

ZOOLOGICAL SOCIETY OF SAN DIEGO D/B/A SAN DIEGO ZOO WILDLIFE ALLIANCE
General Safety Rules and Regulations for Contractors
[For the San Diego Zoo and the San Diego Zoo Safari Park]

PURPOSE

To establish and define the safety rules and regulations that all contractors, subcontractors, service companies and other vendors, etc. (hereinafter, "Contractors") are to follow when performing/providing services for the Zoological Society of San Diego d/b/a San Diego Zoo Wildlife Alliance, hereinafter "SDZWA."

POLICY

SDZWA's Purchasing Department has the responsibility to see that all Contractors bidding to provide services within the San Diego Zoo or the San Diego Zoo Safari Park facilities (each or collectively, the "Facilities") receive a copy of the Contractor Safety Rules in their bid packages. Once any Agreement has been executed and the Contractor(s) begins work, it becomes the responsibility of SDZWA's designated project manager, Legal, Risk & Compliance Department, Operations and Security to see that these rules are enforced. If there is a violation of a safety rule, the Contractor(s) will be given a written warning and a reasonable amount of time to correct the infraction. If the Contractor(s) does not comply with the written warning and correct the infraction, all work will be stopped until SDZWA's project manager, the Legal, Risk & Compliance Department, Operations and the Contractor(s) can remedy the issue. A written warning may be in the form of an e-mail and certified/return receipt letter to the Contractor(s).

If a violation should occur, all of the aforementioned personnel shall be notified and receive a copy of the written warning. Any observation of a life-threatening event shall be called to the immediate attention of the construction foreman or project manager, as the case may be, and work at the site halted until the situation is corrected. It shall be the responsibility of SDZWA to supply these rules to all Contractors prior to the issuance of the purchase agreement. Confirmation of distribution shall be stated on the purchase agreement. Any violation or noncompliance from the safety rules stated below may be considered a breach of contract.

SCOPE

It is intended that these safety rules and regulations apply to all Contractors that provide services to SDZWA. It is the Contractor's responsibility to thoroughly orient and instruct their employee(s) as well as sub contractors as to the contents of this document. These safety regulations are intended to cover normal situations only. As the project proceeds, if any unusual conditions arise, the Contractor shall contact the designated SDZWA project manager for clarifications, exceptions, etc.

NOTE: The designated project manager is the person authorized by SDZWA to approve and administer the contract on behalf of SDZWA.

RESPONSIBILITIES

The Contractor is expected to:

1. Conform to all local, state and federal environmental health & safety requirements, including but not limited to:
 - a. Chapter XVII, Code of Federal Regulations; parts 1910 Occupational Safety and Health Standards; 1926 Safety and Health Regulations for Construction, applicable regulations contained within Title 8 of the California Code of regulations, as well as SDZWA's safety rules and regulations. Copies of applicable company policies will be provided by SDZWA. Specifically, SDZWA will provide the Contractor with the appropriate listing of hazardous materials known and used in the affected work area, and the Contractor will inform

SDZWA of any hazardous materials brought onto SDZWA's Facilities and will provide a copy of the Safety Data Sheets for the specific material(s) when requested by SDZWA's project manager.

NOTE: Discussion of specific requirements in the balance of this document is not intended to exclude compliance with other pertinent legal requirements.

- b. Establish appropriate safety, health and work procedure inspections for the job being performed.
- c. Properly instruct all of its employees in the execution of their job responsibilities.
- d. Enforce Contractors' safety policies and SDZWA's work rules, with the latter rules governing in the event of a conflict. These are available from the designated SDZWA project manager.
- e. Provide proof of liability and worker's compensation insurance to SDZWA's Purchasing Department as indicated in the terms and conditions of the contract.
- f. Designate one management-level spokesperson to address any questions that may arise during the operation.

PROCEDURES

Access to SDZWA Facilities and Vehicular Traffic:

1. If Contractor requires vehicle access to SDZWA Facilities, Contractor and all of its employees (including any subcontractors, if any) will adhere to SDZWA's "Vehicle Code," a copy of which will be provided to Contractor. It is the Contractor's responsibility to thoroughly orient and instruct their employees as to the contents of the Vehicle Code.
2. All employees of the Contractor will enter and exit the Facilities by entrances specified by the SDZWA project manager.
3. All Contractor vehicles needed at the job site will sign in upon arrival and follow local policy for vehicle identification.
4. All Contractor vehicles entering SDZWA Facilities (employee cars, Contractor trucks, etc.) must be parked in an orderly manner or as approved by the SDZWA project manager.
5. All Contractor vehicles and heavy equipment will be equipped with seat belts and wheel chocks. Wheel chocks must be used at all times when vehicles are parked at SDZWA Facilities. Heavy equipment must have an audible reverse alarm.
6. All Contractor vehicles and equipment will be backed up only after a competent person has been placed to the rear of the vehicle to observe and give the signal that it is safe to do so.
7. Contractor vehicles entering SDZWA Facilities must be of a condition to minimize environmental and aesthetic contamination.
8. Only employees of the Contractor are allowed entry onto the Facilities. No one shall bring friends/relatives/animals onto the Facilities without proper admission and entry through the front gates. No friends/relatives shall be allowed entry into any exhibits.
9. All drivers of Contractor-related vehicles must observe SDZWA traffic regulations while at SDZWA Facilities (maximum 10 M.P.H.).
10. SDZWA will not be responsible for damage to Contractor vehicles while on SDZWA's Facilities.
11. The Contractor will be responsible for any damage to SDZWA's Facilities.
12. No vehicles will be driven on, in or across the edge/corner of any landscaping or lawns.

13. All Contractor vehicles will not be in public areas of SDZWA Facilities unless prior approval is obtained from SDZWA's project manager.

Safe Work Practices:

1. When construction work is required above areas where SDZWA employees are working or guests are present, permission must be obtained from SDZWA project manager before work commences. Sufficient protection must be provided for the safety of all employees or guests. All safety guards removed from machinery or equipment must be replaced before the machinery or equipment is put into operation.
2. All of Contractor's equipment must be in a good state of repair, i.e., ladders, hoists, industrial vehicles, etc., and every precaution and best efforts must be taken by Contractor to see that safe practices are followed.

Housekeeping:

1. The Contractor is responsible for keeping all work areas as free from scrap and debris as the nature of the job allows. The job site area will be cleaned up at the end of each day's work.
2. All areas shall be restored as they were prior to the start of the project/job, with all waste removed, and landscaping returned to its original state. Any irrigation or plants damaged as a result of Contractor's work, need to be restored to pre-construction conditions.
3. All work on electrical wiring/conduit in landscaped areas needs to be completed and covered in appropriate enclosures prior to the end of the job.
4. Tools, hoses, materials and equipment, when not in use, must be stored neatly, securely and safely. While SDZWA will take reasonable measures to prevent loss of such equipment from occurring, SDZWA will not be responsible for theft or damage to Contractor's equipment.
5. Objects or material with sharp, protruding ends shall be removed or bent over. Material, when not in use, must be stored safely and securely, in a location not accessible by guests.
6. All material, tools, hoses and equipment shall be stored so as not to obstruct aisles, stairs, halls, roads, entrances or exits.
7. All debris (i.e., lunch scraps, drinking cups, etc.) must be properly disposed of. Contractor will dispose of scrap material (i.e., steel, concrete, wood, waste, etc.) off of SDZWA Facilities, unless on-site disposal is authorized by SDZWA's project manager.
8. All material that is suspected of being contaminated by chemicals or hazardous materials will not be removed from SDZWA's Facilities until cleared in writing by SDZWA's project manager.
9. Under no circumstances shall hazardous waste be disposed of down an open sewer, storm drains or drainage ditch. Proper disposal methods shall be used at all times and the Contractor must have documentation available for review. Copies of manifests for the disposal of hazardous materials must be provided to SDZWA.
10. Contractor's vehicles leaking any substance other than clear water must be cleaned by appropriate methods and affected areas returned to previous condition.

Fire and Explosion:

1. The Contractor will make its best efforts to prevent fire or explosion hazards that might result from work being performed on SDZWA's premises. These include the following:
 - a. Materials and equipment must be located so as to allow access to fire-fighting equipment.
 - b. The Contractors, when performing cutting, welding or other "hot" work, must obtain prior authorization from SDZWA's project manager. All necessary equipment to perform this work will be provided by the Contractor (i.e., specialty equipment and portable fire extinguishing equipment). A fire watch will be conducted by the Contractor for a minimum of 30 minutes after the completion of any "hot" work. No "hot" work will be performed during Red Flag Warnings.

- c. Paint will be stored in an isolated location and the area properly maintained so that, in the event of a fire, SDZWA Facilities will not be endangered.
- d. Gasoline, diesel fuel, oil and flammable solvents shall be stored in FM- or UL-approved containers and placed in an area appropriate for the storage of flammable materials. All dispensing tanks shall be grounded and bonded to prevent ignition of flammable solvents, and containers will be properly labeled.
- e. Vehicles and other gasoline/diesel-powered equipment must not be fueled while running.
- f. All compressed gas cylinders must be transported and stored with their valves in the upright position, and the protective cap firmly in place, except when otherwise specified by the manufacturer. Empties should be capped, tagged and segregated from full cylinders. Cylinders in use must be secured in the upright position at upper and lower portions with chains or other nonflammable material.
- g. Low flashpoint solvents such as gasoline, acetone or naphtha shall not be used for cleaning equipment or parts. Contractor is responsible for disposing of spent solvents and waste oil outside of SDZWA's property, unless otherwise directed by SDZWA's project manager. Under no circumstances shall solvents, oils or grease be emptied into drainage ditches or sewers.
- h. Oily rags and other flammable waste must be disposed of in F.M.- or U.L.-approved Containers. Contractor must provide such containers.

Personal Protective Equipment:

Contractor will provide its employee(s) with approved safety equipment that may be required in the execution of the work.

Firearms:

Firearms and edged weapons **may not** be brought onto SDZWA Facilities (includes parking lot) either on a person or in a vehicle.

Personal Conduct:

The same rules of personal conduct governing the employee(s) of SDZWA shall also govern Contractor's employee(s).

1. Contractor's employee(s) under the influence of alcohol or narcotics will not be allowed on SDZWA Facilities, nor shall they consume any alcoholic beverage/drugs on SDZWA Facilities. Possession of any intoxicants or narcotics can result in a breach of contract.
2. No smoking is allowed anywhere on SDZWA Facilities, nor is it permitted inside vehicles while they are on SDZWA Facilities.
3. Unprofessional conduct, such as horseplay, wrestling, fighting, gambling or the use of profanity, etc., will not be permitted or tolerated.
4. Contractor employee(s) shall take the most direct route to the job site and must remain in their assigned areas and pay attention to their own responsibilities. In no case shall they tamper with or handle any equipment that does not pertain to their job. "Cruising" the Facilities is not allowed.
5. Contractor employee(s) will dress in appropriate clothing for the job (no shirts with suggestive or undesirable language). Shirts will be worn at all times.

Excavations:

Within SDZWA Facilities, Contractor will barricade the area around any excavations made by its employee(s) and shore trenches as required under appropriate government regulations.

Installations/Removals for Special Events

For purposes of Special Events on SDZWA Facilities that require the installation (and ultimate removal) of certain appurtenances, Contractor must provide a set up and tear-down schedule at least three (3) days before the date of such event. The schedule shall include:

1. The names of the persons performing the work on behalf of the Contractor.
2. The type of work that is specifically being done.
3. When (date/time) the work will be performed.
4. The location on the Facilities where the work will be performed.

Windstorms:

In the event of a windstorm, Contractor is responsible for securing all loose material and equipment and dust control which might damage SDZWA Facilities.

Cameras:

Contractor may not publish any photos taken on SDZWA Facilities without prior approval by SDZWA's Public Relations department.

Breaking Into Utility Lines:

No utility line may be broken into until such time as permission to do so has been obtained, in writing, from the utility company and SDZWA's project manager.

Valve Operation:

No control valves will be operated by anyone other than SDZWA's operating personnel or without their express permission.

Scaffolding and Ladders:

All scaffolding and ladders must meet government regulations. No scaffolding shall be erected, moved, dismantled or altered except under the supervision of a competent person.

Fall Prevention:

Contractor is responsible for preparing a fall protection plan and adhering to all requirements while completing work on SDZWA Facilities. All equipment used shall be in good working condition and have inspection records available. Contractor's personnel using any fall prevention equipment will receive appropriate training.

Confined Space Entry:

No entry shall be made into a confined space, tank or vat without prior notification and approval by SDZWA's project manager and completion of a confined space entry permit. The Contractor is responsible for all monitoring, ventilation, safety and rescue equipment necessary to comply with SDZWA policy/procedure and state or federal Occupational Safety and Health Administration ("OSHA") requirements.

Electrical Lockout/Tagout Procedure:

Contractor shall be fully aware of LO/TO rules and procedures and shall take positive action to ensure that its employee(s) adhere to them. Contractor shall not enter any electrical substation nor shut off or energize any power without authorization of SDZWA's project manager.

Roadway Surface Protection:

No vehicle with metal treads will be permitted on any of SDZWA's roads without express advance consent. Contractor will provide padding of a suitable type (i.e., boards, tires, etc.) when it is absolutely necessary that anything other than a rubber-tired vehicle cross a road. Contractor will be responsible for any damage done to a road, lawn, etc., which is caused by its moving equipment.

Necessary Services:

All necessary service hookups (air, water, electrical, etc.) supplied to the Contractor will be designated by SDZWA.

Noise and Air Pollution:

1. Noise: Contractor will inform SDZWA of any operations that will create a sound level in excess of 85 decibels at or around the work site.

2. Air Pollution: Contractor will inform SDZWA of any potential air contamination that may be generated by the Contractor's operation(s) such as dust, fumes, vapors, etc.
3. Contractor shall ensure that all equipment that is regulated by the San Diego County Air Pollution Control District (APCD) is either properly permitted or exempt from permitting (as shown in Regulations I – XV). Contractor may be asked to show proof of permit to the project manager.

Emergency Procedures:

1. Contractor shall adhere to applicable SDZWA policies/procedures governing emergencies.
2. Contractor shall be responsible for contacting its employee(s) for personal emergencies.

SDZWA Security:

1. Contractor shall obtain specific authorization from SDZWA's project manager before:
 - a. Opening or breaching the gates in the perimeter fence.
 - b. Temporarily removing sections of fence or partitions.
 - c. Installing, removing or altering any locks.
 - d. Entering any animal enclosure where animals are present.
2. Contractor shall provide and install an adequate temporary enclosure during non-working hours.
3. Contractor shall be responsible to SDZWA's project manager for replacing or repairing any openings made in the perimeter fence.

Incident Reporting:

Contractor shall be responsible for any incidents that occur within the Contractor's general construction zone. An incident is defined as any OSHA reportable injury or illness and/or property damage to SDZWA's or a third party's property. All such incidents must be reported immediately to SDZWA's Security Department. Unless the situation dictates otherwise, SDZWA Security will dispatch medical assistance. In addition, a SDZWA Security Officer will be dispatched to the scene of the incident to complete an incident report for SDZWA's internal purposes. Notwithstanding, it is the responsibility of the Contractor to document its own report. It is the Contractor's responsibility to notify OSHA as required, and to arrange for an OSHA investigation if necessary. Further, it is Contractor's responsibility to immediately notify SDZWA's Risk Management and Security Departments in writing, once it has been established that OSHA investigators require access to SDZWA's Facilities.

Other:

Contractor shall comply with any other safety measures SDZWA implements due to diseases or issues that could affect the animal or plant collection.

NOTICE TO CONTRACTORS

Please be aware that violations of any of the aforementioned rules, when noted by SDZWA management, may bring about cessation of the job until the infraction is corrected.

RECEIPT OF SDZWA HEALTH AND SAFETY GUIDELINES

GENERAL SAFETY RULES AND REGULATIONS FOR CONTRACTORS

I acknowledge receipt of the General Safety Rules and Regulations for Contractors as presented to me by the Zoological Society of San Diego d/b/a San Diego Zoo Wildlife Alliance. I have reviewed and understand all sections of these rules and regulations. I agree to comply with all instructions as stated in these rules and regulations and agree to provide all employees, subcontractors, service companies and vendors with these General Safety Rules and Regulations.

[Company Name]

By: _____

Name: _____

Title: _____

Date: _____

NOTE: This acknowledgment of receipt must accompany the Contractor's proposal and/or quotation.

ADDENDUM TO GENERAL SAFETY RULES AND REGULATIONS FOR CONTRACTORS ZOOLOGICAL SOCIETY OF SAN DIEGO D/B/A SAN DIEGO ZOO WILDLIFE ALLIANCE FIELD AND ANIMAL ENCLOSURE SAFETY RULES

Upon accepting a work assignment in a field and/or animal enclosure, an outside Contractor must:

1. Provide proof of liability and auto insurance, as required by SDZWA.
2. Obtain authorization for a vehicle to enter grounds from SDZWA's Security Department and display legible identification as to the vehicle owner, or obtain a magnetic number to identify the vehicle before entering the field or village. Issuance of the permit is contingent upon reading and acknowledging/agreeing to these Field and Animal Enclosure Safety Rules.
3. At the start of each workday, check with Animal Care management for access to the work area.
4. Accept responsibility for their subcontractors', suppliers', and work crews' knowledge of and adherence to these Field and Animal Enclosure Safety Rules and for these individuals' performance and actions while on the work assignment at the Facilities.
5. Provide, to the Security Department and SDZWA's contract manager, a list of subcontractors, and update as changes occur.
6. Sign the General Safety Rules and Regulations and this Addendum (Last page of the Contractor Safety Rules).

Before an outside Contractor or work crew enters the field:

1. SDZWA's project manager, construction and maintenance manager or horticulture manager must notify animal care personnel and security in advance of all outside contracting crews that will be working within or adjacent to exhibits. Also, they will be notified in advance of any unusual or major work activity in the exhibits performed by SDZWA's work crews. Any variances to these Regulations must be discussed and agreed to at that time.
2. The animal care manager will notify SDZWA's project manager, and the construction crews, of any animal management circumstances that will affect work crew safety or animal safety, health or reproduction; and monitor animal behavior changes during the course of the work assignment.
3. During the first trip through the enclosures to their work site, outside construction vehicles must be accompanied by a knowledgeable and responsible SDZWA employee. Once the route is learned and regulations are known, such persons may receive approval to drive to the field enclosure entrance gate unattended.
4. No deviation from the specified route will be permitted.
5. Entry to all Field exhibits shall be through specified gates, which are OTHER than those near the Journey into Africa entrance, tour station, ride path, and Lion Camp. Access to field gates, which are a part of the ride path, will require special clearance in advance for each time you must pass the tour station. It is imperative that you contact Simba Station on Channel 2 if you have a Park radio, or use a cell phone to call 760-738-5031 before planning to enter the ride path. Please use other gates and obtain regular clearance as specified for other alternate locations and access to the field enclosures.
6. No entrance into a field enclosure will be made after 3:00 p.m. without prior arrangement with SDZWA's project manager and the animal care manager.
7. All vehicle operators must be in possession of their own valid California Driver's License.
8. All vehicle operators must obey the maximum speed limit of 5 miles per hour in an enclosure.

When Working in the Field and Animal Enclosures:

1. Vehicle movement is restricted to defined roads. Any travel off existing roads is limited to SDZWA personnel, unless authorized by an animal care manager. (Outside Contractors must notify SDZWA's project manager and receive permission from the animal care manager, to travel off existing roads.)
2. No vehicle or piece of equipment will be left unattended in the enclosures at any time unless the animal care manager gives prior authorization. If/once authorization is obtained, the following precautions will be taken before leaving the vehicle:
 - a. The vehicle must NOT be left running; must have engine off, brake set, manual transmission left in gear and wheel chocks in place.
 - b. Close all windows.
 - c. Remove all material existing outside the vehicle and/or in the bed of an open truck.
 - d. If the vehicle breaks down, notify SDZWA's project manager, animal care manager or security. Do not leave the hood open, as animals may eat the wiring. Disabled vehicles must be removed from the field before nightfall.
 - e. Remove keys from open vehicles, tractors, boom trucks, etc.
 - f. Make sure all hydraulic buckets and rippers are down.
3. Contractor's personnel will remain within their immediate work area, and always within ten yards of their vehicle without specific authorization to be further away, as specified by SDZWA's project manager. The animal care manager will set construction distance limits. An SDZWA representative will be assigned to accompany construction crews at all times.
4. At no time shall Contractor's personnel cross railings or barriers into the animal exhibits. If access to an animal exhibit is absolutely required for a specific task, Contractor must receive permission from the SDZWA project manager, who will contact the designated animal keeper and arrange for permission to access the animal exhibit at a specified date/time.
5. **All areas of construction must be continually policed by the construction crews to eliminate possible injury to animals. No foreign objects of any kind (wire, rags, plastic bags, etc.) will be tolerated on the ground or in any other location accessible to animals.** (The SDZWA project manager will inspect the construction site at the end of each workday.)
6. Construction hazards, such as holes and open excavations, will not be left unattended **at any time** unless prior authorization is given by the animal care manager and SDZWA's project manager, and suitable precautions have been taken to protect the animals from the hazard.
7. Disturbing, teasing, feeding, photographing and touching animals in any way are all strictly prohibited.

THESE RULES HAVE BEEN ADOPTED TO PROVIDE FOR THE SAFETY OF BOTH PEOPLE AND ANIMALS IN THE ENCLOSURES.

Every effort will be made to satisfy construction requirements; however, the enclosures are the animals' territory, and their well-being must be protected at all times. SDZWA animal care personnel are trained to work with these animals and have the primary responsibility for them. An assigned SDZWA representative will oversee the safety of workers in the enclosures. The decisions of animal care personnel in emergencies or in matters not covered by these Rules are final.

Damage to machinery, persons, or animals due to non-compliance with these Rules will be closely examined by SDZWA management. Responsibility for such damage will be placed accordingly.

RECEIPT OF THE ADDENDUM TO THE GENERAL SAFETY RULES AND REGULATIONS FOR CONTRACTORS

I acknowledge receipt of this Addendum to the General Safety Rules and Regulations for Contractors regarding field and animal enclosure safety rules as presented to me by the Zoological Society of San Diego d/b/a San Diego Zoo Wildlife Alliance. I have reviewed and understand all sections of this Addendum I agree to comply with all instructions as stated in these Rules.

[Company Name]

By: _____

Name: _____

Title: _____

Date: _____

NOTE: This acknowledgment of receipt must accompany the Contractor's proposal and/or quotation.

ADDENDUM TO GENERAL SAFETY RULES AND REGULATIONS FOR CONTRACTORS ZOOLOGICAL SOCIETY OF SAN DIEGO D/B/A SAN DIEGO ZOO WILDLIFE ALLIANCE AQUARIUM AND WATER EXHIBIT SAFETY RULES

Upon accepting a work assignment in an Aquarium and/or Water Exhibit at the San Diego Zoo or the San Diego Zoo Safari Park (collectively, "San Diego Zoo Wildlife Alliance" ("SDZWA")), an outside contractor must:

1. **Perform their jobs in a safe manner and to the highest standards of SDZWA's rules and their abilities.** It is critical that water exhibit divers do not circumvent safety features or safe work behaviors, as this may expose them or others to otherwise avoidable risk. Many accidents are preventable, and all divers should carry out their safety responsibilities.
 - a. Protect the health and well-being of people, animals and equipment from work hazards
 - b. Be aware of one's environment
 - c. Perform tasks in the correct and prescribed manner
 - d. Apply common sense to the work routine
2. **Non-animal staff** required to work in or around animal exhibits or support areas should be aware of, and perform according to the following:
 - a. Animals and keepers/aquarists have priority at all times
 - b. Do not interact with, touch, feed or signal any animals
 - c. Prior to entering animal areas, non-animal staff may be required to remove pens, radios, hats, sunglasses, name-tags, and any loose items.
 - d. Tools and other items may be required to be kept on a lanyard or other secure control.
 - e. If an item falls into an animal area or tank at any time, **STOP** and inform the Dive Safety Officer or keeper/aquarist immediately. Report any damage to the exhibit immediately. A barrier removal or change must be reported 48 hours prior to the Animal Care Manager and/or Lead Keeper and LSS Manager before work begins.
 - f. Once the maintenance or repairs are completed:
 - All materials must be accounted for and removed from the venue/work site.
 - Make sure that the work site is left the same way as originally found.
3. **Dive Certification** – Each dive candidate must be certified as an Open Water diver from a nationally accredited diving organization (PADI, NAUI, SSI, ACDI, TDI, etc.) and present his/her dive credentials to SDZWA's dive safety officer before engaging in any diving activities with SDZWA.
4. **CPR/First Aid/AED Certification** is recommended. Diver shall provide certification documentation to SDZWA's Dive Safety Officer if/when completed. Blood borne Pathogen Training/Certification is required, with documentation provided to SDZWA's Dive Safety Officer prior to diving or working in an aquarium/water exhibit.
5. **Diver's Responsibility** – Divers must each ensure that their equipment is in proper working order and that the equipment is suitable for the dive. Each diver must have the capability of achieving and maintaining positive buoyance.
6. **Prohibition on Solo Diving** – All divers must have a buddy. The buddy system is based upon mutual assistance, especially in the case of an emergency. Solo diving is strictly prohibited.
7. **Personnel Requirements for Diving Operations:**
 - a. **Designated Person in Charge (DPIC)** – the DPIC is the trained individual responsible for the actual diving operation for a particular dive or series of dives. Diving operations shall not be conducted without the presence of the DPIC. The DPIC has the authority and responsibility to discontinue diving operations when, in his or her sole opinion, any condition occurs that may endanger the diver or dive team.
 - b. **Standby Diver (SBD)** – A standby diver with a tender line is required for all diving operations. The SBD is assigned for back-up or to provide emergency assistance, and is ready to enter the water immediately. The Standby Diver receives the same briefings and instructions as the working diver, monitors the progress of the dive, and is fully prepared to respond if called upon for assistance.
 - c. **Working Diver(s)** – The working diver(s) perform a pre-dive equipment check for proper function before the diving operation. Working divers must be line tended if diving as a single Working Diver. Divers must remain in effective visual communication with each other utilizing the "Buddy System" for the duration of the diving operation with multiple divers. Divers must surface with no less than 500 psi of air remaining in air cylinder, ensure all equipment entering exhibit is documented before and after the dive to ensure animal safety. Divers are to ensure all equipment is properly cleaned and stowed after the dive.
8. **All diving equipment must be approved by SDZWA's Dive Safety Officer. The contractor diving supervisor is required to have in his/her possession evidence that all equipment to be used for diving has been tested and maintained in accordance with federal regulations.**
9. **Lead shot weights** are prohibited for use in the exhibits. Use of coated weights is required.
10. **Painted** or clear coated SCUBA cylinders, non-fixed items (velcro, adhesive, etc.) are prohibited for use.
11. **A Dive log** is an official record and is kept in case a dive involves an incident, accident, or fatality and must be kept for each dive. A separate log must be completed for each exhibit dive for that day. Dive tables must be completed using the "Unlimited/No-Decompression Limits and Repetitive Group Designation Table for Unlimited/No-Decompression Air Dives (U.S. Navy Dive Tables)" or dive computer.
12. **Dropped tanks** may cause injury or death. Report any tanks that have fallen to SDZWA's Dive Safety Officer for inspection and, if necessary, repair.
13. **Do not use** worn out or broken dive gear.
14. **View Panels** – The view panels on the exhibit are made of glass. When diving in an exhibit, be careful that dive equipment/tools do not make contact with the glass panels. When cleaning the glass, use only specific white scrub pads that will not scratch the panels and suction handles to maintain your position. If a white pad is dropped on the floor, replace immediately.
15. **Corals and Sponges** – The coral structures in the exhibit are attached to the concrete rock structure. They will break away

from the structure if not handled carefully. Use the red handle brushes to clean these free from dirt and debris.

16. **Exhibit Railing** – The placement of this barrier is for the exhibit animals' protection per USDA and OSHA requirements. At no time should items be draped, hung, or attached to the railings. The exhibit railings must be clear of equipment, as Keeper/Aquarists may need to remove railings for animal management or in the case of a diver emergency.
17. **Exhibit Deck** – Even a porous concrete surface can be slippery when wet - always step with care. Only items that are necessary for the job at hand should be placed on deck. Items not absolutely necessary to complete a keeper's/diver's job should be kept in lockers or dive equipment room.
18. **Penguin Area** – SDZWA has given careful consideration to ensure all penguin areas meet the physical, social, behavioral and psychological needs of this endangered species. Safe entryways and exits for divers in this area are for emergencies only. All divers will enter and exit the water via stairs at the deep end of the exhibit. In case of an emergency, the DPIC and Safety Diver are authorized to enter the Penguin area. During diving operations where the divers are cleaning the shallow end of the exhibit, the DPIC is to be stationed on the rock next to the gate, with the Safety Diver remaining on the deep side right next to the gate ready to deploy at the DPIC's request. The DPIC will rinse the bottom of shoes/dive boots at the outdoor water spigot before entering the penguin area.
19. **Cleaning Dive Gear** – All dive equipment is life support equipment. This allows divers to perform tasks underwater in a safe manner. The dive locker room is equipped with soap and simple green dispensers. Always disinfect dive gear including: wetsuits, boots, hoods, regulators, BCD's, and weights. There is a Material Safety Data Sheet located in the dive equipment room. **Dive gear is to remain on site as SDZWA specific equipment** to prevent cross contamination. Please follow dive protocols listed below:
 - Remove equipment after the dive and set it in a secure place to avoid damage. Lay unsecured tanks down on the deck.
 - Rinse brushes, suction handles and window pads in fresh water before returning to the dive equipment room.
 - Rinse BCDs including the inside bladder with fresh water. Remember to empty the air bladder of any water and inject a small amount of air into it before returning it to the rack.
 - Rinse weights and weight pockets with fresh water before returning them to weight bins.
 - Make sure the dust cap is in place BEFORE putting the first stage in the fresh water rinse. This will avoid damage to the first stage.
20. **Animal Interaction** – Divers must remember that the animals in the aquarium are wild animals. They are not pets, and they do not perform tricks or specific behaviors for visitors. Below are important items to remember when interacting with the animals at SDZWA.
 - When entering exhibits, enter carefully. At the Africa Rocks shark and penguin exhibit, step down the entry stairs; avoid splashing in the exhibit – it disturbs the fish, sharks and penguins and could result in injuring an animal, your buddy or yourself.
 - Avoid exaggerated gestures and make sure you look before you point to avoid accidentally hitting an animal. The animals always have the right of way in the tank; divers must give way to an approaching animal.
 - If you have a concern about animal aggression, abort the dive and exit the tank. If you perceive a dangerous situation, remember to ascend close to a wall and with your

dive buddy. Avoid ascending in the center of the tank. Once you have exited the exhibit, notify the DSO or Aquarist/Keeper and note the incident.

21. **Emergency Procedures** – Although diving is generally a safe activity, injuries can occur when interacting with wild animals, water or breathing compressed air. Remember that CPR and First Aid are essential first responses in the chain of care. Good Samaritan laws protect lay responders as long as you do not exceed your training. It is essential to keep your skills up to date in case of an emergency, you will be ready to STOP, THINK, AND THEN ACT. It is important that all divers know what procedures to follow in case of an emergency and where emergency equipment is located.
 - **A DAN Emergency Oxygen Unit, First Aid Kit and Recalls** are to be on the dive deck each time a dive team enters the water.
 - **Latex Gloves** – Gloves are located in the Green DAN Kit, spares are located in the dive equipment room. Remember to use proper barriers to prevent spreading germs and bacteria.
 - **Backboard** – A backboard with head immobilizer is located on the Medcor cart. The Paramedic from Medcor is responsible for all back-boarding activity. Divers may assist only.
 - **Two-way radio and telephone** – The water quality employee assigned to the exhibit will provide a two-way radio to the designated person in charge each morning before dive operations begin. The DPIC will remain on **Channel 4** unless there is an emergency, at which time **Channel 1** is to be utilized for security. There is also a telephone in the dive equipment room to contact security at extension **4201**. **All pertinent phone numbers, extensions and call signs are posted in the dive equipment room above the phone.**
 - **Automated Electronic Defibrillator (AED)** – SDZWA has seven AED units. For diver safety, one is located with Medcor, two are located with Security in mobile vehicles, and one is located in the dive equipment room.
22. **Alerting 911** – For serious emergencies that require transport to a medical facility, please refer to the following procedures for alerting 911. If necessary, follow this dialog verbatim. Calling security is essential since they will need to direct emergency personnel to the correct location, act as crowd control for visitors, and clear traffic in case of an emergency. Security staff are also trained in CPR, First Aid, and AED and can assist as first responders before Paramedic arrival.
 - Call Security using the hand held two-way radio:
 - Say, "Security this is the dive team, with emergency traffic, over"
 - Call at least three times before calling on telephone.
 - Once Security answers, tell them, "We have a diver emergency at Africa Rocks" call Medcor. If more responders are needed immediately, say to security, "Additional help is needed at Africa Rocks Shark & Penguin exhibit, send help." **Once Security acknowledges your request, take the radio, the oxygen unit and AED to the accident scene then continue/assist with primary care of the accident scene.**
23. **Zoonotic Protection** – To protect yourself, do not handle organisms, water, and tanks if you have skin breaks; do not dive if you have any skin breaks; do not mouth-siphon tank water, do not ingest raw seafood, etc. Always wash hands well after working on tanks, with seafood, and after diving. If punctured or injured under water, seek medical assistance, allow the wound to bleed freely for a while to expel injected bacteria, then sterilize and protect wound. Persons with weakened immune

systems are at greater risk for getting infections. Persons with AIDS, diabetes, liver dysfunction, kidney problems, or undergoing cancer treatment, etc. should be especially careful.

San Diego Zoo Wildlife Alliance – Africa Rocks – Shark & Penguin Exhibit is a secure area where safety is always the top priority. Anyone entering the exhibit must be an authorized employee or must have an escort who is familiar with all safety procedures as specified by SDZWA. SDZWA reserves the right to remove any individual from the site if his or her actions do not represent SDZWA in a safe, professional, courteous and knowledgeable manner.

RECEIPT OF THE ADDENDUM TO THE GENERAL SAFETY RULES AND REGULATIONS FOR CONTRACTORS

I acknowledge receipt of this Addendum to the General Safety Rules and Regulations for Contractors regarding aquarium and water exhibit safety rules as presented to me by the Zoological Society of San Diego d/b/a San Diego Zoo Wildlife Alliance. I have reviewed and understand all sections of this Addendum I agree to comply with all instructions as stated in these Rules.

[Company Name]

By: _____

Name: _____

Title: _____

Date: _____

NOTE: This acknowledgment of receipt must accompany the Contractor's proposal and/or quotation.