



SMS Nordson Corporation

Subject: Contractor/Vendor Safety Program Instruction SA090110
Revision No: H
Approval: 10/14

Contractor/Vendor Safety Program

PURPOSE

This instruction establishes a method for notifying contractors and other outside vendors of the safety and environmental instructions and insurance requirements required for performing work or conducting business at a Nordson Corporation facility. Specifically, this instruction provides for an exchange of information on hazardous materials, emergency evacuation, lockout/tagout, and the use of company equipment, as well as other safety and environmental related issues.

SCOPE

This instruction covers all contractors, vendors, sales agents and others who perform work in the facility or on the facility grounds, as well as all employees who are authorized to deal with outside vendors on behalf of the company. Visitors to the facility, who are not vendors, are not covered by this instruction.

RESPONSIBILITY

The project manager (the manager, supervisor, engineer, purchasing agent, etc., who either initiates a contract for service to be performed at the facility or invites an outside vendor to the facility for purposes of conducting business), has the responsibility to ensure that the contractor and his/her agents and/or employees are aware of the information contained herein.

The project manager and/or the maintenance supervisor have the responsibility to monitor compliance with this instruction and to maintain an up-to-date record of a project.

All contractors/vendors shall comply with all federal, state, and local regulations.

Contractor/vendor management and employees must sign Nordson's Contractor/Vendor Safety Program forms documenting that they received, read and understand the requirements before conducting work at a Nordson facility.

INSTRUCTIONS

General

Before work at a Nordson Corporation facility can begin, the contractor or vendor must be aware of the safety programs with which he/she will need to comply. The contractor or vendor must acknowledge the receipt of this information, agree to abide by its provisions, and accept the responsibility for informing his/her employees who will be performing work at the facility of these conditions.



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This is accomplished with a single form entitled, "Contractor/Vendor Safety Program," which is attached to this instruction. Once this form is signed by the contractor and countersigned by an authorized Nordson Corporation representative, it constitutes the contractor's "permit" for the facility. The project manager who initiates the purchase order or request for the work is responsible to ensure that his contractor/vendor comply with all program requirements.

Contractor/Vendor Levels

Level 1

Contractors/Vendors that work on facility equipment (i.e., HVAC, mechanical, electrical, fire suppression/detection equipment/systems, security/access controls, building management, painting, exterminators personnel).

Level 2

Contractors/Vendors that work on ancillary equipment within a building or deliver consumables to a facility (i.e., copier repair services, furniture installers, mail delivery personnel, first aid/medical supplies, vending machine personnel, etc.).

Level 3

Office Personnel/Workers that provide administrative support (i.e. auditors, clerical support, temporary employees, etc.).

Required Documentation

Level 1

1. Contract/Vendor Safety Program form, which includes Nordson's Secrecy Agreement, signed by the Company's Owner/Sr. Management and **EACH** person from contractor's company that will be doing work in Nordson building.
2. Certificate of Insurance, which includes Auto, General Liability, and Workers Compensation Insurance limits. Additionally, Nordson must be named as an additional insured under the General Liability and Automobile Policy on Certificate of Insurance.

Level 2

1. Contract/Vendor Safety Program form, which includes Nordson's Secrecy Agreement, signed by the Company's Owner/Sr. Management and **EACH** person from contractor's company that will be doing work in Nordson building.
2. Certificate of Insurance, which includes Auto, General Liability, and Workers Compensation Insurance limits. Additionally, Nordson must be named as an additional insured under the General Liability and Automobile Policy on Certificate of Insurance.



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Level 3

1. Contract/Vendor Safety Program form, which includes Nordson's Secrecy Agreement, signed by the Company's Owner/Sr Management and **EACH** person from contractor's company that will be doing work in Nordson building.
2. Certificate of Insurance, which includes Auto, General Liability, and Workers Compensation Insurance limits. Additionally, Nordson must be named as an additional insured under the General Liability and Automobile Policy on Certificate of Insurance.

Note:

Nordson's Insurance Department may require higher limits depending upon the nature of the contract for any of the above requirements. Depending upon the nature of the contract, Nordson may also require additional types of insurance coverage.

Work/Flame/Utility Permit

A work permit can be issued for an individual project, facility visit, or on an annual basis for contractors and vendors who routinely work at the facility. Contractors and/or vendors visiting the facility for the first time will receive a work permit form to read and sign. The form will then be given to the Nordson Corporation project manager to sign. The original form will be sent to the Corporate Safety Department for document retention.

For contractors, vendors, sales agents or others who regularly work in the facility or on the facility grounds, a work permit may be issued annually. These would include food vendors, waste haulers, janitorial and carpet services, electrical contractors, lawn maintenance, etc. Permits should be renewed annually during the month of January or prior to the first visit at a Nordson facility.

Exchange of Safety Programs

Nordson Corporation will make available to any contractor or vendor, upon request, copies of applicable safety programs in effect at the facility in which work will be performed. Depending upon the type of work performed contractors and vendors are required, at a minimum, to have the following programs, certifications, and agreements available for review or demonstrate that they have read and will comply with the applicable Nordson Corporation Safety Program.

- Certificate of Insurance
- Secrecy Agreement for Unescorted Visitors
- Lockout/Tagout (LOTO)
- Hazard Communication (HAZCOM)
- Personal Protective Equipment (PPE)
- Qualified Electrician, Qualified Welder, etc.



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CONTRACTOR/VENDOR SAFETY PROGRAM FORM

A copy of this form signed by the contractor/vendor and a Nordson Corporation representative constitutes a Permit for the contractor/vendor to conduct work at a Nordson facility. Permits should be renewed annually during the month of January or prior to the first visit at a Nordson facility for the period specified.

Company Name (Please print)

Period Covered by this Permit

Introduction

Welcome to Nordson Corporation. Our facilities include office environments, laboratories, and manufacturing operations. When working in our facilities you may be exposed to potential safety hazards. We want your visit to be safe. Toward that end, we have put in place programs and instructions designed to maintain the safety and security of this facility. All contractors/vendors shall comply with all federal, state, and local regulations. In order for you to do business here—whether for a single day, the duration of a project or as a regular “outside vendor”—you need to know what these instructions are and agree to abide by them while you are in the plant or on Nordson Corporation property.

General

Before work at a Nordson Corporation facility can begin, the contractor or vendor must be aware of the safety programs with which he/she will need to comply. The contractor or vendor must acknowledge the receipt of this information, agree to abide by its provisions, and accept the responsibility for informing his/her employees who will be performing work at the facility of these conditions.

Nordson Corporation Representative

While you are in a Nordson facility, you will be assigned a project manager or a Nordson Corporation representative who will be responsible for your onsite operations. Should you have any questions about these instructions, or any problems or concerns that arise during your visit, discuss them with your Nordson Corporation representative first.

Building Security

You and each of your employees will be issued a badge, which must be displayed clearly while you are in the facility. If you are issued a blue “Visitor” badge, you will need to be accompanied at all times by a Nordson Corporation representative. If you are issued an orange “Service Provider” badge, you may go about your work within the facility unaccompanied during the period covered by your permit. You may also be authorized by your project manager or Nordson Corporation representative to use a key fob or access card to gain entrance to your work area. You may not transfer your key fob, access card or badge to any unauthorized person.

Definition of Work Area

You are required to stay in your assigned work area(s) and are not to enter other areas without the permission of the Nordson Corporation project manager. You are allowed to use Nordson Corporation restroom and lunchroom facilities. If you smoke, you must observe the same smoking restrictions within the facility as Nordson Corporation employees.



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Personal Protective Equipment

You are responsible to provide your own personal protective equipment (PPE). Beyond the office areas, safety glasses with side shields are required at all times within the facility. If you do not have safety glasses, a pair will be provided for you. Additional safety equipment may be required, depending upon the type of work being performed and the requirements of an individual contractor's PPE program.

Control of Hazardous Energy (Lockout/Tagout)

If your work involves the repair or servicing of machines and equipment, you must provide your own locks and tags to control the unexpected release of hazardous energy. Nordson Corporation employees use standard locks and tags in accordance with the Nordson Lockout/Tagout (LOTO) instructions. You are not to tamper with or remove any Nordson locks and/or tags. You will be required to become familiar with the elements of the Nordson LOTO instruction.

Hazard Communication (HAZCOM)

Hazardous chemicals and substances may be utilized at this facility. Standard Hazardous Materials Identification System (HMIS) labels are used on all containers of hazardous chemicals and substances. Material Safety Data Sheets (MSDS) are available for all chemicals and substances used at the facility. If your work requires you to bring hazardous chemicals and substances into the facility—even on a sample, trial or temporary basis—you must supply your Nordson Corporation representative with a current SDS(s) covering the material. You are only permitted to bring hazardous materials into the facility with the understanding that you will promptly remove any unused or unwanted quantity at the conclusion of the job.

Work, Flame and Utility Permits

A Work, Flame, and Utility permit must be obtained prior to any welding or open flame cutting. This permit can be obtained from the plant engineer, maintenance supervisor or your Nordson Corporation representative. The conditions listed on the permit must be met before a Flame and Utility permit can be issued. Additionally, you are responsible to ensure that only properly trained and qualified personnel are allowed to use welding/hot cutting equipment while working at the facility. A work permit can be issued for an individual project as needed. See your project manager.

Emergency Evacuation and Fire Prevention Plan

Contractor/vendor employees must sign in/out upon entering or leaving a Nordson facility. The emergency evacuation instructions are posted at several locations throughout Nordson facilities. You are required to become familiar with these instructions prior to working in the facility. In the event of an emergency evacuation or take shelter event, you are required to report to your Nordson Corporation representative once you have safely exited the building or taken shelter. All contractors will be informed by project manager about flammable materials that are used or stored in the areas of the facility where they will be working. Any contractor that brings a flammable material into the facility must submit a list of such materials to the project manager and plant manager immediately.



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First Aid

Adequate first aid supplies are available at the facility and can be used by you in case of minor injury. If medical attention is required beyond first aid, notify your Nordson Corporation representative and, if possible, the Human Resources Department. In case of extreme emergency you can contact the local emergency responders by dialing 9-9-1-1 from any phone (you will need to dial 9 to get an outside line for some phones). When emergency services arrive direct them to the exit nearest you.

Environmental Compliance

Nordson Corporation Contractors/Vendors are responsible for proper handling and disposal of all waste including, but not limited to non-hazardous waste, hazardous waste and universal waste in accordance with facility s.

Non-hazardous waste may include trash and debris, recyclables and food waste. The contractor is solely responsible for handling, disposing of, or recycling non-hazardous waste properly.

Hazardous waste is a solid waste that the US Environmental Protection Agency (EPA) has defined as a "Listed Waste" or a solid waste that is ignitable, corrosive, reactive, or toxic.

When accumulating hazardous wastes for disposal, the drums shall be labeled with the contents and with the accumulation start date. The contractor is responsible for making sure the drums are in good condition with lids tightly closed when not adding materials, stored on secondary containment units, properly labeled, and disposed of on time. Drums containing hazardous waste must be removed from the site as soon as possible, but no later than 90 days from the accumulation date. A manifest must accompany all hazardous waste shipments.

EPA universal waste regulations address certain hazardous waste. Universal waste generated at Nordson Corporation facilities would include batteries, lamps, and bulbs, mercury containing equipment and PCB light ballasts. The contractor shall not place any Universal Waste in solid waste containers or trash dumpsters.

Contractors who work at Nordson Corporation facilities with outdoor operations must comply with all applicable storm water regulations.

If you have any questions regarding proper disposal practices for hazardous waste, please contact the Project Manager.

Use of Nordson Corporation Equipment

Nordson Corporation Contractors/Vendors may not use Nordson Corporation equipment or machinery without the explicit approval of the project manager, supervisor, or the area where the equipment is located, or maintenance department. When such permission is given, you agree to use the equipment or machinery only in a safe manner, and only under whatever restrictions are imposed by the Maintenance supervisor.



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Exchange of Safety Programs

Nordson Corporation will make available to any contractor or vendor, upon request, copies of applicable safety programs in effect at the facility in which work will be performed. It is the responsibility of your Nordson Corporation representative to ensure that you are informed of any additional programs or instructions that may affect your work in this facility. In the absence of a qualified written Nordson Corporation program, OSHA standards will apply. Specifically, you agree not to bring machinery and equipment into this facility that does not meet OSHA standards, and, further, you agree to perform all aspects of your work within this facility in full compliance with OSHA engineering and performance standards. Not all unsafe conduct and circumstances can be anticipated in written programs and regulations. Therefore, department supervisors have the authority and responsibility to put an end immediately to any situation they consider unsafe. While you are working in this facility, you will be required to follow the directive of any member of Nordson Corporation's management in this regard. Any concerns about safety you may have, or any unsafe conditions you may observe while working in the facility, should be reported immediately to your Nordson Corporation representative or the Corporate Safety Department. Copies of all of the above referenced safety programs are available for your review upon request.

Depending upon the type of work performed, contractors and vendors are required to have the following applicable programs, certifications and agreements available for review or demonstrate that they have read and will comply with the applicable Nordson Corporation Safety Program:

- Certificate of Insurance
- Secrecy Agreement for Unescorted Visitors
- Lockout/Tag out (LOTO)
- Hazard Communication (HAZCOM)
- Personal Protective Equipment (PPE)
- Qualified Electrician
- Qualified Welder

Contractor Insurance Requirements & Indemnification

Contractor shall provide proof of insurance prior to start of work and shall maintain same for the duration of the project. The following minimum insurance coverage shall be maintained by the Contractor and any subcontractors working on the project:

- **Statutory Worker's Compensation Insurance** complying with the requirements of the statutes of the jurisdiction(s) in which the operations will be performed, covering all employees of the Contractor.
- **Comprehensive General Liability Insurance** covering the liability of the Contractor with respect to all operations to be performed and all obligations assumed by the Contractor under the terms of this agreement in the amount of \$2M.
- **Comprehensive Automobile Liability Insurance** covering the liability of the Contractor arising out of the use of any vehicles, which bear, or are required to bear license plates according to the laws of the jurisdiction in which they are to be operated, in the amount of \$1M.



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Nordson Corporation and its subsidiaries must be named as Additional Insured under the General Liability and Automobile Policy as respect to work performed by the insured as required by a written contract. The required insurance must be written by insurance companies licensed to do business in the jurisdiction(s) where the work is being performed. The Contractor shall require all subcontractors to carry the insurance required herein.

Nordson's Insurance Department may require higher limits depending upon the nature of the contract for any of the above requirements. Depending upon the nature of the contract, Nordson may also require additional types of insurance coverage.

NORDSON RECORDKEEPING REQUIREMENTS

The following records must be maintained at each Nordson facility to comply with this instruction:

- Signed Contractor/Vendor Permit and Safety Program Acknowledgement and Secrecy Agreement (For Unescorted Access)
- All applicable Certificates of Insurance
- All other Permits, if applicable.
- Safety program exchange contractor/vendor, if applicable.



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Facility Contact	Phone Number	Nordson Facility
Steve Burns	760-930-7250	Nordson Asymtek Inc., 2747 Loker Ave., West, Carlsbad, CA 92010
Steve Burns	760-930-7250	Nordson March Plasma Systems Inc., 2470-A Bates Ave., Concord, CA 94520
Steve Burns	760-930-7250	Nordson Asymtek, Inc., 2475 Ash Street, Vista, CA 92081
Steve Burns	760-930-7250	Nordson March Plasma Systems, 2370 Oak Ridgway Way, Suite B, Vista, CA 92081
Alex Gonzalez	310-603-2142	Nordson Avalon Laboratories, 2610 E. Homestead Place, Rancho Dominguez, CA 90220
Rich Tomczak	715-726-1201	Nordson EDI, 911 Kurth Road, Chippewa Falls, WI 54729
Rich Tomczak	760-930-7250	Nordson EDI, 1406 Lowater Road, Chippewa Falls, WI 54729
Rich Tomczak	715-723-0513	Nordson EDI/Premier Coating, 2700 Olson Drive, Chippewa Falls, WI 54729
Scott O'Connell	401-431-7061	Nordson EFD, 40 Catamore Boulevard, East Providence, RI 02914
Russell Fries	609-772-8464	Nordson EFD, 8 Applegate Drive, Robbinsville, NJ 08691
Jodi Raus	651-452-1977	Nordson Micromedics, 1270 Eagan Industrial Rd., Eagan, MN 55121
Ann Butkowski	440-414-5574	Nordson Corporation, 28601 Clemens Road, Westlake, OH 44145
Samantha Mostek	440-985-4228	Nordson Corporation, Amherst, OH 44001
Ray Echuck	706-429-6028	Nordson Corporation, 12 Nordson Drive, Dawsonville, GA 30534
Ray Echuck	706-429-6028	Nordson Corporation, 11475 Lakefield Drive, Duluth, GA 30097
AJ Rufo	912-562-7405	Nordson Corporation, 1159 Empire Expressway, GA 30401
Ray Echuck	706-429-6028	Nordson Corporation, 645 Hembree Parkway, Roswell, GA 30076
Rich Tomczak	715-726-1201	Nordson EDI Premier, 2700 Olson Dr., Chippewa Falls WI 54729
Mark Falkenhagen	734-459-8600	Nordson Sealant Equipment & Engineering Inc., 45677 Helm Street, Plymouth, MI 48170
Darrin Muggli	970-267-5230	Nordson Value Plastics, 3325 S. Timberline Road, Fort Collins, CO 80525
Wayne Harris	828-304-5720	Nordson Xaloy, 1291 19 th Street Lane NW, Hickory, NC 28601
Brad Quear	724-656-5600	Nordson Xaloy, 1399 County Line Road, New Castle, PA 16101
Brad Quear	724-656-5600	Nordson Xaloy, 925 Industrial Street, New Castle, PA 16102
Mike Marshall	540-577-8095	Nordson Xaloy, 102 Xaloy Way, Pulaski, VA 24301
Jim Patterson	330-726-4000	Nordson Xaloy, 8469 Southern Blvd., Youngstown, OH 44512



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December 1, 2015

Dear Contractor/Vendor:

Welcome and congratulations on being selected as a Nordson Corporation (or any of its wholly owned subsidiaries, hereinafter referred to as "Nordson") contractor/vendor. Nordson Corporation is one of the world's leading producers of precision dispensing equipment for the application of adhesives, sealants, and coatings to a broad range of consumer and industrial products during manufacturing operations.

Nordson Corporation is engaged in an evolving process to refine our relationships with service providers that share our values and dedication to excellence. The attached Contractor/Vendor Safety Program has been developed to provide your organization with the information necessary to effectively conduct business with Nordson.

As a contractor/vendor, your company and its representatives are subject to all Nordson policies and instructions. Included in the attachment are several forms listed below which must be completed and signed by **EACH PERSON** conducting business with Nordson Corporation before they will be permitted to conduct work at a Nordson facility:

Contractor/Vendor Must Return:

- Signed Contractor/Vendor Safety Program forms, which includes, Nordson's Secrecy Agreement
- Certificate of Insurance showing Nordson Corporation and its subsidiaries as Additional Insured with the following requirements:
 - Comprehensive General Liability Insurance in the amount of \$2M.
 - Comprehensive Automobile Liability Insurance in the amount of \$1M
- Any SDS sheets for the materials you will be using on our premises.

Please go to www.Nordson.com to complete your Contractor/Vendor Safety Program forms. You may also print the requested documents, sign and return them to Nordson Corporation, C/O Corporate Safety, 300 Nordson Drive, Amherst, OH 44001, fax them to (440) 414-5583 attention: Corporate Safety or email them to corporatesafety@nordson.com

We look forward to your contributions to our continued success. After reviewing the Contractor/Vendor Safety Program, please contact the Corporate Safety Department at (440) 985-4000 if you have any questions or concerns.

Regards,

Corporate Safety Department