



WORKER SAFETY HANDBOOK
“Work at the Speed of Safety”
BASIC SAFETY REQUIREMENTS

This Worker Safety Handbook is an overview of basic safety requirements for **EXCAVATION / TRENCHING / CONCRETE** contractors working on AMGEN sites. It is based on the AMGEN EHS Manual for Contractors.

The AMGEN EHS Manual for Contractors has been delivered to your company. It is your company’s responsibility to ensure all the requirements contained in the manual are followed and to comply with all applicable laws and regulations.

This guide helps you, as a contractor’s employee, to understand your responsibility and to perform your work at AMGEN following the requirements in the AMGEN EHS Manual for Contractors. This overview covers some of the most basic safety elements and is not intended, nor should it be construed as a summary of all those requirements.

The end goal is to provide a safe workplace and prevent injuries and property damage. All injuries are preventable. Work at the Speed of Safety.

Start every day safely:

- Identify the hazards...what could go wrong.
- Make sure you have a safety plan and the right controls in place to work safely.
- If you’re not sure...Stop and Ask — Do the Right Thing.

PURPOSE

- This booklet is a quick guide for contractors working at Amgen. If you need more information than given in this Handbook, contact your supervisor

EMERGENCY RESPONSE

- In the event of any emergency, contact AMGEN SECURITY at:
() - _____
- Security will call the local emergency number and facilitate the response and escort emergency responders to the location of the emergency.
- When you call, provide as much information as possible including what happened and the location of the incident.
- Emergencies may include life-threatening and non-life-threatening medical emergencies, spills, fire, work-related injury, or illness.

INCIDENT REPORTING

- Report any incident to your supervisor no matter how minor, including near misses.
- An incident is anything that results in or could have resulted in an injury (even first aid) or property damage.

SMOKING

- AMGEN sites are 100% tobacco free, even in vehicles. Smoking or vaping is allowed only in the designated areas provided.

VEHICLE & PEDESTRIAN SAFETY / SPEED LIMIT

- Always yield to pedestrians and non-motorized cyclists.
- Obey all posted speed limit signs. Site wide speed limit is 10 mph (16 kph) if not posted.
- Private vehicles are not permitted on campus without specific permission from Amgen.

CELL PHONES

- Do not walk and text. If you need to look at your phone, stop walking.
- Do not talk on the phone while driving on Amgen property, even hands free. If you need to talk, pull over and stop the vehicle.

HOUSEKEEPING / SITE NEATNESS

- Maintain good housekeeping conditions while working on Amgen property.
- Do not place any waste in Amgen bins without approval from Amgen.
- Don't store any materials where they block doorways, utility panels, eyewash stations or other emergency equipment.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

- Follow site specific PPE requirements for the area and task being done. Example:
- Minimum PPE in a laboratory may include laboratory coats, shoe covers (booties), hair nets, latex gloves. Freezers may require insulated gloves and jacket.
- Minimum PPE for AMGEN construction sites: Safety Glasses, Hard Hat, Reflective Safety Vest or Brightly Colored Shirt (e.g. orange / lime), Work Boots with safety toe, Long Sleeve Shirts and Cut Resistant Gloves.
- Additional PPE may be required based on the task and tools used.
- Any reduction in PPE requires Amgen EHSS review and approval.

AMGEN EQUIPMENT

- Do not use Amgen owned equipment unless given specific permission in writing.

ENTRANCES AND EXITS

- Do not block any emergency exits or routes.

LOCK OUT / TAG OUT (LOTO)

- A LOTO PERMIT must be obtained prior to ANY work that requires de-energization

STOP WORK AUTHORITY

- If you recognize an unsafe condition, you can stop work and report it to your supervisor.
- If the scope of work changes, stop and report to your supervisor. Re-evaluate the risks and add new safe actions if needed.

GENERAL ELECTRICAL SAFETY

- Portable electric equipment and tools shall be powered through a Ground Fault Circuit Interrupter (GFCI) or a socket with integrated GFCI or RCBO. This applies to temporary lighting as well.
- Check extension cords and verify the ground pin is on the plug and there are no cuts on the outer cover.
- Only electricians are allowed to cut, remove, or otherwise alter wiring on circuits or equipment 50 volts or greater.

FALL PROTECTION / LADDERS

- Fall protection safety plan is required for any work at heights 6 feet (1.8 meters) or more above a lower level.
- Climbing an access ladder higher than 10 feet (3 meters) requires fall protection whether it has a protective cage or not.
- Working from a ladder at heights more than 10 feet (3 meters) requires fall protection and a working at height permit.
- Scissor lifts, aerial lifts, platforms, and scaffolds are the 1st choice for accessing work at height.
- If you must use a ladder, podium ladders are the 1st preference.
- Check if your site requires a ladder use permit or working at height permit and follow those requirements.

SAFETY UTILITY KNIVES

- Utility knives with self-retracting blades are preferred.
- Wear cut resistant gloves **plus** cut resistant sleeves with adequate cut level protection when using knives without a self-retracting feature. This applies to all cutting tools with exposed blades.
- Always use a sharp blade. They are safer than a dull blade.
- Hand a utility knife to a co-worker with the handle first.
- Consider using a rounded tip blade if the application allows for such.

TASK SPECIFIC SAFETY REQUIREMENTS

EXCAVATION / TRENCHING / CONCRETE

EXCAVATION

- Before any excavation can be started, an underground utility survey must be completed. Check with the supervisor that this was done.
- Any excavation / trench deeper than 4 feet must have shoring or sloping or benching
- The company's competent person for excavations must be present while the excavation is active. This means until the shoring / benching is completed.
- The excavation must have been inspected by your company competent person before each shift. Check that the daily inspection is completed before entering.
- There must be a ladder for entry / exit every 25 feet.
- If anyone discovers any unexpected utilities or other objects, report this immediately to the supervisor.
- When doing hydro excavation, there is an Amgen reference guide that must be followed. Check with the supervisor for details.

PROTECTION / WORKERS AND PUBLIC

- The perimeter of the excavation must have some form of protection (example: danger tape, guardrail, snow fence) set back from the edge of the excavation so other workers don't walk into the work area.
- Excavations must be covered or barricaded during non-working hours or otherwise secured to protect the public. Check with your supervisor and Amgen EHSS to confirm what is acceptable for that location.
- Do not walk behind any operating equipment.
- Get a positive signal from the operator before approaching any equipment.

EXCAVATING EQUIPMENT

- Do not use cell phone or headphones or earbuds while operating equipment.
- Operators must wear all required PPE.
- Operators must wear the seatbelt.
- No passengers outside the cab or passenger area.
- Shut off the motor and set the brake before leaving the cab.
- Use flaggers when backing up in congested areas or if view is obstructed.
- Workers should not be in the trench while equipment is dumping backfill.

COMPRESSED AIRTOOLS

- When using a jackhammer, you must wear boots with metatarsal protection.
- When using a compressed air jackhammer, check that the hoses are in good condition and don't have any holes or leaking connections/fittings.
- Check that all hose connections have a safety pin or whip check. Tie wire or a nail are not acceptable.

CONCRETE

PPE

- Keep an eye wash station within 10 seconds of the pour area. Multiple stations may be needed depending on the size and layout of the pour zone.
- Anyone standing in wet concrete must wear safety toe rubber boots. The tops of the boots must be protected to keep concrete from getting inside.
- Anyone getting their hands in wet concrete must wear alkali resistant gloves.
- When using a boom pumper, the hose handler must wear a face shield.

FORMWORK

- Keep protective caps on form stakes.
- Remove nails from formwork as it is taken apart.

CONCRETE TRUCKS

- Use flaggers to guide trucks into and out of the construction area when next to public traffic.
- Place plastic sheeting under the pump truck to collect spillage and any oil leaks.
- Use spotters when truck is backing into position.
- Only do wash out at an approved area.

CONCRETE PUMPING / POURING

- Be especially mindful of the pinch points while assembling the chute.
- Check that all hose couplers are secure and have a safety pin or whip check. Tie wire or a nail are not acceptable.
- When finished and breaking down the hose, verify the pumper pressure is ZERO before disconnecting any hose couplings.
- When using a boom pumper check that the tremie line has a safety chain or cable.
- Worker handling the tremie line must wear a face shield.