

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 contractor workers using **GANTRY, CHAIN HOISTS, DAVITS & COME-ALONGS** while 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

GANTRY, CHAIN HOISTS, DAVITS & COME-ALONGS

GENERAL REQUIREMENTS

- Keep area below the load clear of people and hands/arms/feet. Use tag lines instead of risking body parts.
- Don't leave any suspended loads unattended.
- Check that the area is secured so people not part of the lift don't walk into your work zone.
- Wear leather gloves when handling cable/steel slings to avoid puncture injuries.
- In the event of an emergency anyone can give the stop signal.

PRE-PLANNING

- A self-calculation form with instructions is available from Amgen EHSS.
- Check that the lift plan matches the setup and scope of work.
- The lift plan must include a sketch of the rigging showing all components (anchor, hoist, rigging).
- If the capacity of any component exceeds 50% and/or the rigging is other than a simple setup, verify the plan has been reviewed by Amgen EHSS.
- Keep the lift plan at the work area even if Amgen EHSS review was not needed.
- Must have a hoisting JHA as well. The whole crew reviews the JHA before lifting starts.

EQUIPMENT INSPECTION

- Verify the hoist is rated for lifting. Some come-alongs are not rated for lifting vertically.
- Verify the type and capacity of the hoist matches the lift plan. If not, recalculate the lift plan capacity.
- Check that the equipment doesn't have any defects or damage.

RIGGING

- The rigger must have a rigging certification.
- Check that the rigging matches the lift plan and is in good condition.
- Remove any damaged rigging and tag "DO NOT USE" so nobody else will use it.
- Keep hands/fingers clear of pinch points (between rigging and load) when taking up slack.
- Use softeners to protect slings when rigging across sharp edges.

HOISTING

- Clear the area below the load before starting the hoist.
- Plan an escape route. Which way are you going if the load gets out of control??
- When lowering the load, keep hands and feet from under the load.

POST-HOISTING

- Clean the area and take down the perimeter protection.
- Let the area owner or project manager know the work is done and the area can be used again.
- Check the gear to see if any had been damaged before putting away.