

RTX Contractor EH&S Orientation

RTX Contractor EH&S Orientation



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RTXOSC | Environment,
Operations & Supply Chain | Health & Safety

RTX Contractor EH&S Orientation

Course overview

Welcome to the **RTX Contractor EH&S Orientation** course. This orientation identifies the environment, health, and safety (EH&S) related performance requirements for RTX Contractors, and the criteria used to effectively evaluate Contractor compliance with its policy and other regulatory and RTX EH&S requirements. RTX will not directly control, supervise, or actively manage the work of its Contractors; however, their policy defines the general care RTX will provide to ensure that its Contractors operate safely at RTX sites.

This orientation does not apply to **RTX Contract Laborers**.

Note: The site, you are performing work at, may have additional information to share before work can begin.

Please also note that this training course has no sound.

RTX Contractor EH&S Orientation

Course overview

Contract Laborers

Contractors directly supervised by an RTX person (such as individuals providing temporary clerical, administrative, technical, engineering, digital technology, finance, accounting, manufacturing, and training services). They are also referred to as Vendor/Contract Labor, Contingent Worker or Contract Labor Personnel. If you are considered 'Contract Labor,' you do not need to complete this orientation.

This orientation does not apply to **RTX Contract Laborers**.

Note: The site, you are performing work at, may have additional information to share before work can begin.

Please also note that this training course has no sound.

RTX Contractor EH&S Orientation

RTX Contractor EH&S Orientation | Course overview

Course objectives

Upon completion of this course, you will be able to:

- Recognize RTX's requirements for and zero tolerance policy for Contractor safety management.
- Identify the seven RTX EH&S Cardinal Rules.
- Recognize the potential consequences of any willful violation of any RTX EH&S requirements or Cardinal Rules.
- Recognize RTX's policy and process for reporting any environment, health, or safety incidents.

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Course purpose

The purpose of this course is to educate you on RTX requirements for Contractor safety.



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RTX Contractor EH&S Orientation

RTX Contractor EH&S Orientation | Introduction to Contractor safety

Introduction to Contractor safety

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RTX Contractor EH&S Orientation

RTX Contractor EH&S Orientation | Introduction to Contractor safety

RTX EH&S principles

RTX will not be satisfied until its workplace is safe from hazards, its employees and Contractors are injury-free, its products and services are safe, and its commitment and record in protecting the natural environment are unmatched.

RTX strives for EH&S excellence by adopting best practices that often exceed regulatory compliance standards to promote worker safety.



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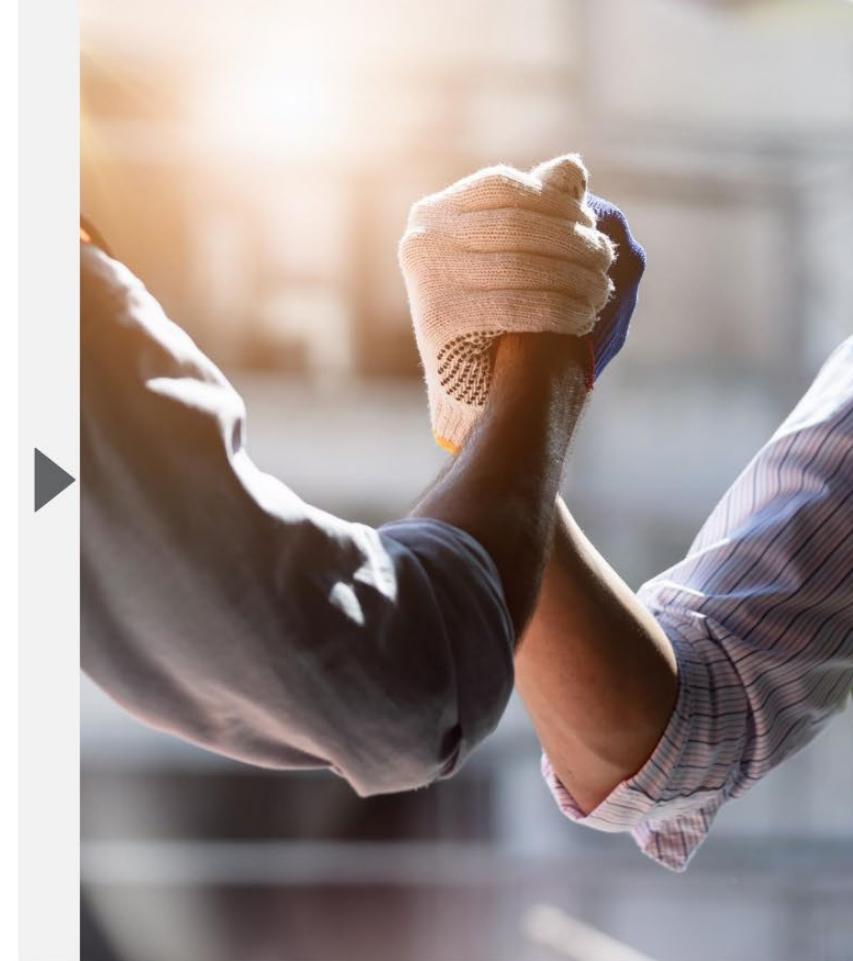
RTX Contractor EH&S Orientation

Contractor safety management

Contractors play an essential role in RTX EH&S excellence. Compliance with safety rules and regulations is a condition to perform work for RTX. All Contractors are responsible for:

- Supporting safety excellence to protect RTX employees, RTX property, other Contractors, and the environment
- Complying with all EH&S requirements and applicable local laws and regulations
- Working with the RTX project manager/engineer, Contractor Coordinator, or EH&S to understand job requirements

Select the arrow for more information. When finished, select **Next** to continue.



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RTX Contractor EH&S Orientation

Contractor safety management

All Contractors are also responsible for:

- Identifying all job hazards and using the appropriate equipment or personal protective equipment (PPE) to perform the job safely
- Ensuring that work does not endanger RTX employees, visitors, or other Contractor employees
- Ensuring that work areas – particularly construction area boundaries – are clearly marked to prevent unauthorized access

Additionally, general Contractors are responsible for ensuring that all subcontractors understand and comply with all EH&S requirements.



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RTX Contractor EH&S Orientation

RTX Contractor EH&S Orientation | Introduction to Contractor safety

Equipment usage

Contractors must not operate or use RTX-owned, leased, rented tools and equipment unless specified in the contract or agreement.

RTX employees and Contract Laborers must not operate or use Contractor-owned, leased, or rented tools and equipment unless specified in the contract or agreement.



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RTX Contractor EH&S Orientation

Enforcement

All Contractors will be held accountable to work safely and adhere to all applicable EH&S requirements. **Select each button to learn more. When finished, select **Next** to continue.**

Zero tolerance policy

Periodic check-ins

Incident reporting



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RTX Contractor EH&S Orientation

Enforcement

All Contractors will be held accountable to work safely and adhere to all applicable EH&S requirements. **Select each button to learn more. When finished, select **Next** to continue.**

Zero tolerance policy

Periodic check-ins

Incident reporting

Zero tolerance policy



RTX enforces a zero tolerance for the following prohibited actions:

- Willfully ignoring RTX EH&S requirements
- Unprofessional behavior
- Possession of weapons, narcotics, or explosive materials
- Use of recording devices or cameras

Failure to follow EH&S policies or [RTX EH&S Cardinal Rules](#) can result in disciplinary action including removal from property and restriction from working on future projects.

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RTX Contractor EH&S Orientation

Enforcement

All Contractors will be held accountable to work safely and adhere to all applicable EH&S requirements. **Select each button to learn more. When finished, select **Next** to continue.**

Zero tolerance policy

Periodic check-ins

Incident reporting

Zero tolerance policy



RTX enforces a zero tolerance for the following prohibited actions:

- Willfully ignoring RTX EH&S requirements
- Unprofessional behavior
- Possession of alcohol or drugs
- Use of recording devices

Failure to follow

disciplinary action including removal from property and restriction from working on future projects.

RTX EH&S Cardinal Rules

RTX EH&S Cardinal Rules are rules that, if violated, have the potential for causing a fatality or serious injury. RTX EH&S Cardinal Rules will be explained further in the next lesson of this course.

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RTX Contractor EH&S Orientation

Enforcement

All Contractors will be held accountable to work safely and adhere to all applicable EH&S requirements. **Select each button to learn more. When finished, select **Next** to continue.**

Zero tolerance policy

Periodic check-ins

Incident reporting

Periodic check-ins

The RTX Contractor Coordinator will perform periodic check-ins to ensure work is being performed in alignment to the Contractor risk assessment.



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RTX Contractor EH&S Orientation

Enforcement

All Contractors will be held accountable to work safely and adhere to all applicable EH&S requirements. **Select each button to learn more. When finished, select **Next** to continue.**

Zero tolerance policy

Periodic check-ins

Incident reporting

Incident reporting



All Contractor injuries (including safety infractions and near-miss incidents) must be reported to the Contractor site supervisor, Contractor Coordinator, and EH&S as soon as possible.

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RTX Contractor EH&S Orientation

Contractor requirements

Contractors must complete the following requirements before starting work. **Select each button to learn more. When finished, select **Next** to continue.**

1. Pre-qualification screening

2. Pre-work requirements

3. RTX Contractor Coordinator assigned



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RTX Contractor EH&S Orientation

Contractor requirements

Contractors must complete the following requirements before starting work. **Select each button to learn more. When finished, select **Next** to continue.**

1. Pre-qualification screening

2. Pre-work requirements

3. RTX Contractor Coordinator assigned

1. Pre-qualification screening



All contracting companies must satisfy RTX pre-qualification requirements prior to the start of any work.

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RTX Contractor EH&S Orientation

Contractor requirements

Contractors must complete the following requirements before starting work. **Select each button to learn more. When finished, select **Next** to continue.**

1. Pre-qualification screening

2. Pre-work requirements

3. RTX Contractor Coordinator assigned

2. Pre-work requirements



Before start of work, Contractors may be asked to:

- Provide proof of successful completion of this Contractor Orientation.
- Complete a risk assessment defining the risks of the work to be performed, the associated hazards, and demonstrate controls are in place for each. The risk assessment must include work to be performed by your subcontractors.
- Provide proof of successful completion of any additional required compliance training for the work to be performed.

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RTX Contractor EH&S Orientation

Contractor requirements

Contractors must complete the following requirements before starting work. **Select each button to learn more. When finished, select **Next** to continue.**

1. Pre-qualification screening

2. Pre-work requirements

3. RTX Contractor Coordinator assigned

3. RTX Contractor Coordinator assigned



An RTX Contractor Coordinator will be assigned to oversee each Contractor project to ensure adherence to requirements and act as the main point of contact while onsite.

You must ensure open communication is maintained with your assigned RTX Contractor Coordinator.

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RTX Contractor EH&S Orientation

Knowledge check

Select the correct answer for the question. When finished, select **Submit**.

Which of the following parties are responsible for working safely and ensuring all subcontractors comply with safety rules and requirements? (Select all that apply.)

- ☒ General Contractor company
- ☐ RTX Contractor Coordinator
- ☐ RTX EH&S
- ☒ Subcontractor company

Feedback: All Contractors are responsible for complying with all EH&S requirements and applicable local laws and regulations, and supporting safety excellence. Additionally, Contractors are responsible for ensuring that all subcontractors working for an RTX site understand and comply with all EH&S requirements.

When finished, select **Next** to continue.

Next

Knowledge check

Select the correct answer for the question. When finished, select **Submit**.

All Contractor incidents must be reported to the Contractor site supervisor, the RTX Contractor Coordinator, and RTX EH&S as soon as possible.

☒ True

☐ False

Feedback: True. All Contractor incidents must be reported to the Contractor site supervisor, the RTX Contractor Coordinator, and RTX EH&S as soon as possible.

When finished, select **Next** to continue.

Next

RTX Contractor EH&S Orientation

RTX Contractor EH&S Orientation | RTX EH&S Cardinal Rules

RTX EH&S Cardinal Rules

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RTX EH&S Cardinal Rules

An important part of keeping the RTX workplace safe is establishing EH&S Cardinal Rules. Although all EH&S rules are important and must be followed, RTX EH&S Cardinal Rules are rules that, if violated, have the potential for causing a fatality or serious injury. **Select each of the icons below to learn more. When finished, select **Next** to continue.**



Confined spaces



Hazardous energy



Fall protection



Hoist and crane



Machine guarding



Electrical safety



Powered industrial vehicles

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RTX Contractor EH&S Orientation

RTX EH&S Cardinal Rules

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Confined spaces

Employees and Contractors must follow written procedures, including emergency response and rescue, for entry into confined spaces.

Contractors must acquire the written Confined Space Assessment to understand known or potential hazards of the space. If specified, Contractors must follow the defined entry requirements in the Confined Space Assessment.



Machine guarding

Electrical safety

Powered industrial vehicles

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RTX Contractor EH&S Orientation

RTX EH&S Cardinal Rules

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Confined space

Control of hazardous energy



Employees and Contractors must follow machine and equipment-specific energy control procedures to bring all forms of hazardous energy to a “zero energy state” and secure them prior to performing work on machines or equipment. A “zero energy state” is the elimination or control of hazardous energy so that it no longer represents a hazard to employees.

t and crane

Machine guarding

Electrical safety

Powered industrial vehicles

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RTX Contractor EH&S Orientation

RTX EH&S Cardinal Rules

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Fall protection

Employees and Contractors must use fall protection when exposed to a fall hazard (working at an elevated level of 2 meters/6 feet or more).



Confined space

and crane

Machine guarding

Electrical safety

Powered industrial vehicles

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RTX Contractor EH&S Orientation

RTX EH&S Cardinal Rules

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Confined space

Hoist and crane



Employees and Contractors must use appropriately rated devices and safe lifting techniques for all rigging, hoist, and crane lifted loads.



Hoist and crane

Machine guarding

Electrical safety

Powered industrial vehicles

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RTX Contractor EH&S Orientation

RTX EH&S Cardinal Rules

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Confined space

Machine guarding



Employees and Contractors must use and not tamper with or disable machine and equipment guarding while operating under normal conditions.

Machine guarding

Electrical safety

Powered industrial vehicles

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RTX Contractor EH&S Orientation

RTX EH&S Cardinal Rules

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Confined space

Electrical safety



Employees and Contractors must be qualified and follow documented electrical safe work practices when working with or when exposed to energized electrical circuits of 50 volts or more AC/DC.

Machine guarding

Electrical safety

Powered industrial vehicles

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RTX Contractor EH&S Orientation

RTX EH&S Cardinal Rules

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Confined space

Powered industrial vehicles



Employees and Contractors must not operate a powered industrial vehicle unless trained and must not use personal electronic devices while operating any powered industrial vehicle.



Crane and crane

Machine guarding

Electrical safety

Powered industrial vehicles

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Adherence to RTX EH&S Cardinal Rules

Because of their serious nature, RTX EH&S Cardinal Rules apply to, and must be followed by, all RTX employees and Contractors, regardless of position, location, or job title.

- In the event of an RTX EH&S Cardinal Rule violation, the Contractor's company is responsible for conducting an investigation. Corrective actions for program deficiencies will be implemented.
- Any Contractor who violates any of these rules is subject to disciplinary action up to and including dismissal from the site and loss of contract to perform work.



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RTX Contractor EH&S Orientation

Knowledge check

Select the correct answer for the question. When finished, select **Submit**.

To whom do the RTX EH&S Cardinal Rules apply? (Select all that apply.)

- ☒ Contractors performing work for RTX at a non-RTX location
- ☒ RTX Contractor Coordinators
- ☒ RTX employees
- ☒ Contractors working at an RTX site

Feedback: Because of their serious nature, RTX EH&S Cardinal Rules apply to, and must be followed by, all RTX employees and Contractors, regardless of position, location, or job title.

When finished, select **Next** to continue.

Next

RTX Contractor EH&S Orientation

Knowledge check

Select the correct answer for the question. When finished, select **Submit**.

Any Contractor who violates an RTX Cardinal Rule is subject to disciplinary action up to and including dismissal from the site and loss of contract to perform work.

- ☒ True
- ☐ False

Feedback: True. Any Contractor who violates any RTX Cardinal Rules is subject to disciplinary action up to and including dismissal from the site and loss of contract to perform work.

When finished, select **Next** to continue.

Next

RTX Contractor EH&S Orientation

RTX Contractor EH&S Orientation | General EH&S awareness

General EH&S awareness

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RTX Contractor EH&S Orientation

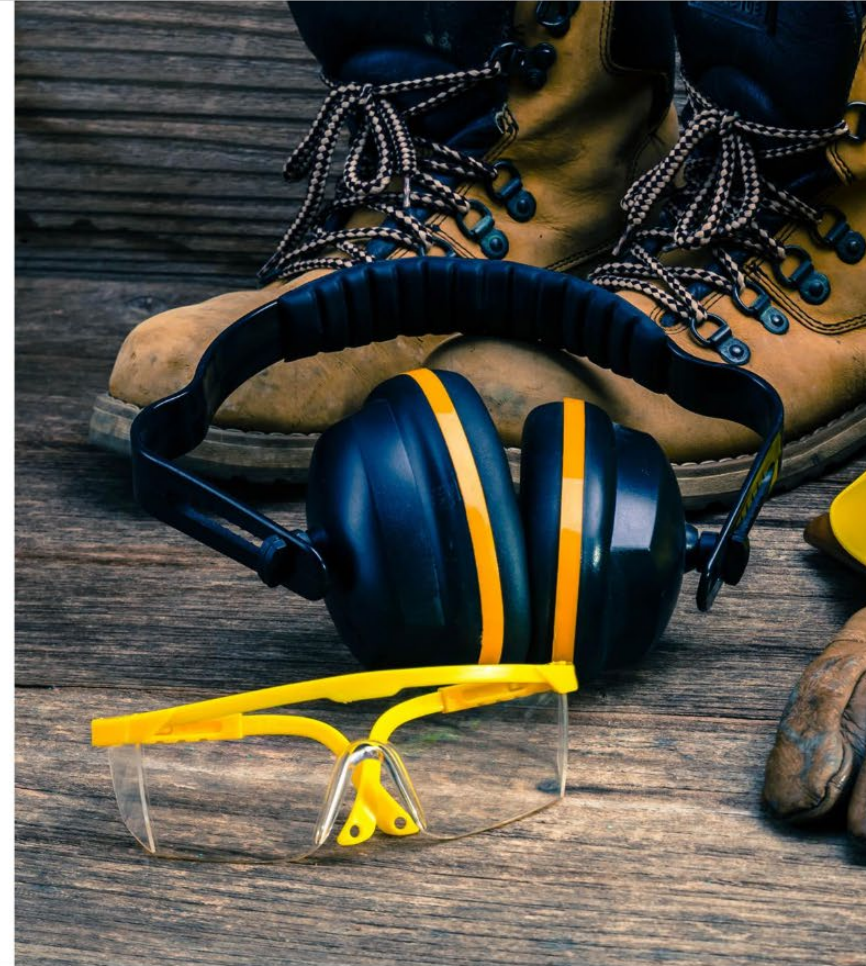
PPE

Contractors must furnish and require the use of PPE by all employees. The PPE must comply with American National Standard Institute (ANSI) standards – or local equivalent – including, but not limited to:

- Safety glasses (at a minimum)
- Hard hats
- Steel-toe or safety shoes

PPE shall meet applicable specifications and not be modified or used in any manner other than for which it was designed.

After completion of a risk assessment, the site will inform you of any additional PPE requirements.



RTX Contractor EH&S Orientation

Training

Contractors are expected to complete all regulatory required safety training applicable to their job and the scope of work, as well as any additional safety training required by their employer.

Most Contractor work has additional certified or specialized training requirements, so please ensure that training requirements and records have been discussed and documented prior to coming on-site.

All Contractors are responsible to ensure their subcontractors adhere to the same requirements as their own employees, including documented training records.



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RTX Contractor EH&S Orientation

Communication

Contractors must work with the site RTX Contractor Coordinator to establish a method of communication and a communication schedule for the duration of work (who, what, where, and when). Contractor employees must also establish communication methods if working alone and/or in areas where audible alarms cannot be heard.

Contractor Coordinators are required to perform periodic check-ins to ensure work is being performed safely and in alignment with the Contractor Risk Assessment. If it is not, the Contractor may be asked to pause work until concerns are addressed.

Note: If the scope of work changes for any reason, the Contractor must immediately stop work, and communicate the change to their RTX Contractor



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Incident reporting

Contractors must immediately report to the RTX Contractor Coordinator any incident that results in, or reasonably could have resulted in, injury to personnel, or damage to RTX property or the environment. Two types of incidents are high-risk, and if either occurs, the job **must shut down immediately**:

- **RTX EH&S Cardinal Rule violation:** Failure to follow RTX EH&S Cardinal Rules that you learned about earlier in this orientation (e.g., not using fall protection while working on the edge of a roof).
- **Fatality or serious injury precursor:** This means that the incident could have resulted in severe injury or a fatality (e.g., failure of a lifting device and a beam that was being lifted falls to the floor).

Note: Some incidents may even be both (e.g, failure to use fall protection when required, and a fall actually occurs)!



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Incident investigations

Contractors are required to meet RTX reporting requirements for serious events to ensure proper escalation and investigation to determine the root cause and appropriate corrective actions of the incident.

Contractors will be asked to conduct an investigation to identify the root cause as well as corrective actions. These must be shared with RTX. RTX will determine whether the corrective/preventive actions have adequately addressed the root causes of the incident.

Any willful violation of RTX safety rules may result in immediate removal and potential ban from the site (in accordance with RTX's disciplinary policy).



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RTX Contractor EH&S Orientation

RTX Contractor EH&S Orientation | General EH&S awareness

Contractor reporting

Any RTX employee has the right to stop the job that you are working on and discuss any safety issues that may arise. If this happens, be sure to call your RTX Contractor Coordinator.

Contractors must notify the RTX Contractor Coordinator of the arrival and/or pending arrival of any regulatory inspector on their job site and delay the commencement of the inspection until the arrival of, or release by, an RTX representative, if possible.



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RTX Contractor EH&S Orientation

Knowledge check

Select the correct answer for the question. When finished, select **Submit**.

Who has the right to stop work to discuss a potential safety issue?

- ☒ The RTX Contractor Coordinator
- ☒ The Contractor company
- ☒ Any RTX employee

Feedback: Any RTX employee has the right to stop the job that you are working on and discuss any safety issues that may arise. If this happens, be sure to call your RTX Contractor Coordinator.

When finished, select **Next to continue.**

Next

RTX Contractor EH&S Orientation

Knowledge check

Select the correct answer for the question. When finished, select **Submit**.

You identify a situation that could have resulted in a hazardous chemical leak, although no leak occurred. What action do you take?

- ☒ Immediately report the near miss to your Contractor Site Supervisor and RTX Contractor Coordinator.
- ☐ Ignore it, no damage was done.
- ☐ Send a message to your Contractor site supervisor at the end of the shift.

Feedback: Contractors must immediately report to the RTX Contractor Coordinator any incident that results in, or reasonably could have resulted in, injury to personnel, or damage to RTX property or the environment.

When finished, select **Next to continue.**

Next

RTX Contractor EH&S Orientation

RTX Contractor EH&S Orientation | Course conclusion and test

Conclusion

You have completed all the lessons in the RTX Contractor EH&S Orientation course.

You must complete the course test to receive credit for this course.

Note: RTX sites may have additional Contractor orientation information that Contractors will need to review.

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Summary

You should now be able to:

- Recognize RTX's requirements and zero-tolerance policy for Contractor safety management.
- Identify the seven RTX EH&S Cardinal Rules.
- Recognize the potential consequences of any willful violation of any RTX EH&S requirements or Cardinal Rules.
- Recognize RTX's policy and process for reporting any environment, health, or safety incidents



Remember: ALWAYS follow RTX EH&S Cardinal Rules!

Attention:

You must complete and pass the final course test to receive a completion certificate. Select the link to proceed to the test: [RTX Contractor EH&S Orientation Course Test](#)