

Reporting and Correcting Hazards

Each employee has the responsibility to report any hazard they may discover. Hazards should be reported to supervisors for resolution and corrective action. ESH&M will assist in determining what is, or is not, a hazard if the need arises.

Personal Protective Equipment

The use of personal protective equipment (PPE) is required in some work areas by the company and/or federal and state occupational safety regulations. If such equipment is necessary for your work tasks, the company will provide it for you as well as train you in its proper use and maintenance. Most equipment is available through the company's e-catalog system while other items are provided through special programs or purchased from outside vendors. Your supervisor must tell you the type(s) of equipment needed in your area and how to obtain it. If you have any questions regarding PPE or the need for it, ask your supervisor.

Environmental Compliance

Company operations use hazardous materials that are subject to a variety of environmental laws and regulations due to the potential for environmental emissions. Your supervisor should provide you with information on any environmental practices, procedures or training you may require because of a potential environmental impact associated with your tasks. You have the responsibility to immediately report any unplanned/accidental release of a hazardous/toxic material into the environment and to report to your supervisor, ESH&M, or the Northrop Grumman OpenLine any known or suspected violation of environmental regulations or company environmental policy.

Recycling & Organics Collection

The company is committed to environmental sustainability and has established a convenient recycling and organics collection program providing employees with the opportunity of reducing the amount of waste that goes into landfills. Three waste stream bins (recycling, organics, and landfill) are provided on each floor of most buildings where employees can place solid waste. Please follow directions on the guides displayed on the bins and do not contaminate waste streams. Guides and tips on reducing landfill waste can be found at the "Environmental Sustainability" resource on the ESH&M website.

Ridesharing Program

Commuter Services can assist you in exploring alternate means of transportation to/from work that help our efforts toward cleaner air. Programs are available for car/vanpooling, public transit, biking, and walking including various incentives. A pool match program offers you a link with other employees commuting from the area you live in to the same general work location.



If you have any questions regarding the information in this brochure, you should discuss them with your supervisor, company representative, or call ESH&M (see company telephone directory for listing.)



Guidelines



**for New Employees
and Visitors**

This brochure is provided by Environmental, Safety, Health and Medical (ESH&M) to increase your awareness of health, safety and environmental issues at our workplace. New employees with questions regarding this information should talk with their supervisor. Visitors to our site should discuss any questions with their designated onsite company representative/key contact.

Emergency Procedures

The emergency phone number for the company is **911**, although some offsite locations have a different number. Every company telephone should have a sticker attached that indicates the correct emergency number to call. A missing sticker can be replaced by calling ESH&M and requesting a new one.

The company emergency number must be used in all emergency situations to obtain appropriate and prompt assistance. This number is answered 24-hours-a-day by an officer in Security Headquarters. During normal working hours (8:00 am - 5:00 pm), a nurse will be on the line with the officer to respond to medical emergencies. Company emergency response personnel will always respond and, if the situation warrants it, appropriate emergency response personnel from the community will also respond.

When using the emergency phone number, be sure to indicate *what* the emergency is, *where* the emergency exists, *your name*, and any other information that is requested - **do not hang up until directed to do so**.

For more information on the specifics of emergency notification and response, review the “Handbook of Emergency Procedures” available on the ESH&M website. The ESH&M website is a “Key Link” from the main Info web homepage.

Evacuation Alarms and Drills

Evacuation alarm systems are used in our facilities to notify building occupants that they must leave the building. **Any time the evacuation alarm system is activated, you must leave the building.** Exit using the closest exit and do not use the elevator. Follow the directions of uniformed Security personnel and Emergency Assistance Team (E.A.T.) members during any drill or evacuation.

Periodic evacuation drills are held in every building. You will usually receive prior notice of the drill which will include an outline of the proper procedures for the drill, the assembly areas(s) for your building, and where emergency and normally used exits are located.

Nothing should be stored or put in a corridor, even on a short-term basis. Anything left in a corridor could impede employee evacuation and is in violation of fire regulations.

Fire Protection

The company provides appropriate built-in fire protection systems for our facilities; including sprinkler systems, smoke and fire detection systems, and automatic extinguishing systems. Portable fire extinguishers, in cabinets or on wall-mounted backboards, are provided in each building. Regulations state that only those personnel who have been trained in the proper use of portable fire extinguishers may use them to extinguish a fire. Improper use of a fire extinguisher can make fire conditions worse by spreading flames and/or endangering the safety of the person using the extinguisher.

Should a fire occur, immediately move to a safe location, and call 911. Do not assume that someone else has called or will call. If necessary, evacuate the building by using one of the fire alarm pull boxes that, in most buildings, are in corridors near exits.

Practice good fire prevention in your work area. Reduce accumulation of combustibles (paper, cardboard, etc.). Store and dispose of flammable liquids and other materials in accordance with company policy. Request Facilities Services to repair/replace frayed electrical cords or damaged plugs; and use explosion-proof electrical devices in areas where they are required. If you do not know the fire prevention requirements for your work area, ask your supervisor or ESH&M.

Safety Training

There are company policies and legal requirements regarding safety training for employees. Your training in safe procedures (hazardous materials use, radiation safety, crane safety, etc.) will be provided by your supervisor, ESH&M and/or outside sources. There are also written safety procedures and precautions for most work areas; you should become familiar with those that apply to your work area.

Employees who ignore or disregard any of the company safety requirements or procedures may be subject to disciplinary action.

If you have concerns about a task, do not understand what to do, or are unclear on any aspect of the task, **talk to your supervisor before beginning the work.**

Work-Related Injuries/Illnesses

All work-related injuries or illnesses must be reported immediately to your supervisor and to Health Services. Visitors to our site should report any accident/injury to their company representative/key contact. **Any injury or illness considered life-threatening must be reported on the emergency phone number 911.**

The nurse will perform an initial evaluation and develop a treatment plan. You may be treated by the Occupational Health Nurse or be referred to a company-designated medical facility.

If you are located at an offsite building, report your injury/illness to your supervisor and the site representative responsible for health and safety who will provide assistance in making arrangements for medical care.

Company nurses are also available to evaluate, give immediate care, counsel, and refer you for care for any non-work-related injury/illness.

Hazard Notification

Proposition 65 requires the company to notify employees of the locations in the workplace of chemicals known to the state of California to cause cancer and/or reproductive harm. Signs placed at the entrances to our buildings indicate the presence of these materials.

Safety Data Sheets (SDSs) provide detailed information on chemicals in a particular work area and are available for review by contacting the person responsible for them, as identified on the Work Area Information Card posted at the work site. Never use or handle hazardous substances without first receiving proper instruction as identified by your supervisor.

California Code of Regulations Section 25915 requires the company to notify employees/visitors of the locations of asbestos in the workplace. Signs placed at the entrances to company buildings indicate the presence of asbestos. Each building containing asbestos has a notebook in the lobby that identifies the location(s) of known asbestos-containing materials in that building.

For more information on asbestos, review the “Asbestos: Questions and Answers” booklet available on the ESH&M website.