project.



Document Title:	Vendor Work Rules		
Document No.:	EJG-EHS-ST-00005	Revision No.:	20

- 7.12.2. Vendor must observe OSHA, Cal/OSHA, and all other codes related to ladders, scaffolds, and rigging.
- 7.12.3. Safety harnesses and lifelines must be used in accordance with CCR Title 8, Article 24, and CFR 1910.140. Vendor shall provide and maintain this equipment.
- 7.12.4. Portable straight or extension ladders used to access elevated locations must extend at least 36 inches beyond the edge of the landing.
- 7.12.5. Portable straight or extension ladders in use shall be tied, blocked, or secured in a safe manner to prevent them from moving or tipping over.
- 7.12.6. Vendor’s personnel shall maintain a three-point contact with the ladder while climbing or dismounting it. Vendor’s personnel shall carry hand tools in a pouch or hoist them with a line.

7.13. Mobile Equipment and Cranes

7.13.1. Crane Operations

- 7.13.1.1. Crane operators must meet the certification requirements as required by the current OSHA and Cal/OSHA regulatory standards. The crane operator must have their current certification on hand while operating a crane on Gallo’s property.
- 7.13.1.2. Crane operators must maintain 6 feet of clearance from the crane booms to the roof bracing, structural members, walls, and other objects.
- 7.13.1.3. Electrical power lines at Gallo carry up to 12,000 volts. Crane operators must maintain at least 10 feet of clearance from these lines.
- 7.13.1.4. The area where a crane is in operation must be barricaded to control unauthorized access.
- 7.13.1.5. Vendor must develop a documented rigging and lift plan for review by a qualified person (other than the crane operator) for lifts exceeding 75% of the rated crane capacity or for performing lifts on or within 100 feet of a PSM, RMP, or CalARP covered process system.
 - 7.13.1.5.1. Vendor must submit the lift plans for critical lifts to the Gallo Project Manager for review and approval 5 business days prior to the scheduled lift.
- 7.13.1.6. A qualified signal person shall be used where the crane operator does not have a full view of the point of operation. A communication plan shall be established prior to starting the lift.



Document Title:	Vendor Work Rules		
Document No.:	EJG-EHS-ST-00005	Revision No.:	20

7.13.1.7. Suspended personnel platforms shall not be used unless they fully comply with applicable OSHA and Cal/OSHA regulations.

7.13.1.8. A qualified person (rigger) shall perform all rigging.

7.13.2. Operators of powered industrial trucks (forklifts) must be certified to operate the equipment.

7.13.3. Operators of other types of mobile equipment and aerial devices must be trained and authorized by their employer for the device(s) operated.

7.13.4. All cranes, powered industrial trucks, industrial tractors, and aerial devices must have readily accessible proof of a pre-shift inspection, as appropriate.

7.13.5. Vendor’s personnel must park in the designated parking areas. If Vendor’s personnel parks offsite, Vendor must develop a plan for shuttling personnel and equipment to the job site that does not hinder Gallo’s production operations.

7.13.5.1. When Vendor’s personnel are transported by truck, the passengers must be seated in the bed of the truck or in the cab.

7.13.6. While operating mobile equipment or vehicles inside Gallo’s buildings, Vendor’s personnel shall not exceed 5 mph. The speed limit for Gallo’s plant roadways and parking lot is 10 mph, unless posted otherwise. Industrial and commercial equipment must have a working back-up alarm, as required by Cal/OSHA and OSHA regulations.

7.13.7. While operating mobile equipment or vehicles inside Gallo’s buildings, Vendor’s personnel shall turn on the headlights so that they may see and be seen by Gallo’s operations personnel.

7.13.8. Vendor’s personnel shall observe all posted signs and shall not take shortcuts.

7.14. Personal Protective Equipment

7.14.1. Vendor shall supply the necessary safety equipment for their personnel.

7.14.2. Vendor’s personnel must wear hard hats in designated areas.

7.14.3. At a minimum, safety glasses must be worn in the maintenance shops, construction areas, any location where eye hazards are present, or where warning signs are posted. Many Gallo sites require that safety glasses must be worn on company property at all times, except in designated break areas. Vendor must check with the Gallo Project Manager for any local rules regarding safety glasses.



Document Title:	Vendor Work Rules		
Document No.:	EJG-EHS-ST-00005	Revision No.:	20

- 7.14.4. Footwear and clothing must be suitable for the work to be performed. Shorts, sleeveless shirts, sandals, or open-toed shoes are not allowed. Shirts must completely cover the underarms and midriff.
- 7.14.5. Vendor’s personnel must wear additional safety equipment based on the potential hazards at the job site. This equipment includes but is not limited to:
 - 7.14.5.1. Hearing protection
 - 7.14.5.2. Fall protection
 - 7.14.5.3. Visibility vests
 - 7.14.5.4. Respiratory protection
- 7.15. Process Safety Management and Risk Management Plans
 - 7.15.1. Vendor’s personnel working on covered processes shall follow these requirements:
 - 7.15.1.1. Vendor’s personnel must have satisfactorily passed the supplier prequalification criteria established by Gallo through Avetta (<https://www.avetta.com>) for:
 - 7.15.1.1.1. Occupational safety and health program regulatory requirements
 - 7.15.1.1.2. Occupational injury and illness performance requirements established by Gallo
 - 7.15.1.1.3. Minimum and up-to-date insurance requirements established by Gallo
 - 7.15.1.1.4. Training and specialized worker certification requirements for the job
 - 7.15.1.2. Vendor shall complete a daily pre-shift JHA and communicate the results of the analysis to Vendor’s personnel.
 - 7.15.1.3. All line-breaking activities must follow Gallo’s site-specific procedures and be approved by the Gallo Project Manager or designee before the work starts.
 - 7.15.1.4. Vendor shall thoroughly document all hazardous energy control procedures. The Gallo Project Manager and Gallo Maintenance Manager familiar with the system being worked on must approve the procedures. Vendor and Gallo shall communicate the procedures to Vendor’s personnel and any affected Gallo employees.



Document Title:	Vendor Work Rules		
Document No.:	EJG-EHS-ST-00005	Revision No.:	20

7.15.1.4.1. Refer to Section 7.3, “Hazardous Energy Control, Including Lockout, Blockout, and Tagout”, for more details.

7.15.1.5. All hot work must be approved by the Gallo Project Manager or designee before the work starts. Vendor shall follow Gallo’s hot work permit process and any site-specific protective measures.

7.15.2. Vendors working on a PSM-covered process shall receive an overview of the site’s PSM program from the Gallo Project Manager or designee.

7.16. Protective Coating Application and Sheeting

7.16.1. Vendor shall not use architectural coating with a VOC content greater than the governing air district’s regulatory limits.

7.16.1.1. For projects where the work is covered by the SJVAPCD, Rule 4601 shall be included in all scopes of work for structural painting.

7.16.2. When applying protective coatings, the area must be well ventilated to minimize toxic or explosion hazards.

7.16.3. All protective-coating containers shall be securely covered when not in use.

7.16.4. Thinners and coatings shall be stored only in their original containers, or in an approved safety can up to 5-gallon capacity and equipped with the proper flame/screen arrestor approved by OSHA and Cal/OSHA. These containers must be stored in a well-ventilated area away from heat, open flames, direct sunlight. All containers must be labeled properly.

7.16.5. When necessary, Vendor shall provide the appropriate warning signs for the flammability hazard.

7.16.6. When spraying coatings, sandblasting, or pressure washing, Vendor shall consider the following:

7.16.6.1. Wind direction

7.16.6.2. Height

7.16.6.3. Proximity to roads, parking areas, adjacent equipment, building air intakes, and personnel

Vendor's personnel shall post ample signs throughout the work area stating the type of work being performed there. Vendor shall barricade the work area if necessary.

7.16.7. If Vendor sprays a flammable material, Vendor shall ensure that no hot work is performed either adjacent to or within 50 feet downwind of the area where the flammable material is applied.



Document Title:	Vendor Work Rules		
Document No.:	EJG-EHS-ST-00005	Revision No.:	20

- 7.16.8. Vendor must avoid spilling protective coatings on the roofs or other surfaces. Containers must not be placed in unstable positions. Catch guards or another acceptable method must be used at or near the eaves to protect the materials, facilities, and personnel.
- 7.16.9. Disposing protective coatings, thinners, solvents, or other wastes into a sewer or stormwater drain, or on open ground is a violation of local, state, and federal law and will not be tolerated.

7.17. Regulatory Permits

- 7.17.1. Vendor must obtain any necessary Cal/OSHA, federal, state, or local permits before starting the work. These permits include but are not limited to:
 - 7.17.1.1. A Cal/OSHA permit for trenching or excavating operations 5 feet deep or more where a worker must descend into the hole or trench
 - 7.17.1.2. A Cal/OSHA permit for constructing or demolishing buildings, structures, scaffolding (except suspended scaffolding), or falsework more than 3 stories or the equivalent height (36 feet).
 - 7.17.1.3. Permits for erecting, climbing, and dismantling tower cranes.
 - 7.17.1.4. Operating pressure vessels meeting the permit requirements of CCR Title 8, Chapter 4, Subchapter 1, "Unfired Pressure Vessel Safety Orders".
 - 7.17.1.5. Any other applicable permits required for Vendor to complete the project, such as but not limited to:
 - 7.17.1.5.1. Hot work permits
 - 7.17.1.5.2. Confined space entry permits
 - 7.17.1.5.3. Energized electrical work permits

7.18. Roofs and Other Elevated Work

- 7.18.1. When the work exposes workers to falling more than 6 feet, Vendor's personnel must wear approved personal fall arrest, personal fall restraint, or positioning systems. This requirement does not apply when Vendor's personnel are working from a ladder.
- 7.18.2. Before Vendor's personnel walk on roofs, or move equipment, material, or debris on roofs, they must determine whether the roof is strong enough to support the loads.
- 7.18.3. Vendor must evaluate potential exposure to electrical utilities before walking or working on roofs.



Document Title:	Vendor Work Rules		
Document No.:	EJG-EHS-ST-00005	Revision No.:	20

- 7.18.4. Vendor must initiate additional safety practices when a structural weakness is suspected.
- 7.18.5. Barricades, signs, or safety watch are required, as appropriate, to protect Vendor and Gallo’s personnel from hazards associated with overhead work.
- 7.18.6. Vendor must develop a fall protection plan when Vendor’s personnel must work within 6 feet of an unprotected roof edge, roof opening, or skylight. Vendor’s fall protection plan may include personal fall protection equipment, safety nets, temporary guardrails, controlled access zones, and any other information required by CCR Title 8, Division 1, Chapter 4, Subchapter 4, Article 30, “Roofing Operations and Equipment”.
 - 7.18.6.1. Two people must always be present during work within 10 feet of an unprotected roof edge.
- 7.18.7. Beverage containers and other personal items taken onto roofs or elevated work areas must be safely contained to prevent falling. These containers must be removed each day.
- 7.18.8. Any equipment or materials temporarily stored on roofs must be securely lashed down with wire, cables, or weights.
- 7.18.9. Temporary roof openings and floor holes must be covered with appropriate protective material and labeled in accordance CCR Title 8, Subchapter 4, Article 19, Section 1632, “Floor, Roof, and Wall Openings to Be Guarded”. The appropriate barricades and signage must be in place to identify and protect personnel from falling when Vendor is not in control of the job site.
- 7.18.10. Disposing old sheets or other materials by throwing them off elevated locations is prohibited. Exceptions must be approved by the Gallo Project Manager. If the Gallo Project Manager approves an exception, Vendor must execute control measures, such as barricades, signs, or a safety watch.

7.19. Signs and Barricades

- 7.19.1. Vendor shall place barricades around temporary structures (falsework) used in areas where vehicles or mobile equipment normally travel, or where malfunctioning equipment or machinery could cause the temporary structures to be struck.
- 7.19.2. When working overhead where falling materials might endanger personnel or equipment, Vendor shall barricade and provide adequate warning signs in the area below or establish all necessary precautions to protect the area and personnel below.
- 7.19.3. All temporary barricades shall have tags indicating:



Document Title:	Vendor Work Rules		
Document No.:	EJG-EHS-ST-00005	Revision No.:	20

7.19.3.1. Who erected the barricade (name of company, contact name, and phone number)

7.19.3.2. Why the barricade was erected

7.19.3.3. The date the barricade was erected

7.19.4. Applicable safety signs provided by Vendor shall meet the standard size requirements and always be legible.

7.19.5. If safety signs are removed or damaged from Vendor's work, they must be repaired or restored to their original condition as soon as possible. Vendor shall provide the necessary barricades around open pits, floor openings, ground openings, and temporary structures (falsework). Vendor must provide sufficient lights and signs for warning at night, in accordance with Cal/OSHA standards and other applicable laws.

7.19.6. If barricades alone do not provide adequate protection, Vendor shall provide a safety watch.

7.20. Utilities

7.20.1. Vendor's personnel shall not turn on or shut off any electricity or piping systems or set any machinery in motion without the approval of the Gallo Project Manager or designee. Adapters to utilities, including piping systems, are prohibited unless provided or approved by the Gallo Project Manager or designee.

7.20.2. A Gallo fire safety representative must be present any time Vendor's work involves interrupting a Gallo fire sprinkler system.

7.20.3. Vendor's personnel must obtain permission from the Gallo Project Manager before entering any electrical panel, power substations, motor rooms, control rooms, and transformer yards.

7.20.4. Vendor's personnel shall not disturb any electrical wires, cables, or conductors unless they are performing electrical work approved by Gallo.

7.20.5. Electrical wires, cables, conduit, or cabinets must not be used to support any scaffolding or other materials.

7.20.6. **Vendor must never enter sumps, pits, tanks, sewers, tunnels, or other confined spaces without checking with the Gallo Project Manager or designee. Vendor must test the air to ensure that it is safe to breathe before entering any confined space and continue testing the air after entry to ensure that a breathable atmosphere is maintained. More details are available in Section 7.1, "Confined Space Entry".**



Document Title:	Vendor Work Rules		
Document No.:	EJG-EHS-ST-00005	Revision No.:	20

8.0 Environmental Protection

8.1. Asbestos Removal

- 8.1.1. When work involves asbestos removal or potential exposure to asbestos, the Gallo Project Manager must notify Gallo’s Corporate Safety and Health Department and the local Gallo Environmental Manager before starting the work. Vendor must comply with CCR Title 8, Subchapter 4, Article 4, Section 1529, “Asbestos”.
- 8.1.2. Any asbestos removal and/or renovation shall comply with all OSHA, EPA, and local air pollution regulations and rules. Vendor must provide copies of all appropriate licenses and certifications before starting the work. Vendor shall not initiate any work involving asbestos without the review and approval of the local Gallo Safety and Health Representative and local Gallo Environmental Manager.
- 8.1.3. Air district notifications may be required, depending on the scope of work for demolitions and renovations. This work may include demolishing concrete structures. Vendor shall consult with the local Gallo Environmental Manager before starting any work to determine specific air quality management district requirements.
 - 8.1.3.1. For Central Valley operations, Vendor shall refer to the SJVAPCD website: <http://www.valleyair.org/busind/comply/asbestosbultn.htm>
 - 8.1.3.2. For North Coast operations, Vendor shall refer to the BAAQMD website: <http://www.baaqmd.gov/permits/asbestos>
- 8.1.4. Because asbestos disposal is environmentally regulated, it requires the use of certified contractors, specific paperwork for transportation and disposal, and approved waste disposal facilities.

8.2. Hazardous Materials

- 8.2.1. Vendor shall manage Vendor's hazardous material containers and protect them from the weather to prevent spills and contaminated runoff to the storm drains during rainy weather.
- 8.2.2. Vendor shall keep all material containers labeled and in good condition, ensure the containers are kept closed, except when adding or removing materials, and store the containers on secondary containment whenever possible.
- 8.2.3. Vendors must maintain a hazardous material inventory and SDSs for all chemicals brought onto Gallo’s property. Vendor must provide a copy of each SDS to the Gallo Project Manager before bringing the materials onsite.
- 8.2.4. Vendor shall notify the Gallo Project Manager or the local Gallo Environmental Manager before bringing any chemicals in quantities at



Document Title:	Vendor Work Rules		
Document No.:	EJG-EHS-ST-00005	Revision No.:	20

or above 55 gallons, 500 pounds, or 200 cubic feet (compressed gas) to the job location.

8.3. Lead Paint Removal and Abrasive Blasting Operations

8.3.1. Before starting work, Vendor shall consult with the local Gallo Environmental Manager to determine specific air quality management district requirements and regulated hazardous waste management and disposal requirements.

8.4. Noise Policy

8.4.1. Some of Gallo’s sites, including the Modesto Winery, have a policy requiring quiet hours from 10 p.m. until 6 a.m.

8.4.1.1. No honking of horns unless necessary for safety reasons.

8.4.1.2. Follow the posted speed limit.

8.4.1.3. Comply with local truck idling regulations.

8.5. Soil Piles from Construction and Excavation Activities

8.5.1. Vendor and the local Gallo Environmental Manager shall identify any air quality considerations and best management practices to minimize the amount of dust escaping into the air and soil seeping from piles at the construction site into process, sanitary, and storm drains.

8.6. Spills

8.6.1. Vendor shall prevent accidental spills, releases, or discharges of hazardous materials into the environment.

8.6.2. Vendor must provide containment for any hazardous materials spills or releases caused by their personnel, immediately clean up the spills, and dispose the waste offsite in accordance with all applicable federal, state, and local requirements.

8.6.2.1. If Vendor is trained properly, Vendor shall clean up the spill or release. If Vendor is not trained, Vendor shall hire a qualified subcontractor to complete the required work.

8.6.2.2. Vendor shall assist to the best of their ability with investigating the incident and completing any reports associated with the spill or release.

8.6.3. Vendor must immediately report any spill or release on Gallo’s property to the local Gallo Project Manager and the local Gallo Environmental Manager, or Gallo’s Security Department at (209) 341-4444 or Gallo’s Corporate Environmental Affairs Department at (209) 341-7402.



Document Title:	Vendor Work Rules		
Document No.:	EJG-EHS-ST-00005	Revision No.:	20

8.7. Stormwater Protection

- 8.7.1. Vendor must implement control measures (i.e., straw wattle, gravel bags, etc.) if they bring a portable toilet (porta-potty) or similar item onsite and place it within 25 feet of a storm drain. Vendor shall establish control measures to prevent materials from a leak, spill, flow, etc. from reaching the storm drain. Vendor shall check the control methods regularly for deterioration and replace them if necessary. Vendor may verify whether the portable toilet or similar item is located near a storm drain with the Gallo Project Manager.
- 8.7.2. Vendor must manage all project activities in a manner that prevents discharges to stormwater drains or waterways. These discharges are not permitted and are considered to violate federal, state, and local regulations.

8.8. Truck Idling Requirements and Other Mobile Fuel Burning Equipment Requirements

- 8.8.1. Compliance with 13 CCR Truck Idling Requirements is mandatory:
 - 8.8.1.1. Section 2485(c)(1)(A)—"...shall not idle the vehicle's primary diesel engine for greater than 5 minutes at any location."
 - 8.8.1.2. Section 2485(c)(1)(B)—"...shall not operate a diesel-fueled auxiliary power system (APS) to power a heater, air conditioner, or any ancillary equipment on that vehicle during sleeping or resting in a sleeper berth greater than 5 minutes at any location when within 100 feet of a restricted area."
 - 8.8.1.3. Section 2485(h)(21)—"‘Restricted area’ means any real property zoned for individual or multifamily housing units, schools, hotels, motels, hospitals, senior care facilities or child care facilities, that has one or more of such units on it."
- 8.8.2. Large Spark Ignition (LSI) engine-powered equipment and other regulated LSI equipment with engines greater than 25 horsepower and greater than 1.0-liter displacement fueled by gasoline, propane, or compressed natural gas must be registered with the state and have their EIN label affixed to the equipment. Label is required to be in a visible location, typically on the left or right rear quarter panel as high as possible.
- 8.8.3. Off-Road Diesel Vehicles (ORDV) operated on Gallo’s property must be registered with the state and have their associated EINs affixed to the vehicle in at least 2 places.

8.9. Waste Management

- 8.9.1. Vendor shall properly protect and contain all waste material onsite to prevent contamination to soil and/or surface or ground water. Vendor must segregate hazardous from non-hazardous waste. Vendor shall



Document Title:	Vendor Work Rules		
Document No.:	EJG-EHS-ST-00005	Revision No.:	20

dispose all wastes in accordance with applicable federal, state, and local laws and regulations. Vendor must dispose all wastes at facilities approved by Gallo.

- 8.9.2. Vendor must notify the local Gallo Environmental Manager about Vendor’s operations that will generate hazardous waste at the job site. Vendor must provide documentation that a specific waste has been properly characterized as hazardous or non-hazardous. If waste characterization has not been performed or the documentation provided is unacceptable by the local EHS Manager, Vendor must conduct a waste analysis and characterization.
- 8.9.3. Vendor must properly handle, containerize, and label all hazardous waste generated by Vendor’s operations at the job site. Vendor must manage containers and tanks containing hazardous waste liquids within or on secondary containment. The local Gallo Environmental Manager will contact Gallo’s Corporate Environmental Affairs to coordinate with Vendor for transporting and disposing the hazardous waste properly.
- 8.9.4. Vendor shall not dispose any chemical or chemical waste on Gallo’s property. Vendor shall not use drains, sewers, sinks, restrooms, trash receptacles, and the ground for disposing chemicals or wastes contaminated with chemicals.

8.10. Work Involving Air Emissions

- 8.10.1. If Vendor's operations require an air pollution registration or permit, Vendor must provide copies of the local administering agency (e.g., SJVAPCD, BAAQMD, etc.) permit to the local Gallo Environmental Manager for all equipment to be used by the Vendor on Gallo’s property. Vendor shall keep any records required by the local administering agency. Portable equipment subject to CARB’s registration requirements must have a current CARB registration placard conspicuously attached.
- 8.10.2. Vendor shall ensure that portable boilers, water heaters, and process heaters comply with local administering agency regulations (e.g., SJVAPCD).
- 8.10.3. Vendor shall control all odor, dust, and fugitive emissions from the job site. Vendor shall not cause any nuisance emissions while working on the job site.
- 8.10.4. Vendor shall ensure that all abrasive blasting operations comply with local administrating agency regulations (e.g., SJVAPCD).
- 8.10.5. The application of VOC-containing materials for architectural coating must comply with the local administrative agency’s VOC content limits.



Document Title:	Vendor Work Rules		
Document No.:	EJG-EHS-ST-00005	Revision No.:	20

8.11. Work Involving Water Discharges

- 8.11.1. Vendor must obtain approval from the local Gallo Environmental Manager before discharging water into storm drains or sewers.
- 8.11.2. Vendor must establish best practices to ensure that their materials, equipment, and operations do not contaminate the stormwater.

9.0 General GMP/GFMP Requirements

- 9.1. In addition to the following, Vendor and any Vendor subcontractors must understand and abide by local site GMP or GFMP requirements.
- 9.2. When Vendor has 10 or more personnel working at the job site, Vendor shall supply restroom facilities for their personnel, including handwashing stations with soap, potable water, a sanitary means to dry their hands (such as paper towels), and a covered waste or trash receptacle.
 - 9.2.1. Vendor must place the portable restrooms and handwashing equipment close enough to the job site to facilitate use, but not near food or beverage processing equipment.
 - 9.2.2. Restrooms must be clean, in good operation, and serviced and cleaned regularly to prevent them from becoming a health or food safety risk.
 - 9.2.3. When the project involves potential work on or around in-service food processing equipment or utilities (food contact water, gases, steam, etc.), Vendor’s personnel must have access to hot water handwashing facilities where they can wash their hands after using the restroom, returning from breaks, or as needed to facilitate good hygiene and food safety.
- 9.3. Hairnets and beard nets must be worn in exposed product areas. Vendor shall contact the Gallo Project Manager or designee for the facility-specific requirements for the areas covered in Vendor’s work area.
- 9.4. No jewelry shall be worn in the exposed product areas or in prohibited areas designated by Gallo site management. This includes, but is not limited to:
 - 9.4.1. Earrings
 - 9.4.2. Beads
 - 9.4.3. Rings
 - 9.4.4. Pins
 - 9.4.5. Watches
 - 9.4.6. Bracelets
 - 9.4.7. Face and body piercings



Document Title:	Vendor Work Rules		
Document No.:	EJG-EHS-ST-00005	Revision No.:	20

- 9.5. In addition to the safety requirements for the appropriate clothing, the following GMPs apply when Vendor’s personnel work in exposed product areas:
 - 9.5.1. Shirts should not have pockets. If pockets are present, they cannot be used.
 - 9.5.2. No loose items shall be worn or carried above the waist, such as pens, markers, and notepads. No removable items shall be attached above the waist, including badges, buttons, and pins.
 - 9.5.3. Drinking outside designated areas shall be limited to water that is provided by Vendor. Closable water containers are required, and the contents must be identified legibly.
 - 9.5.4. Food, including chewing gum, shall be consumed only in designated areas.
 - 9.5.5. Tobacco, including chewing tobacco, is permitted only in designated areas.
 - 9.5.6. All waste from eating, drinking, or tobacco use must be disposed in receptacles located within the designated eating or tobacco use areas.
 - 9.5.7. Spitting is not allowed anywhere on Gallo’s property.
 - 9.5.8. All doors leading to the outside must be closed when they are not used.

10.0 References

- 10.1. California Code of Regulations, Title 8
- 10.2. California Code of Regulations, Title 13
- 10.3. California Health and Safety Code, Division 104, Environmental Health, Part 7
- 10.4. California Retail Food Code, Article 4, Handwashing, Section 113953 (c)
- 10.5. Code of Federal Regulations, Title 29, Parts 1910 and 1926
- 10.6. Code of Federal Regulations, Title 21, Part 110
- 10.7. Code of Federal Regulations, Title 21, Part 117, Subpart B “Current Good Manufacturing Practice”
- 10.8. Good Manufacturing Practice (GMP) – Personnel (EJG-000-ST-00008)
- 10.9. ISO 14001, Clause 4.4.6, “Operational Control”

11.0 Rules Receipt and Responsibilities

- 11.1. Vendor must inspect their job sites daily to ensure compliance with all of Gallo’s Vendor Work Rules.



Document Title:	Vendor Work Rules		
Document No.:	EJG-EHS-ST-00005	Revision No.:	20

- 11.2. Gallo’s Representatives may observe, audit, or inspect Vendor’s work area(s) and Vendor personnel’s work practices for compliance with Gallo’s Vendor Work Rules. Gallo will not be responsible for the safety of personnel under Vendor’s control, including Vendor’s subcontractors and personnel.
- 11.3. Vendor must ensure that all Vendor personnel, including Vendor’s subcontractors and employees, have read and understand Gallo’s Vendor Work Rules.
- 11.4. Vendor must keep a copy of the Vendor Work Rules at the job site for their personnel to reference when needed.
- 11.5. Vendor must sign the “Vendor/Contractor Receipt of Work Rules” document before starting work at the job site.
- 11.6. Vendor must have an emergency action plan, as well as safety, environmental, and GMP requirements for each job site before Vendor starts the project(s). Gallo must review and approve these documents with Vendor before Vendor begins work at the job site(s).
- 11.7. If Vendor is not sure about the safety, environmental, or GMP rules that apply to their contract, Vendor must contact the Gallo Project Manager for clarification.
- 11.8. Failure to comply with Gallo’s safety, environmental, and GMP guidelines may result in Gallo removing Vendor or Vendor’s personnel from Gallo’s premises.

12.0 Appendix: Attachments

Before the project starts, Vendor must check with Gallo’s Project Manager for the revisions of the following attachments and local procedures.

- 12.1. “Vendor/Contractor Receipt of Work Rules”
- 12.2. “Control of Hazardous Energy (Lockout/Blockout/Tagout)”
- 12.3. “Gallo Lockout/Tagout Log Sheet”
- 12.4. “Electrical Safety Program”
- 12.5. “Energized Electrical Work Permit (EEWP)”
- 12.6. “Fall Protection Program”
- 12.7. “Hot Work Permit Process”
- 12.8. “Elevated Surface Work Plan For Non-Routine Tasks”
- 12.9. “Contractor Preshift Job Hazard Analysis (JHA)”
- 12.10. “Contractor Jobsite Safety Inspection”
- 12.11. “Corporate Environmental Policy”



Document Title:	Vendor Work Rules		
Document No.:	EJG-EHS-ST-00005	Revision No.:	20

13.0 Revision History

Revision Number	Date	Revised By	Approved by	Changes Made or Reason for Revision
3	12/8/2006	Derrick Jarvis	Derrick Jarvis	<ul style="list-style-type: none"> Added continuous improvement and key process measures Reorganized the body to group subject categories Changed PIT certification language Added training requirement to other mobile and aerial equipment Added a "Process Safety Management" section
4	5/14/2007	Derrick Jarvis	Derrick Jarvis	<ul style="list-style-type: none"> Removed the Vendor definition Changed GMP to GFMP Removed the continuous improvement table Added the vendor rules review documentation retention Minor editorial and spelling corrections
5	9/14/2007	Derrick Jarvis	Derrick Jarvis	<ul style="list-style-type: none"> Revised records retention Added a line in "Site Security and Employee Conduct" referencing the site security rules Added reference to Vendor employees' personal vehicles Added an "Excavations" section
6	12/10/2008	Derrick Jarvis	Derrick Jarvis	<ul style="list-style-type: none"> Revised the header on the first page Added new requirements for controlling exposures from dust-generating operations on concrete or masonry
7	6/12/2009	Derrick Jarvis	Derrick Jarvis	<ul style="list-style-type: none"> Changed references of "Contractor" to "Vendor" Added references Added a "Hazardous Materials" section
8	8/13/2009	Derrick Jarvis	Derrick Jarvis	<ul style="list-style-type: none"> Revised Item 115 to Water only in approved containers Deleted attachments that are part of MICA or site-specific
9	4/18/2011	Derrick Jarvis	Derrick Jarvis	<ul style="list-style-type: none"> Added new #19 for setback of equipment from excavations Added requirements for hot work curtains, blankets, and pads to meet new ANSI/FM 4950 approval standards (59 a)
10	10/5/2011	Derrick Jarvis	Derrick Jarvis	Added 12) l) regarding crossing over, under, and between railroad cars.
11	9/27/2012	Derrick Jarvis	Derrick Jarvis	<ul style="list-style-type: none"> Added requirement for keeping compressed gas cylinders protected from radiant heat



Document Title:	Vendor Work Rules		
Document No.:	EJG-EHS-ST-00005	Revision No.:	20

Revision Number	Date	Revised By	Approved by	Changes Made or Reason for Revision
				<ul style="list-style-type: none"> Added requirement for scaffolding to be erected under the direction of a qualified person Added new #16 regarding pedestrian safety expectations
12	12/12/2013	Derrick Jarvis	Derrick Jarvis	<ul style="list-style-type: none"> Added "Contractor Safety, Health, Environmental, and Food Safety (GFMP) Overview" booklet to the acknowledgement section Added a note on volatile flooring materials to the "Hazardous Materials" section Changed "Burning/Welding" to "Hot Work" Added notes on the Noise Policy and tobacco use Added a line for the point of contact and language barriers
13	7/8/2015	Derrick Jarvis	Derrick Jarvis	Revised the Noise Policy
14	7/28/2016	Derrick Jarvis	Derrick Jarvis	Revised the inspection records retention and location
15	1/3/2017	Derrick Jarvis	Derrick Jarvis	<ul style="list-style-type: none"> Added 3 zero tolerance rules Referenced Gallo's Electrical Safety Program Added heat illness provisions Added line-breaking Revised the fire extinguisher requirements Numerous minor revisions
16	12/11/2017	Derrick Jarvis	Derrick Jarvis	<ul style="list-style-type: none"> Numerous revisions to all sections Reformatted to alphabetical topic listing in each section
17	10/1/2018	Derrick Jarvis	Derrick Jarvis	<ul style="list-style-type: none"> Revised the "Confined Space Entry" section to meet new CSO standards Added LOTO and slip blind requirement Added pre-shift JHA requirement Added LSI registration requirement
18	10/30/2019	Derrick Jarvis	Derrick Jarvis	<ul style="list-style-type: none"> Revised the format to the standard Revised the "Hot Work" section
19	12/1/2020	Derrick Jarvis	Derrick Jarvis	<ul style="list-style-type: none"> Added Airborne Infectious Disease Prevention. Revised PSM/RMP section for prequalification. Migrated the document to the new template Finished a comprehensive edit pass for the entire document.
20	12/1/2021	Derrick Jarvis	Derrick Jarvis	<ul style="list-style-type: none"> Minor revisions to unacceptable behaviors and minor editorial corrections.