



## WORKER SAFETY HANDBOOK

“Work at the Speed of Safety”

## BASIC SAFETY REQUIREMENTS

This Worker Safety Handbook is an overview of basic safety requirements for **STEEL ERECTION** 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.
- If the emergency is serious or life threatening, you can call the local emergency number first, then notify Amgen Security when it is safe.
- 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, emergency exits or other emergency equipment.

## PERSONAL PROTECTIVE EQUIPMENT (PPE)

- Follow site specific PPE requirements for the area and task being done.
- Examples:
  - 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 power and lighting as well.
- Check extension cords and verify the ground pin is on the plug and there are no exposed wires or 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 1<sup>st</sup> choice for accessing work at height.
- If you must use a ladder, podium ladders are the 1<sup>st</sup> 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 STEEL ERECTION

### FALL PROTECTION

- Fall protection safety plan is required for any work at heights 6 ft. (1.8 m) or more above a lower level.
- Work At Height (WAH) Permit is required when working:
  - On a Scaffold higher than 6 ft (1.8 m)
  - From a Lift or Platform higher than 6 ft (1.8 m)
  - From a ladder when fall protection is required. Generally higher than 10 ft. (3 m)
  - Within 6 ft. (1.8 m) of roof leading edge (without a parapet or guardrail)
  - In an interstitial space above potentially occupied spaces

### MOBILE ELEVATED WORKING PLATFORMS (Scissor Lift or Aerial Lift)

- Operating a MEWP requires a Working at Heights Permit.
- All operators shall be trained on the specific MEWP
- A daily inspection must be performed and documented for all MEWPs prior to use and the inspection form must remain with the MEWP.
- Tools and material shall be secured from falling. Hand tools shall be leashed or tethered to prevent dropping to lower levels.
- Do not use planks, ladders, buckets, or any other device to gain additional height. Workers shall never use guardrails or toe-boards to gain additional height.
- Workers occupying a MEWP (aerial lift, scissor lift) shall use positioning restraints or self-retracting lanyards (SLR) tied off to the manufacturer installed anchorage point.
- Work platforms shall be lowered to their base position prior to **traveling** horizontally to different work locations.
- When laterally **repositioning**, no matter how little, the MEWP shall be lowered so handrails are lower than any nearby utility or obstruction, especially fire sprinkler drops. The operator shall do a 360-degree survey for obstructions before activating the control panel.
- **“Traveling”** means moving more than the length of the lift.
- **“Repositioning”** means moving less than the length of the lift.

### CRANES, RIGGING AND MATERIALS LIFTS

- Job Hazard Analysis, Method Statement or Risk Analysis must be submitted and acknowledged by Amgen or their designee before starting crane operations.
- A lift plan must be submitted to Amgen and reviewed before any crane lifts can start.
- Review the submitted and approved lift plan before starting crane lifts. Ask questions if there is any part you don't understand or don't think is correct.
- Isolate the areas below the swing arc of lifts (including buildings within the lift radius) using danger tape or barricades. Only the lift crew can be inside this area.
- Never swing loads over people.
- All areas on all floors in occupied buildings below the swing arc of a load shall be evacuated unless specifically exempted by Amgen,
- Lifts shall NEVER exceed 100% of the crane chart capacity.
- Tag lines shall be used on all loads. Use two tag lines unless there is a specific reason for only one.
- Crane lifts shall not be conducted when sustained wind speeds are greater than limits noted on the crane lift chart, generally 20 mph (32 kph).

## FIRE PROTECTION SYSTEMS

- Do not disable, shutdown or impair any fire protection systems, sprinklers or alarm pull stations without specific approval from Amgen. This requires a special Red Tag Permit.

## WELDING

- All adjacent areas shall be shielded from arc-flash with proper curtains.
- Welding machines shall be turned off at the end of each shift, or when not in use for extended periods, such as lunch breaks.
- Welding Machines shall be grounded according to the manufacturer's recommendations.

## HOT WORK / GENERAL REQUIREMENTS

- Hot work is work such as welding, cutting, brazing, grinding, open flame or other work that produces heat or sparks.
- All hot work requires an "*Amgen Hot Work Permit*". Hot Work Permit must be signed and issued by the Amgen Fire Safety Supervisor before hot work can begin.
- Keep the permit posted at the hot work area in plain view.
- Combustibles and flammables with 35 feet (10.7 meters) of the hot work must be moved or protected.
- A dedicated, trained fire watch shall be present where hot work is being performed. Plan for bathroom and lunch breaks.
- A dedicated 20-pound (9 kg) (or larger) fire extinguisher appropriate for the hazard shall be located within 20 ft (6.1 m) from the hot work activity.
- Fire watch personnel shall:
  - Remain at their post at all times unless relieved by another fire watch. This includes lunch breaks and bathroom breaks. (if the fire watch needs a short break, the welder can stop and assume fire watch duties until the fire watch returns)
  - Remain at their post for at least 60 minutes after the hot work is complete
  - Have a means to make emergency calls such as cell phone, radio, or a telephone in the immediate vicinity
- No welding or burning shall be done on any existing vessel, tank or pipeline unless approved by Amgen or their designee.

## HIGH HAZARD HOT WORK (Cutting / Welding with Acetylene)

- Torch work (acetylene) and plasma cutting are examples of High Hazard Hot Work and require a second signature from Amgen EHSS on the Hot Work Permit.
- All compressed gas cylinder valves shall be closed at the end of each shift, or when not in use for extended periods, such as lunch breaks.
- Fuel gas and oxygen cylinders brought into the work area shall be placed in a safe location and secured in an upright position, with valve protection caps in place.
- Approved flash arrestors and check valves shall be installed on fuel gas and oxygen cylinders immediately downstream of regulator.
- Smoke detectors near your work need to be covered to protect them from contamination and prevent accidental alarms.