



WORKER SAFETY HANDBOOK

“Work at the Speed of Safety”

BASIC SAFETY REQUIREMENTS

This Worker Safety Handbook is an overview of basic safety requirements for **ELECTRICIAN** 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 ELECTRICIAN

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, the cord is not pulled out of the plug exposing the conductors and there are no cuts on the outer insulation.
- All electrical equipment shall be de-energized before work is performed on or near exposed / energized parts 50 volts or greater.
- A CPR trained person shall stand by any time a worker is testing live or potentially live circuits 240 volts or more as well as for all work done under an Energized Electrical Work (EEW) Permit.
- Wire ends that are not “landed” or terminated (e.g., loose ends or wire-to-wire) shall be protected with wire nuts or crimp-on type lugs. Electrical tape by itself is not acceptable.
- If the wire is too large for wire nuts or lugs, they shall be properly terminated or protected from accidental contact. This applies whether the system is under LOTO or not.
- Electrical testing equipment shall not be used above 80% of rated capacity.
- Do not use metallic or conductive fish-tapes if there is any chance to contact energized circuits or parts.
- If anyone discovers any unexpected wiring or circuits, report it immediately to the supervisor.
- Only electricians are allowed to cut, remove, or otherwise alter wiring on circuits or equipment 50 volts or greater.

LOCKOUT / TAGOUT

- Lockout / Tagout procedures shall be done using AMGEN site’s LOTO procedures and permit.
- AMGEN or designee will always be the first lock on and last lock off.
- Anyone acting as a Primary Authorized Person (PAP) or a Reviewer shall complete the Amgen LOTO Instructor Lead training before they can take any actions in that role.
- Workers must follow the Amgen requirements for Group LOTO.
- Contractors must provide their workers with their own lock(s) that are individual keyed.

- Minimum information on the tag is:
 - Worker's name
 - Company name
 - Contact phone number
 - Date applied
- Do NOT use these for LOTO.
 - Light switches
 - On/off controls without a lockable device (HMIs / control screens)
 - Building Automation Systems Controls (BAS)
 - Emergency shut off switches

ENERGIZED ELECTRICAL WORK.

- No one shall work on or near energized circuits 50 volts or greater (AC or DC) until they have an approved Amgen Energized Electrical Work Permit unless specifically exempted by Amgen.
- Workers shall also have an approved safety plan (e.g., JHA, Method Statement, MOP).
- All EEW done by permit shall require a minimum of two (2) electrically qualified workers.
- All EEW Permit Exempt work on 240 volts or more also requires two (2) electrically qualified workers.
- If you aren't certain whether the EEW task is Permit Exempt (see bullet #1), check with Amgen EHSS.
- The worker acting as safety observer must be CPR trained.
- Non-permit EEW 240 volts or more and all EEW done by permit requires an AED be readily available.
- Locate the nearest AED before starting EEW.