

# AMGEN<sup>®</sup>

## WORKER SAFETY HANDBOOK

### “Work at the Speed of Safety”

## BASIC SAFETY REQUIREMENTS

This Worker Safety Handbook is an overview of basic safety requirements for contractors using **Forklifts & Pallet Jacks in Warehouses** 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.

### ENTRANCES AND EXITS

- Do not block any emergency exits or routes.

## **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.

## **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 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 FORKLIFTS & PALLET JACKS IN WAREHOUSES**

## **GENERAL SAFETY & PPE**

- Backup alarm, horn, and rotating beacon/strobe light must be working.
- Maximum speed indoors is 5 mph (8 kph).
- NO TALKING ON THE PHONE while operating. Stop all movement and lower the forks before answering.
- Keep the Operator's Manual with the forklift.
- 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.
- Always position hands, fingers, head, and feet (any body part you desire to keep) inside the perimeter of the forklift.
- Do not place anything on the platform or floor in the operator's area.
- Stay in the forklift while the engine is running.
- If you must leave the controls:
  - Ground the forks,
  - Set the brakes,
  - Shut off the engine
  - Take the keys (if going more than 25ft / 7.6m away)
- No passengers unless the PIV is designed for this.
- Always wear the seatbelt when operating a sit-in forklift.
- Safety toe shoes/boots
- In construction zones, additional PPE will likely be required.

## **CHARGING STATIONS AND REFUELING**

- Wear safety glasses when connecting or disconnecting from the charger.
- Check where the eyewash station is. Should be within 10 seconds (50 feet / 15 meters).
- When changing propane tanks, wear eye/face protection, skin protection, gloves and safety toe boots/shoes.
- Don't refuel the cylinder while it is still on the truck.
- If you smell a leak or notice signs of a leak, shut down the forklift, close the tank valve, remove the tank, take it to an outside location and tag it "Unusable".

## **INSPECTIONS**

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

## **WAREHOUSE**

- Ensure the PIV is rated for the environment when required, for example: EE, EX, Cold Room, etc.
- Only electric and LPG forklifts / PIVs can be used indoors.
- Gasoline or diesel-powered PIVs are NOT allowed indoors.
- If you must use a diesel-powered forklift due to the size or weight of the load or other reason, you must submit a safety plan specific to this task to the Site EHSS Rep. The plan must include exhaust fume mitigations.
- Always check your overhead clearance and load height before raising the load or passing through a doorway.
- Before entering freezers or coolers, check PPE requirements. Examples: Thermal jackets, gloves, and time limits.
- Upon exiting freezers or coolers, ensure you are not dragging out ice or elements that can leave slippery floors in your work area. Consider using spill absorbent mats or pads to dry PIV wheels if needed.

## **WORKING IN AISLES**

- Turn on the warning light, if they're installed, when you enter an aisle.
- Only operate in aisles that are wide enough for the type of forklift you are driving.
- Sound the horn when exiting aisles or crossing intersections.

## **ORDER PICKERS / TURRET TRUCKS**

- When operating a PIV that allows you to lift yourself, wear full body harness connected to a fall arrest system. Or have 100% guardrails

## **LOADING DOCKS AND LOADING & UNLOADING**

- All trucks/trailers must use the dock lock or chock the wheels.
- BEFORE entering trucks / trailers to load or unload with forklifts (or pallet jacks), verify that:
  - Truck wheels are, chocked, and engine shut down / turned off
  - The key is removed from the ignition
  - The driver is out of the truck
  - Some sites require the driver to lock the keys in a lockbox. Check if this applies to you
  - If the truck keys are not in a lockbox under the control of the PIV operator, then put a sign on the steering wheel until loading / unloading is completed
  - If a truck is not attached to the trailer, put the sign on the brake hose connections
  - Inspect the truck /trailer floor for damage
- When loading or off-loading trailers or trucks, the spotter must exit the trailer or truck bed before the load is moved to avoid any chance of being crushed.
- Maintain a safe distance from edges or ramps while on an elevated dock or platform.
- Check the load height before entering any truck or trailer.
- Trucks or trailers being loaded or unloaded away from the loading dock must chock the wheels in both directions.
- If you go more than 25ft (7.6 m) from the PIV, take the keys and keep them with you or put them in the key storage area.

## **TRAVELING WITH A LOAD**

- Secure the load. Use straps, stretch wrap, tie-downs, etc. so the load won't fall off the forks or pallet.
- 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 warehouse and loading area (e.g., driving across campus. Check with the Site EHSS rep.
- Always check your overhead clearance and load height before raising the load or passing through a doorway.
- When using ramps the load should be facing uphill, whether you are going up or down.
- Avoid driving sideways on an incline, especially when you have a tall load.
- Avoid parking a forklift on an incline or chock wheels on both sides of the forklift.
- Don't drive over curbs.
- Don't drive over extension cords or hoses.
- If load is falling, stay in the cab.
- Have an escort vehicle if traveling on a public road.

## **RIGGING / SLINGS**

- 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.
- The lift plan and rigging sketch must have been reviewed and acknowledged by Amgen EHSS prior to the lift.
- 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 and a current certification.
- Secure attachments to the forklift (secured to the backrest or otherwise mechanically connected)
- Keep everyone clear from under suspended loads.

## 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 (see below) 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 with the forklift.
- Forklift Capacity Calculator also available in Metric Units.

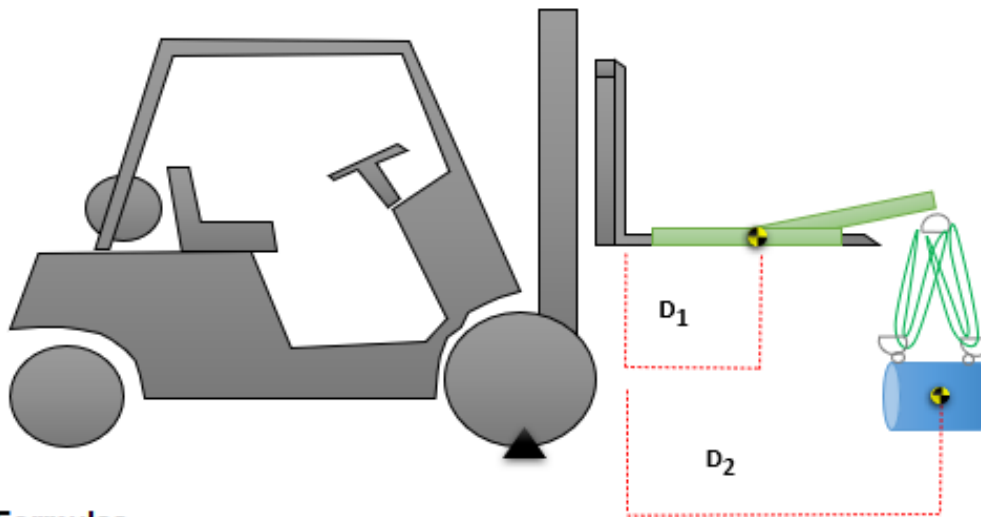
### Forklift Capacity Calculations. U.S. Units

#### 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

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

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

$EW_L = C_2 - C_R$

% Capacity =  $EW_L / C_2$

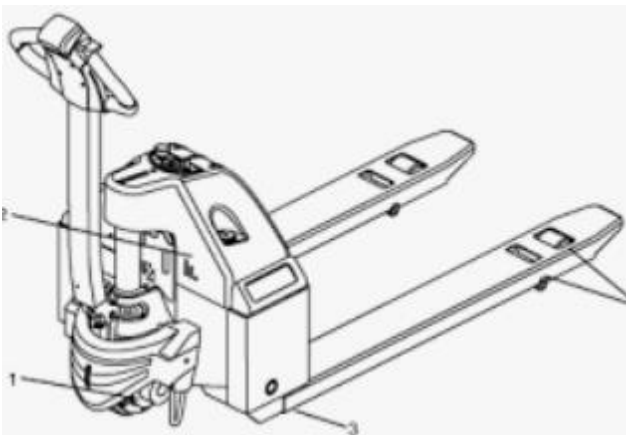
## PIV TYPES



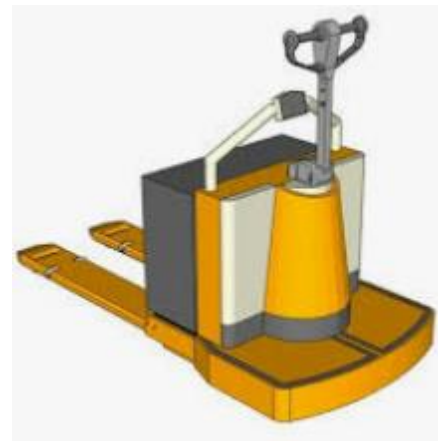
Fixed Mast Forklift



Stock Picker Forklift



Electric Pallet Jack – Walk Behind



Electric Pallet Jack – Ride on