

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 **Using Construction Tools** by 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.

TASK SPECIFIC SAFETY REQUIREMENTS USING CONSTRUCTION TOOLS

GENERAL SAFETY

- Contractors are expected to provide their own tools.
- Do not operate Amgen equipment or tools without specific permission.
- Only use tools for their intended purpose.
- Keep guards installed and properly adjusted.
- If a tool is damaged or unsafe, take it out of service and put a "Do Not Use" tag on it.
- Check that power tools have the correct monthly inspection marking (colored tape) before using.
- Don't modify tools unless approved by the manufacturer. Keep a copy of approval with the tool.

ACTIVITIES THAT REQUIRE WORKING IN TEAMS

- Work in Areal Lift.
- Forklift Operations.
- Using Personal Fall Arrest System for Fall Protection.
- Testing Pressurizes Systems.
- Trenching and Excavation using Mechanical Equipment.
- Ladder use > 10 ft.
- Rooftop work where the Leading Edge is protected only by keeping distance from the edge.
- Specific job/location or task as determined by site EHSS.

GRINDERS

- Guards and support handle are in place.
- Face shield and safety glasses are clean and free of scratches.
- Inspect abrasive wheel for cracks and defects.
- Ensure the abrasive wheel is the correct RPM for the tool.

GRINDERS / BENCH TOP

- All Guards are in place, tongue guard 1/4 in. Max. opening, work rest 1/8 in. max opening.
- Maximum RPM rating for abrasive wheel compatible with the RPM rating for the grinder motor.
- Inspect and do a ring test before installing a new abrasive wheel.
- Wear face shields with safety glasses underneath when grinding. Or impact rated face shield.

IMPACT TOOLS (COMPACTION TAMPERS, POWDER PUFFS, JACKHAMMERS, IMPACT WRENCH)

- Metatarsal protectors (safety boot covers that protects to top of your foot)
- Vibration gloves
- Only use Impact Sockets with Impact Wrench

LASER DEVICES

- Inform Amgen that you are going to use one.
- Don't point toward faces, other's or yourself.
- Put up a sign "Lasers in use"

POWER TOOLS / ELECTRIC

- You must use a Ground Fault Interrupter (e.g., GFI or GFCI).
- Tools must be grounded (3 prong plug) or double insulated.
- Shut down and unplug any tool before making adjustments, removing guards or servicing.

POWER TOOLS / GAS

- Don't use gas- or diesel-powered tools indoors. Only LPG equipment is ok indoors.
- Fuel powered equipment is not allowed on roofs.
- Don't put any body parts into or near moving equipment that you aren't willing to lose!
- Always use hearing protection.
- Make sure you have any additional PPE, (examples: face shield, chaps) depending on the tool.
- Shut off the tool and let it cool down before refueling.

POWER TOOLS NEAR UTILITIES

- Blind cutting with power tools is prohibited
- Do not use power tools to cut anything (e.g., studs, drywall, beams, ducting, other conduits) that is near (within 2 ft / 0.6 meters of the cutting blade) any utility system unless the system is:
 - Already marked for ready demolition
 - or physically protected from contact by the tool with a cut proof barrier
 - or has been made safe (LOTO)

POWDER ACTUATED TOOLS (PAT)

- JHA required for this task. Review it and keep at the work area.
- There are new tools that use electric motors instead of cartridges. Ask your foreman if one is available.
- You must have your operator certificate on your person when you are using one.
- Keep the PAT and live loads in a locked container when not using (example: during lunch breaks).
- Never leave a loaded tool unattended.
- Don't point the tool toward others, keep body parts, especially your hands and feet, clear of the muzzle.
- NEVER look down the barrel.
- Always check the other side of a wall before firing into drywall.
- Don't leave live rounds laying on the ground. Keep in the proper container.
- Pick up used rounds and keep in a container marked "Spent Cartridges".
- Don't operate near flammable sources (examples: gas cans, solvents, paint, glue, epoxy).

ROLLING SCAFFOLDS (BAKER OR PERRY TYPE)

- JHA required for this task. Review it and keep at the work area.
- Check there are guard rails on all 4 sides (even if less than 6 feet)
- Don't block doorways unless you have a spotter or red Danger tape and signs on the other side of the door.
- Lock wheels while you're on the scaffold.
- Do not ride on the scaffold while moving.
- Do not use ladders, buckets, chairs, boxes, or other such objects to gain additional height.
- And don't stand on the rails.

SLEDGEHAMMERS / AXES

- Mark the handle with red tape from the head to about 3 inches as a "Danger / Keep Hands Clear" zone.
- Keep your hands/fingers out of this zone so they don't get crushed if you miss the target.

TABLE SAWS

- Blade guard, and kickback pawls must be used.
- Before cutting, adjust the blade so it is about 1/4 in. above the work.
- You must use a push stick when ripping material narrower than 6 in.
- When ripping, push the wood INTO the blade rotation, not with it.
- Turn the saw off and wait until the blade stops before making any tilt or height adjustments.
- During making blade changes or maintenance, unplug the saw.