



Safety Standards

For

Service Contractors

November 2002

TABLE OF CONTENTS

<u>TOPIC</u>	<u>PAGE</u>
Introduction	3
General Safety Standards	3
Ladders	4
Powered Lift Equipment	5-6
Powered Equipment (non-lift equipment)	7
Machine and 'System' Maintenance	7
Fall protection Equipment	8
Racking Standards	9-14
Hazardous Waste	15
Hot Work	15
Bloodborne Pathogens	15
Fire Protection	16
Electrical Standards	16
Accident Reporting	17
Emergency Evacuations	17

Introduction

“Home Depot” is dedicated to providing safe working and shopping conditions in all our stores. Our commitment to safety is guarded by the belief that “no accident is acceptable and every accident is preventable”. The Home Depot is committed to complying with all federal, state, and local ordinances, which include, but are not limited to, OSHA, DOT, EPA, NFPA and NEC regulations. As vendors and suppliers of the Home Depot, you are similarly expected to comply with all applicable safety and health regulations.

The following standards and information are presented with the expectation that you and your designated representatives (including sub-contractors) will review and understand the Home Depot Safety Standards for Service Contractors for each area of safety before conducting operations at The Home Depot. Failure to follow these requirements or any applicable federal, state or local safety, health or environmental regulations may result, monetary fines as detailed herein, cancellation of business and / or any other remedy available to Home Depot under the Contract Agreement or applicable law. As a means to enforce these standards, a Safety Violations Policy has been established.

Safety Violations Policy

All identified violations of Home Depot’s Safety Standards for Contractors will be documented, reported to store management and in turn to the Atlanta Store Support Center. Home Depot maintains the right to seek any remedy available under the Contract Agreement or applicable law. Questions regarding this policy may be directed to your Atlanta SSC Maintenance Manager or the Atlanta SSC Safety Department.

Please remember that our commitment to safety and safe store operations is in everyone’s best interest. The Home Depot values and Contractor values should be in alignment. We appreciate your cooperation in helping us maintain a safe shopping and working environment.

General Safety Standards

The foundation for an effective safety program begins with establishing a general set of guidelines, which must be followed in order to prevent accidents or injuries. Below are the general guidelines that are to be followed at all times. These are of particular importance if your operation will require performing work on the sales floor during normal business hours, as special precautions must be taken to ensure customer safety. Should you have any questions, please feel free to contact a member of store management, your Atlanta SSC Maintenance Manager or the Atlanta SSC Safety Department at extension 16642.

- All Contractors and their designated representatives are required to sign in at the Special Services Desk or other specified location upon arrival at the store or facility. By signing in, you are acknowledging that you have read, understand and agree to abide by all applicable Home Depot Safety Standards for Service Contractors and their authorized representatives and/or while conducting operations at the Home Depot. A Home Depot associate will provide you or your representative (including sub-contractors) with a signed nametag for purposes of identification to Home Depot associates and customers in the store. This signed nametag must be prominently worn throughout the duration of your visit. You **must** sign out when you have completed your work for the day and return your assigned nametag to the Special Services Desk or other designated location.
- All tools, equipment, etc. must be maintained in an orderly manner.
- Professional behavior is required at all times.
- Smoking is strictly prohibited unless in designated smoking areas.
- Safety meetings or training should be conducted regularly to discuss The Home Depot safety standards with your representatives who work in our stores.
- Tools, equipment, chemicals or any other potentially hazardous substances must never be left unattended on the sales floor.

Ladders

Contractors may use ladders belonging to Home Depot as long as they understand how to choose, inspect, and use ladders correctly and safely.

Follow these general ladder safety guidelines:

- 6, 9 and 13-step rolling ladders, tilt 'n roll ladders and electric ladders are available for vendor use. Fiberglass stepladders may also be used, only when working in the light / fan cloud or otherwise working with electricity. Use of Step stools and other unapproved ladders are prohibited. Extension ladders may only be used where absolutely necessary.
- Fully inspect each ladder before use. If it is damaged or defective, notify a member of the store management team so that it can be immediately removed from service.
- When climbing ladders, always place the ladder on a level surface, face forward and use both hands to climb. Never stand on, or place merchandise on ladder railings, and remain within the confines of the railings at all times. Keep ladder platforms and steps clear and free of debris.
- Contractors may only use electric ladders if they have received appropriate training from their employers. Training information can be obtained by contacting the appropriate equipment supplier.

JLG (orange ladder) 1-877-554-5438 ext. 8778

Workforce (yellow ladder) 1-419-445-9675

Electric ladders have a 500 lb. weight capacity, including the operator. Electric ladders must not be used as a mini-orderpicker. Only merchandise that would normally be carried down a rolling ladder should be placed on an electric ladder. Operators must position the unit parallel to the racking, set the brake mechanism and wear the provided safety belt / harness and lanyard (travel restraint) before operating equipment. Do not slide product off the platform, or otherwise exert side forces when the platform is in the raised position. Banner barricades / nets must be placed 2 full bays on either side of the equipment in the working aisle, to block access to the area. No spotters are required.

Powered Lift Equipment

Powered Lift Equipment – Defined:

Powered lift equipment is defined as any piece of off-road material handling equipment that is mobile & motorized (can be ‘driven’ by the operator). Examples include, but are not limited to forklifts, order pickers, reach trucks, electric pallet jacks and scissors lifts.

Powered Lift Equipment does not include electric ladders.

1. Store Pre-opening and Major Repairs

- ❑ All Contractors are prohibited from operating Home Depot powered lift equipment (exceptions – see item 4). “Lift Truck Dealer Repairs & Installation or Repair of Cantilever Racking)
- ❑ All Contractors are required to provide their own powered lift equipment as part of the original contract
- ❑ All Contractors must comply with all applicable local, state and federal regulations relating to lift truck operation. This includes the training of operators.
- ❑ All Contractors must comply with all Home Depot policies and procedures including but not limited to spotters, banner barricade nets, fall protection and operator’s visible display of lift certification. They are responsible for providing their own training to meet Home Depot and applicable regulatory standards. (See attached copy of Home Depot Safety Standards).
- ❑ A ‘Major Repair’ is defined as a repair that does not occur during business hours, the scope of the work requires a contractor, requires the use of lift equipment and the ‘job’ takes more than 1 hour to complete.
- ❑ Work on ‘Major Repairs should be performed during non-business, non-operating hours.

2. Existing Stores – Minor Repairs

- ❑ All Contractors are prohibited from operating Home Depot powered lift equipment
- ❑ For minor repairs that require the use of powered lift equipment, all contractors must be assisted by a lift truck certified Home Depot associate who operates the equipment. The contractor or vendor must make prior arrangements with the store manager for work assisted by a store associate.
- ❑ All Contractors must comply with all applicable local, state and federal regulations
- ❑ All Contractors must comply with all Home Depot policies and procedures including but not limited to fall protection and other safe work practices They are responsible for providing their own training to meet Home Depot and applicable regulatory standards

3. Contractors and the use of Scissors Lifts

Home Depot allows the use in its stores / facilities, of self-propelled (driveable) scissors lifts. These are lifts operated by authorized contractors or vendors. For the safety of our customers, Home Depot associates and contractor / vendor employees, the standards for the operation of self propelled (driveable) scissors lifts include:

- The contractor is responsible for complying with all regulations, including but not limited to, training of the operators and equipment inspections.
- Use of these lifts during store business hours should be limited. If they are used during store business hours:
 - A spotter escort is required any time the equipment is in use in any customer access area such as sales floor, loading zones or front of stores (Note: banner barricades are not required if no racking or in rack work is being performed)
 - The spotter must be provided by the Contractor not the store

- The lift operator and the spotter must maintain safe space or ‘zone of safety’ around the equipment when in use (10 feet in the direction of travel and 4 feet on all other sides)
- While contractors may rent these lifts from different sources, including the Home Depot Tool Rental Center, Home Depot associates are not allowed to operate self-propelled (driveable) scissors lifts.

4. Lift Truck Dealer Repairs & Installation or Repair of Cantilever Racking – Existing Stores

- Lift Truck Dealer reps. making inspections or repairs may operate powered lift equipment as needed to test and ensure properly completion. However, operation in customer access areas should be avoided. Anytime the equipment is operated in customer access area, spotter escorts are required.

Cantilever Racking Install Contractors are permitted to operated Home Depot powered lift equipment under the following conditions

- Cantilever Installation Contractors must be approved by Store Support/ Maintenance /Construction
- Approval process includes verification of:
 - Lift equipment training / certification process
 - Necessary licensing
 - Insurability and bonding
- This process only applies to existing stores and new stores after turnover , not new stores pre-turnover
- All Contractors must comply with all applicable local, state and federal regulations relating to lift truck operation
 - All Contractors must comply with all Home Depot policies and procedures including but not limited to spotters, banner barricade nets, fall protection and operator’s visible display of lift certification. They are responsible for providing their own training to meet Home Depot and applicable regulatory
 - For any cantilever installation or repair the use of banner barricade nets or gates must close the entire working aisle and entire opposite aisle. Any cantilever installation or repair should take place during non-business, non-operating hours
- For 24 hour stores, any cantilever installation or repair should take place during non-peak hours (9pm to 5am and a spotter in the opposite aisle must be used)

Power Equipment (non-lift truck equipment)

Contractors may operate non-lift truck power equipment belonging to the Contractor or to Home Depot such as saws or drills (except as otherwise noted in these standards) under the following conditions.

- All portable power equipment shall be in proper operating condition, and used in accordance with the Manufacturer's specifications.
- All manufacturer provided safety guards and devices must be utilized during use.
- Appropriate personal protective equipment must be worn in accordance with OSHA and other regulatory agency requirements.
- Portable power equipment must be unplugged when unattended.
- Avoid the use of electrical cords that enter walkways or otherwise create a potential trip and fall hazard. At minimum, tape down or secure cords.
- Extension cords may only be used to provide temporary power to equipment (up to 24 hours) and must be removed at the end of each shift. Care must be taken to eliminate tripping hazards when using temporary extension cords.

All appropriate safeguards shall be taken by contractors to protect customers and associates from potential hazards resulting from vendor use of power equipment.

Machine and 'System' Maintenance

Home Depot steadfastly believes in properly inspecting and maintaining our store equipment and systems (i.e. electrical), in order to keep it in safe and proper working condition. If the equipment is not in proper working condition, it must be immediately removed from service until it can be repaired or replaced.

When providing maintenance and repair service to equipment or systems in our stores, Contractors are expected to adhere to all applicable Home Depot Safety Standards, federal and state OSHA, National Fire Protection Association (NFPA), National Electrical Code (NEC), as well as all other applicable local building and safety and health codes.

Equipment Inspections and Maintenance:

- Only authorized Contractors may perform maintenance on Home Depot equipment.
- The Contractor should use their Lockout / Tag-out procedure, as appropriate, on the equipment or system being repaired to ensure it is de-energized.

Out of Service Equipment:

- If any problems are identified during inspections, notify store management so that the equipment can be immediately taken out of service. Notify your Home Depot SSC Maintenance Manager with any store refusal.
- Out of service equipment will be tagged with an out of service tag. Home Depot uses the "Unit Out of Service – Do Not Operate" sign (HD SI-307). Out of service equipment must not be used under any circumstances.

Fall Protection Equipment

In order to prevent falls from heights, all Contractors shall comply with all applicable Home Depot and OSHA fall protection standards.

The Home Depot requires the use of fall protection equipment whenever working on an order-picker (at any height), working in a safety cage or when working at 6 ft or more above floor level. Travel restraint equipment is required when operating the electric ladder.

Contractors must comply with the following requirements:

- **Equipment Inspections** - All fall protection and travel restraint equipment must be visually inspected before each use. If any damage or defects are identified, notify store management so that the defective equipment can be immediately removed from service.
- **Operating an Electric Ladder** – wear a body belt or full body harness attached to a 2-½ foot static lanyard, properly secured to the equipment. Self-retracting lanyards must **never** be used on the Electric Ladder.
- **Using an Order-picker** – Contractors are prohibited from operating order-pickers, however, they may work off an order-picker if a properly certified Home Depot associate is operating the equipment. Only two persons (the operator and one passenger) are permitted on the equipment at a time. When working on an order-picker at any height, the operator and passenger shall wear a full body harness connected to a self-retracting lifeline. The self-retracting lifeline shall be attached to the designated anchor point on the order-picker.
- **Working in Racking** - If working in the racking or elsewhere on a working platform at or above six (6) feet, a tie-off mechanism (choker) must be utilized, in addition to the retractable lanyard and the full body harness. If the work requires entering the racking from an elevated order picker, a second retractable lanyard must be utilized. The second lanyard must be connected to an overhead anchor point via the choker, and to the operator’s full body harness before the first lanyard can be detached.

To assist our Contractors in meeting these standards preferred pricing for fall protection equipment has been negotiated through our supplier. For additional information or to place orders, contact:

Tyra Horton
Safety Equipment Company
1-800-226-1126, ext. 225
tbh@secsafe.com

Please note that this is not intended to recommend any particular device regarding fall protection. Determinations regarding fall protection equipment are the sole responsibility of the vendor, so long as the equipment chosen meets or exceeds applicable OSHA or other regulatory requirements.

Racking Standards

Home Depot has established racking standards for both pallet and cantilever racking. All Service Contractors and their authorized representatives who inspect, install or reset racking must comply with these racking standards.

PALLET RACKING

Uprights

- 1) HD uprights (3" x 3") are to be used throughout the store for most types of storage. ARU's (abuse resistant uprights / doublers / extra heavy duty - 3" wide by varying depths) are for the use of the following extra heavy products:
 - concrete products
 - garden bagged goods
 - brick, block, pavers, and stone
 - flooring (ceramic tile, vinyl tile, wood)
 - roofing materials (shingles, rolled roofing, coatings)
 - sheetrock mud
 - 4' x 8' sheet goods (if in pallet racking)
 - salt pellets
 - receiving area
- 2) Uprights in the outside garden must either be full galvanized or have galvanized inserts at the base to prevent corrosion. (All future pallet racking 144" tall and higher in the outside garden will be full galvanized. "Arid" areas such as Southern California, Nevada, Arizona, and Southern Utah are exempt from full galvanizing.)
- 3) All HD uprights (3"x3"), with heavy forklift traffic and/or bulk storage in the aisle, **must** have column protectors bolted to the front upright column or anchored to the slab. All ARU uprights must have column protectors bolted to the front upright column or anchored to the slab.
- 4) All back-to-back fixture runs are to have 2 row spacers per back-to-back upright. One at approximately 48" from the bottom and one at approximately 48" from the top of the racking.
- 5) The Lighting/Fans V-rack requires 3 row spacers, one within 12" of the floor, one in the middle of the upright, and one within the top 12" of the upright. Storage on top of the V-rack is to be limited to hand-stacked product – no pallet storage.
- 6) 4' upright extensions must be joined with the proper size of insert sleeve and bolted with a minimum of 4 bolts per column (8 per upright) - 2 in each upright column and 2 in each extension column.
- 7) Only 1 level of 4' extensions may be used - never extend the upright beyond 16' total height. Never extend Regular duty uprights beyond 12'. (Ensure that extenders are installed right side up – the hole pattern of the front of the extender matches the front hole pattern of the upright).
- 8) Under no circumstances are upright to be modified at the store level (i.e., cut, welded, etc.).
- 9) **Never** use extensions with gutless uprights.
- 10) Pallet racking may only be installed on concrete floor or slab. Installation on asphalt is strictly prohibited.
- 11) Uprights should be vertically plumb – no more than ½" lean in 10' of height or ¾" in 16' of height.
- 12) Manufacturer-supplied/recommended shims are the acceptable solution to plumb uprights. Multiple shims may be used under each upright column.

- 13) Multiple shims are to be limited to a height equal to 1½ times the diameter of the anchor used. Additional height may be obtained if the shims are welded to the base of the upright column by a certified welder. *(Note: we are waiting for clarification on this from engineer)*
- 14) The shape of the shims must match the shape of the base plate.
- 15) Shims with dimples must be installed with the dimple facing upwards to “lock” into the dimple of the base plate.

Anchoring Uprights

- 1) All uprights over 69” high (including endcaps) require anchoring of the front column to the slab with at least one, 3/8” minimum by 3-3/4” minimum wedge anchor bolt with a 3/8” minimum washer (Whiz nuts are an acceptable alternative to washers). Anchors must have a net embedment into the slab of at least six times their diameter.
- 2) When shims are used to level the uprights, a minimum embedment into the slab of at least six times the diameter of the anchor must also be achieved.
- 3) Only approved contractors, not stores, may install upright anchors.
- 4) All legs (front & back) will be anchored with at least one anchor.
- 5) Refer to the “Stores with Earthquake Resistant Racks” section of this document for additional anchoring requirements for stores in seismic zones.

NOTES:

- The length of the expansion type stud anchor should be ordered to allow for expected shimming, the base plate thickness, a washer, nut and a minimum 1/8” projection of the stud beyond the nut. The hole should be drilled to a depth at least a diameter of the anchor deeper than required to allow the anchor to pull up as it is torqued and set.
- Threaded anchors must be tightened to come into full contact with the base plate.

Beams

- 1) All front and back beams must have an engaged, operable manufacturer supplied safety clip, sliding or gravity locking pins, or be bolted with a grade 5 bolt. All front and back beams that have missing or broken safety clips may be used if they are bolted to the upright or the spring clip is replaced and engaged.
- 2) All front and back beams 8’ high and above, and over 87” in length should be at least 5” in height. The only exceptions include:
 - Retainer/safety beams (must be bolted).
 - Handstacked products within a 24” top-of-beam to top-of-beam spacing (i.e. faucets, tools, electrical, etc.).
- 3) All beams, front and rear, with the same extra heavy palletized product indicated previously (Pallet Racking/Uprights/#1) are to be bolted to the upright with a grade 5 bolt regardless of height.
- 4) All beams at the top level are to be bolted with a grade 5 bolt on all racking higher than 60”.
- 5) All beam levels longer than 108” must have a minimum of one centrally-positioned crossbar to prevent excess spreading. Screw down crossbars to the front beam using self-tapping screws.
- 6) All beam levels that support heavy pallets must have a minimum of two crossbars, (front to back metal straps), per pallet position, evenly spaced. Screw down all crossbars to the front beam using self-tapping screws. Wire decking is an acceptable alternative to crossbars (see note #7).
- 7) All pallet storage supported by wire decking must either span both front and back beams or have 2 cross bars, evenly spaced, installed under each pallet position along with the wire

decking. Wire decking with the integrated crossbars is the preferred alternative where available.

- 8) All beams utilizing accessories that support weight, such as tool holders, trays, etc. require bolting to the uprights to prevent torquing of the beam. These beams are to be at least 5” high.
- 9) All bays require a minimum of two levels or four beams of support for structural safety. Bays that have only 2 levels of beams must have the levels spaced a minimum of 24” apart. This includes racking over doorways and receiving.
- 10) Ideally, the first set of beams should be no higher than 52” from the floor. When this spacing is higher than 52”, a beam must be installed in the back slab level. The lowest level of beams must not be any higher than 96” (the only exceptions are over the receiving doors, RTV cage and above doorways). Any first beam level higher than 52” requires a bolted back base beam set at approximately 18” off the floor. **THE LOWEST LEVEL OF BEAMS FOR:**
 - Roofing
 - concrete products
 - ceramic tile
 - brick, block, pavers, and stone**MUST BE NO HIGHER THAN 52” TO THE TOP OF THE BEAM.**
- 11) A minimum of (2) 13’ vertical safety columns - one at each pallet position - must be installed in the flu space between back-to-back pallet racking and at free standing pallet racking (i.e. pallet racking backed up to displays or bulk stacked merchandise). Safety columns may not be required on pallet racking that is against a fence, cantilever, or masonry walls. The safety columns must extend a minimum of 12” above the top level of beams. When 16’ racking backs up to 12’ racking, the pallet stops are to be installed 12” above the top level of beams of the 16’ racking. The pallet stops must be secured using 2 brackets bolted or tek screwed to the beam.
- 12) Slotted beams (beams with a series of holes in the top of the beam) are not to be used in any exterior application such as the Outdoor Garden Center.

Decking

- 1) The top level of all pallet racking 96” or higher must have wire decking.
- 2) All other intermediate decks must be constructed using wood stickers spaced 2” apart to allow for water flow in case of a fire. This procedure holds true for the versa rack and 2” beams also. Metal spacer strips must be used for ease of compliance.
- 3) When there is a high potential of employees walking on the decks (i.e. water heaters, tubs, rolled insulation) wire decking should be used in lieu of the wood stickers.
- 4) All outside garden racking is to be constructed with wire decking.
- 5) Wherever shingles and rolled roofing / felt and roof coatings are merchandised, all intermediate decks are to be wire decking due to the flammability of the merchandise.
- 6) All pallet storage supported by wire decking must either span both front and back beams or have 2 crossbars installed under each pallet position along with the wire decking. Wire decking with the integrated crossbars is the preferred alternative where available.
- 7) Merchandise that could fall through the 2” spaces of the wood stickers (slab doors, windows, standup stick goods) require using a Fire Department approved deck (i.e. perforated metal decking). Pegboard or solid sheetgoods are not to be used in any horizontal application.
- 8) Wire decking is always an acceptable alternative to wood stickers.
- 9) Only #3 or better pine is acceptable material to be used for wood stickers. Knots are not to exceed 75% of the board width. Spruce or fir may not be used for decking material.

- 10) Sticker spacers should be installed **vertically** on the step of the beam to prevent them from falling off.

STORES WITH SEISMIC (EARTHQUAKE) RACKS

Stores in the higher seismic zones have special earthquake resistant racks. (Some stores in the lower seismic zones may have earthquake resistant racks even though it is not required to have them. Such stores should consider using the following requirements, but it is not mandatory.) In addition to all the above items the following details are also required in earthquake prone areas.

- 1) ARU uprights are required for all the heavy duty rack materials listed previously (Pallet Racking / Uprights / #1) in the non-seismic rack areas. Single post uprights are not permitted to support these loads.
- 2) Uprights may not be extended without Divisional Store Planning/Construction department approval and direction.
- 3) All uprights over 96" high must be anchored using minimum ½" diameter expansion anchors with a minimum 3 inches of embedment into the slab. Use one anchor per post where the holes in the footplate are less than 4" apart and two where they are more widely spread. Anchors must be of a type approved by the local building authority (usually ICBO research report numbers are sufficient). Chemical anchors (epoxy, acrylic, etc.) are to be avoided. Contact the Home Depot Structural Engineer or regional management through the Divisional Store Planning/Construction department if such anchors are being required by the local building department.
- 4) Uprights 69" to 96" high should be anchored in the above fashion whenever they are being left in one position for more than 3 months. Unanchored uprights 69" to 96" high must be at least 36" deep.
- 5) In general, row spacers are required wherever it is possible to fit them. However, end caps are **never** to be tied to the adjacent racks. Keep at least 3" of clearance between the end cap upright and the racks behind it.
- 6) Similarly, racks must **never** be connected to any part of the building structure. Any existing connections between the racks and building must be removed.
- 7) Beam levels must conform to the approved drawings for the specific store. A copy of these drawings should be kept on site for reference. In general, beams should be present on both the front and back posts at each level. Contact Divisional management or the engineer listed on the drawings for guidance or if you have any questions.

CANTILEVER

NO INSTALLATIONS OR REPAIRS ARE PERMITTED BY STORE ASSOCIATES.

- 1) Cantilever racks may not be modified or "maintained" by store associates. This includes, but is not limited to, relocation of arms, replacement of, welding, etc. of any components of the cantilever system. All modifications must be made by persons with the training and equipment required to deal with this material. In the event of substantial damage, the rack must be unloaded until trained persons can repair it. Substantial damage may be assessed by the Store Planning, Maintenance, or Safety department.
- 2) Cantilever may only be installed on concrete floor or slab. Installation on asphalt is strictly prohibited.

- 3) Cantilever must be anchored at the base with no less than two 5/8" x 4-3/4" floor anchors per base. Contractors are to follow manufacturer's recommended anchoring detail. (Need an anchor spec when using shims).
- 4) Bracing must be in every bay. Bracing consists of alternating patterns: starting with an "X" brace in the lower brace panel with one horizontal brace at the upper brace panel. The next bay will consist of three horizontal braces. This pattern is to be repeated throughout the entire run of cantilever. The last bay must have the "X" brace pattern even though it may mean ending the run with two "X" brace patterns adjacent to each other.
- 5) All bracing must be bolted with Grade 5 bolts and nuts (maximum 1/8" smaller than hole diameter) – wrench tight. Bolts must be of the following specification:
 - ASTM A325
 - SAE Grade 5 with the added specification that the bolts satisfy ASTM A153 and ASTM Practice 143 regarding mitigation of hydrogen embrittlement.
- 6) Structural arms must have four 3/4" x 2" Grade 5 bolts and nuts in the arm plate. Follow manufacturer's recommendation for roll-formed arms. Bolts must be installed using an impact wrench and torqued to a minimum of 200 ft/lbs. Bolts must be of the following specification:
 - ASTM A325
 - SAE Grade 5 with the added specification that the bolts satisfy ASTM A153 and ASTM Practice 143 regarding mitigation of hydrogen embrittlement.
- 7) Column to base connection must have six 3/4" x 2" Grade 5 bolts and nuts. Bolts must be installed using an impact wrench and torqued to 200 ft/lbs. Bolts must be of the following specification:
 - ASTM A325
 - SAE1080 Grade 5 with the added specification that the bolts satisfy ASTM A153 and ASTM Practice 143 regarding mitigation of hydrogen embrittlement.
- 8) Use new bolts wherever practical. Grade 5 bolts (known to satisfy the above requirements) are reusable; however, Grade 8 bolts are not.
- 9) There should not be any cracks visible in any of the seam welds around the arm where it is welded to the bolt plate.
- 10) Arm plate should be bolted flat against the face of the column.
- 11) Arms are never to be installed on a cantilever column without a base below (on the same side).
- 12) Columns are to be vertically plumb - no more than 1/2" lean in 10' of height or 3/4" in 16' of height.
- 13) Manufacturer-supplied shims under the base are an acceptable solution to plumb columns. Multiple shims may be used under each base as necessary to ensure the column is plumb.

DISPLAYS

OSB BOARDS:

1. OSB boards used for end cap displays are to be secured to the upright column (not the "Z" bracing) using one of two methods:
 - Through-bolted with fender washers (sku #721-107).
 - Teks self-drilling screws (sku #495-698) and fender washers (sku #721-107).
2. A total of 4 teks screws are required, one at each corner, of the OSB boards.
3. OSB boards are not to be used in the Outside Garden. CDX is the required alternative to OSB for use in the Outside Garden.

WATER HEATERS:

1. Water heaters may be safely positioned loose at floor level, but must be secured by restraining devices if hand-stacked in racking above floor level.
2. All water heater displays must be secured to decking or racking to prevent tipping.
3. First level of beams should be set at approximately 6-7 feet and the second level at approximately 12-13 feet (if there is 16' steel). If there is only 12' racking, extensions should be installed to accommodate the retaining devices.
4. Airline cables should be installed one to two feet from the top of each bay to prevent units from falling off all shelves above floor level. Clamps, quick link connectors and eyebolts can be used to assemble the cables and attach them to uprights. Also, pre-assembled cables with sleeves that easily bolt to the face of the uprights are now available through your division store planning office.
5. Back beams or vertical pallet stops should be installed in the back of the racking to prevent merchandise from being pushed through from the adjacent racking.

Hazardous Waste

All waste products generated as result of resets, remerchandising of The Home Depot product, or work performed on the premises, must be properly stored, accounted for, and verified by the store management team. Products are never to be thrown into the compactor and must be disposed of in accordance with federal, state and local regulations.

Hazardous Chemical Spill Management:

Chemical spills should be managed as follows:

- **S** Secure the area
- **P** Page the manager on duty
- **I** Identify the chemical and immediately call 3E Company (1-800-451-8346)
- **L** Locate nearest spill kit
- **L** Listen to 3E's clean-up instructions
- **S** Store waste properly

Contractors are responsible for the management and disposal of any hazardous waste they generate while performing work for Home Depot. Home Depot retains the right to charge back Contractors for any costs incurred by Home Depot as a result of hazardous waste disposals necessitated by acts of the Contractor.

Hot Work

Before the Contractor performs any hot work activity (including welding and cutting), they must comply with their procedures that comply with OSHA standards for hot work permitting including:

- Obtaining / preparing a hot work permit which is reviewed /signed by and a copy given to copy to Home Depot Store Management. Copy also to Atlanta SSC Maintenance Manager
- Moving combustibles at least 35 feet from hot work operations
- Hot work prohibited in or on vessels containing flammable or combustible material
- Providing a person to act as a 'fire watch'
- Fully charged fire extinguisher must be readily available
- Upon completion, arranging for a patrol of the hot work area at least up to ½ hour.

Bloodborne Pathogens

The OSHA Bloodborne Pathogens standard (CFR 1910.1030) establishes safeguards designed to protect workers against the health hazards associated with exposure to potentially infectious blood and other bodily fluids in the workplace.

Home Depot requires that any exposure to blood or bodily fluids be treated with the "universal precaution"; that all blood or bodily fluids are potentially infectious material.

In the event of an exposure, a representative from store management should immediately be notified to coordinate an appropriate response.

Fire Protection

The majority of all Home Depot properties are equipped with automatic fire suppression equipment and all locations are equipped with fire extinguishers.

The Home Depot's fire protection program includes the following procedures for preventing, detecting, and extinguishing fires. All Contractors must adhere to these standards.

- Smoking is prohibited.
- All flue spaces must be clear and unobstructed. Flue spaces are the open area behind the back beams and back uprights (area between back-to-back racking) and the space that separates a bay of racking from the bay beside it (essentially the width of the upright, between the front and back upright).
- All fire exits must be unlocked, clear, unobstructed inside and out. Pathways to exits must remain clear and unobstructed, and be at least as wide as the fire exit.
- Products must be stored a minimum of 18 inches below sprinkler heads.
- The areas around sprinkler risers, fire hose cabinets, fire department connections and electrical panels and rooms must remain clear and unobstructed.
- Fire extinguishers must be clear and fully accessible at all times.
- Materials such as melamine, plywood, pegboard or other solid shelving may not be used in as decking displays.

Electrical Standards

In order to promote safety in our facilities and in compliance with National Electric Code, the following electrical standards and information must be followed at all times.

- The use of extension cords to provide permanent power to equipment, operational areas or displays of any kind is prohibited. Permanent power is defined as being 24 hours or longer. This includes, but is not limited to all cash registers, tile/shelf/blind cutters, key machines, saws, computers, monitors, lighting, product demonstrations, fixtures and displays.
- When used on a temporary basis, extension cords must be plugged directly into a professionally installed outlet and must be removed from use at the close of business each day. They must be 14 gauge, 2 wire cords with a grounded 3-prong plug, and be in good condition, with no visible frays or damage. Damaged or non-approved cords must be immediately removed from service.
- All displays and other items requiring permanent power should be plugged into professionally installed electrical outlets.
 - All lighting displays and similar permanent electrical installations must be performed by a professional electrician.
- A Ground Fault Circuit Interrupter must protect all outlets used outside the store.
- Reduce / eliminate tripping hazards when using temporary extension cords.

Accident Reporting

Your organization is expected to have a formal procedure in place for reporting accidents with respect to workers' compensation, general liability and property damage claims. This policy must adhere to all applicable OSHA reporting guidelines, Workers' Compensation Law and as otherwise required by law. Additionally, immediately report any incidents occurring at any Home Depot location to the store management team.

Emergency Evacuations

Home Depot maintains emergency evacuation procedures for all their stores. Evacuation routes are posted throughout the store. Contractors shall familiarize themselves with these evacuation routes and adhere to emergency evacuation procedures.

In the event of an emergency, Home Depot utilizes a uniform evacuation message which is announced three (3) times over the Public Address (PA) system. The announcement is as follows:

“Attention, attention, attention. It is now necessary to evacuate the store. Please walk to the nearest exit and leave the building. Exits are located around the exterior walls”.

If this announcement is made, all Contractors must immediately evacuate the building and await further instruction.