

AMGEN[®]

WORKER SAFETY HANDBOOK

“Work at the Speed of Safety”

BASIC SAFETY REQUIREMENTS

This Worker Safety Handbook is an overview of basic safety requirements for **Forklifts – Construction Use** 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:
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- 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.

START OF TASK SPECIFIC SAFETY REQUIREMENTS

FORKLIFT – CONSTRUCTION USE

GENERAL SAFETY & PPE

- You must be trained and authorized to operate the make / model lift.
- You must have your license / operator's permit with you when operating the forklift.
- Keep the Operator's Manual with the forklift.
- Backup alarm and horn must be working.
- Forklifts must have a seatbelt and you must use it.
- Always position hands, fingers, head, and feet (any body part you desire to keep) inside the perimeter of the forklift.
- NO TALKING ON THE PHONE while operating. Stop all movement before answering.
- Only electric or LPG forklifts can be used indoors.
- Safety toe shoes/boots
- In construction zones, designated minimum PPE must be worn.

INSPECTIONS

- Complete the forklift (make/model specific) inspection sheet/checklist and document it before operating.
- Have the checklist in hand during inspection.

LOADING DOCKS

- Contractors may utilize Amgen docks for loading or unloading material and equipment only with Amgen approval and coordination.
- Contractors must have a representative present when material is delivered.
- All trucks at loading docks must use the dock lock or chock the wheels.
- ALL vehicles being accessed by forklifts (or pallet jacks) from the dock, must be parked, chocked, locked, and powered down / turned off, PRIOR to the PIV entering the delivery vehicle.
- After unloading, move vehicles to designated parking as soon as possible.

LOADING AND UNLOADING

- Trucks or trailers being loaded or unloaded must be chocked in both directions.
- When loading or off-loading trailers or trucks, the spotter must get off the trailer or truck bed before the load is moved to avoid any chance of being crushed.
- Stay in the forklift while the engine is running. Shut off the engine, ground the forks and set the brake if you must leave the controls.

TRAVELING WITH A LOAD

- Secure the load. Use straps, tie-downs, clamps, etc.
- If you need someone to stabilize the load, use tag lines to keep them out of the danger zone.
- Use a spotter when traveling if the load obstructs your view or drive with the load trailing.
- Some sites require a walk-along escort when outside the construction perimeter. Check with the Site EHSS rep.
- Always check your overhead clearance and load height before raising the load or passing under overhead lines or through a doorway.
- When using ramps or on slopes, the load should be facing uphill, whether you are going up or down.
- If load is falling, stay in the cab.
- Have an escort vehicle if traveling on a public road.

FIXED MAST FORKLIFTS

- KNOW the weight of the load and the CG distance from the backrest.
- If the CG is more than 24 inches from the backrest, you must calculate the capacity and have Amgen EHSS review the math.
- A Forklift Capacity Calculator (at the end of the Rigging/Slings section) is available to calculate the % capacity. See the Amgen EHSS rep for an electronic copy.
- If you use any rigging attachments, you must have a lift plan and rigging sketch that has been reviewed and acknowledged by Amgen EHSS.
- Keep a copy of the acknowledged lift plan in the forklift.

TELESCOPIC BOOM FORKLIFTS

- You MUST know the weight of the load and how far you plan to extend the boom BEFORE you pick it up.
- Check the OEM chart and KNOW the capacity based on the weight of the load, any accessories, and the total distance from the front of the tires to the CG of the load.
- Don't extend the boom while moving. Stop, extend, then move again.
- Keep everyone clear from under the load.
- Pay extra attention to ensure condition of tires and the type and stability of terrain the forklift will operate on (e.g., slopes, wet or loosely packed fill, new or uncured asphalt or concrete, sod, grass, etc.)

RIGGING / SLINGS

- Attaching rigging directly to the forks (commonly called "Free Rigging") is not allowed.
- When lifting a load with rigging, you must use an approved attachment which must have the equipment manufacturer's specification tag or plate.
- Secure attachments to the forklift (typically chained to the backrest or otherwise mechanically connected)
- You must have a lift plan with calculations for the % capacity of the forklift.
- Also have a rigging sketch or diagram with % capacity calculations for each rigging component.
- Each sling and rigging component must have unique serial or identification number, capacity tag and must be in proper condition.
- The lift plan and rigging sketch must have been reviewed and acknowledged by Amgen EHSS prior to the lift.
- Keep everyone clear from under suspended loads.
- Use tag lines to control loads, not your hands.

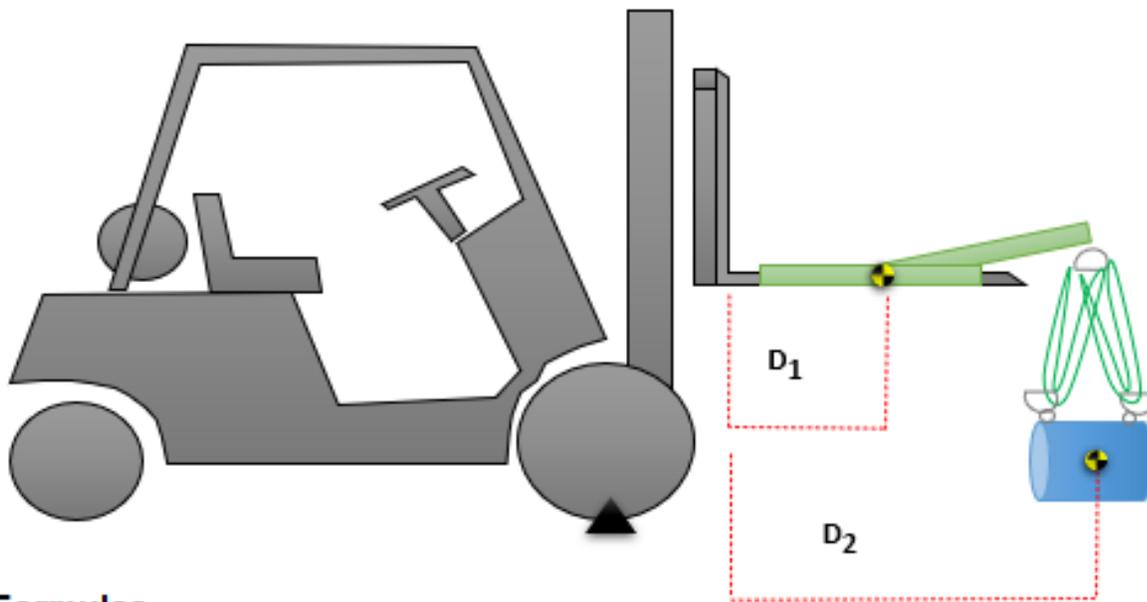
Forklift Capacity Calculations. U.S. Units

Legend

- 1 C_1 = Forklift Rated Capacity (lb)
- 2 W_J = Jib Weight (lb)
- 3 W_R = Rigging Weight (lb)
- 4 W_L = Load Weight (lb)
- 5 D_1 = Distance from base of forks to CG of jib (inches)
- 6 D_2 = Distance from base of forks to CG of load (inches)
- 8 C_2 = Capacity after attaching Jib
- 9 EW_L = Effective weight of load and rigging
- 10 C_R = Capacity Remaining after attaching load and rigging
- 11 **% Capacity**

Values

	lb
	lb
	lb
	lb
	in
	in
	0 lb
	0 lb
	0 lb
	0.0% lb



Formulas

C_1 = Rated Capacity @ 24 in

$$C_2 = [(24\text{in} / D_1) \times C_1] - W_J$$

$$C_R = [(D_1 / D_2) * C_2] - (W_R + W_L)$$

$$EW_L = C_2 - C_R$$

$$\% \text{ Capacity} = EW_L / C_2$$

FORKLIFT TYPES



Fixed Mast Forklift



Rough Terrain Fixed Mast Forklift



Telescopic Boom Forklift



Pallet Jack