

# 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 **Janitorial Tasks** 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:  
(     )     –
- 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 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

## JANITORIAL TASKS

### GENERAL SAFETY

- You must have training for tasks relevant to your job duties
- You must have training before operating any machinery or equipment
- Do not combine or mix any chemicals
- Make sure guards and other safety devices are installed and working properly. Report any problems
- Keep a 36-inch (1 meter) clearance around electrical panels, safety showers, Emergency exits and other life safety systems
- Do not store items on or near hot water heaters, boilers, or furnaces
- Do not enter any confined spaces (permit or non-permit) without training and authorization
- While mopping or stripping hard surface floors, put up Wet Floor signs and keep in place until the floor is dry
- Have a flashlight with you when entering dark areas such as parking structures or CUPS

### CRITICAL SAFETY – DUSTING / CLEANING VENTS

- Do not use a mop to dust / clean vents near fire sprinklers. The mop strings may snag the head and cause it to activate the fire sprinkler system
- Dust or clean vents by hand with a cloth and be mindful of the sprinkler head.

### ELECTRICAL SAFETY

- Don't unplug or plug in electrical tools or extension cords if your hands are wet.
- Use a Ground Fault Circuit Interrupter (GFCI) for electric tools unless they are double insulated

### BLOODBORNE PATHOGENS

- Get training so you know what the Bloodborne Pathogen labels look like and stay clear of those containers.
- If you see any blood or body fluids (or think that is what it is) report immediately and stay clear—don't touch

### HAND PROTECTION (GLOVES)

- Wear nitrile or appropriate chemical rated gloves while:
  - Working with or handling any chemicals
  - Handling biological or hazardous materials
- Wear cut resistant liners under the nitrile gloves while cleaning and trashing in:
  - Laboratories
  - Kitchens
  - Cafeterias
  - Restrooms or locker rooms
- Wear puncture resistant gloves when handling needles or other items that can puncture regular safety gloves
- Wear Cut Resistant gloves while:
  - Breaking down cardboard
  - Working on a dock or in a warehouse area
  - While operating motorized equipment
  - Operating handheld power tools.
- When handling wooden pallets or operating a baler, wear cut-resistant leather gloves to protect from cuts AND punctures

### CHEMICALS

- Do not dispose of any chemicals or regulated waste down a drain
- Wear PPE recommended in the Safety Data Sheet
- If you don't know what to wear, check with your supervisor.

## STORING FLAMMABLE LIQUIDS

- Store in proper containers
- Keep volumes to a minimum

## HOT TRASH

- Hot trash will be emptied into a metal bucket partially filled with water
- Never bring hot trash indoors
- Don't leave hot trash unattended
- Before disposing, check for hot spots or smoke

## FALL PROTECTION

- You must use fall protection when exposed to a fall more than 6 feet
- You must have training on wearing and adjusting the harness & lanyard

## LADDERS

- Do not stand on the top two rungs of the ladder or the top cap
- Do not lean out too far. "Belt Buckle" rule – keep your belt buckle in between the rails. Move the ladder if you need to lean farther than that
- Do not put a ladder in a doorway or at corners without protecting the area from passersby

## FORKLIFT

- You must be trained for that model. This included powered pallet jacks

## MOTORIZED EQUIPMENT AND MACHINERY

- You must be trained to operate, service, or repair that equipment
- This includes Tugs, Golf carts, EZ-GO carts, etc.
- Inspect it before you use it
- Don't wear loose clothing or jewelry around equipment that can tangle it. Also, keep long hair tied back or up so it doesn't get caught
- Don't drive over cords

## MOTOR VEHICLES

- Seat belts must be used by all vehicle occupants when vehicle is in motion. Best practice is to connect the seatbelt before starting the engine.
- Don't transport workers in the bed of the vehicle, on or in a trailer or as a passenger on equipment.
- Always use a spotter when backing up vehicles whether it has a towed unit or not.
- When working alone a spotter may not always be available. At a minimum, walk around your vehicle to check for obstacles or pedestrians before moving.