

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 **Landscaping, Irrigation & Tree Trimming** 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

LANDSCAPING, IRRIGATION & TREE TRIMMING

GENERAL SAFETY

- If you find any needles, do not handle them. Instead, notify your supervisor or call Amgen EHSS or Security and they will take care of it.
- When working at heights (examples: aerial lifts, climbing trees) use a hard hat with a chin strap.
- Also check for overhead power lines. If there are any, stay at least 20 feet away from them!
- All elevated platforms (aerial lifts and scissor lifts) require fall protection (harness and lanyard)
- Do not remove any safety devices from equipment

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.
- Workers may never be transported in the bed of the vehicle, on or in a trailer or as a passenger on equipment, including off-road jobsites.
- No ride-on type equipment is allowed within 10 feet of any body of water unless you are wearing a life vest.
- Do not operate ride-on mowers within 10 feet from the edge of vertical drop (e.g., retaining wall, steep slope), you must use a walk-behind mower, push mower or string trimmer.
- No ride-on mowing equipment is allowed on slopes greater than 15 degrees.
- 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.

ROADWAYS

- For work next to roadways, set up a temporary work zone with traffic cones/markers and advance warning signs.
- Use at least 3 cones for vehicles and 5 cones for vehicles with a trailer.
- Keep the vehicle flashers on.
- Don't operate UTVs on public streets unless they are licensed for that. Or have a chase truck following with flashers on.
- Face traffic whenever possible.

ELECTRIC TOOLS

- Electric tools must have a three-wire, grounded cord and use a GFCI.
- Or the tool must be double insulated type.
- If a cord has missing pins or damaged insulation, take it out of service.
- Do not tape up a damaged cord. Remove it.

GAS/FUEL POWERED TOOLS

- Use hearing protection when operating fuel powered tools.
- Never reach under or into equipment while it is running. Don't put any body parts into or near moving equipment that you aren't willing to lose!!
- Whenever equipment is left unattended (right next to it) turn off the engine and remove the key.
- Wear hedge trimmer chaps when using gas powered shears

REFUELING

- Portable fuel is to be kept in a metal safety can, with self-closing lid and spark arrestor.
 - Gasoline = 5-gallon red container
 - Diesel = 2 ½ or 5-gallon yellow container
 - Blue = mixed fuel
- Have a fire extinguisher within 25 feet while refueling.
- Do not refuel any equipment while it is running.
- Allow all power equipment to cool off before fueling or servicing.

EXCAVATIONS

- Get permission from Amgen before digging any trenches or holes.
- Don't enter any excavation deeper than 4 feet unless your company excavation person has verified it is safe.

CONFINED SPACES

- A confined space is any space large enough to enter and do your work and has limited entry or exit (examples: tanks, hoppers, vaults).
- All confined spaces at Amgen are "Permit Required".
- Only Amgen can reclassify confined spaces to "Non-Permit Required".
- Do not enter any confined spaces unless you have an Amgen entry permit and approved safety plan.
- Follow your company confined space requirements

TREE TRIMMING

- Climbing rope and work positioning lanyard shall have manufactured eye splices.
- Climbers shall always use high visibility climbing ropes.
- Top-handled chainsaws are restricted to certified climbers when trimming trees.
- When using a chainsaw in a tree, the chainsaw shall be secured by a chainsaw lanyard.
- Engage the brake stop when not cutting or turn the saw off.
- Don't cut branches over your head, preferably at or below the climber's waist.
- Pole pruners and pole saws should be secured with a rope or lanyard whenever possible.
- Clear other workers from the area below the tree when cutting large branches or felling trunk pieces.
- Cut trunk pieces in manageable sizes.

CHAINSAWS

- Chainsaws must have an operating safety brake.
- When you use chainsaws, be sure to wear chaps, hardhat, safety glasses, face protection, hearing protection, and gloves.
- Chainsaw chaps must be worn when using a chainsaw on the ground.
- Only use rear-handled chainsaws when cutting on the ground.
- Top-handled chainsaws are restricted to certified climbers when trimming trees.
- Chainsaws shall be operated with 2 hands.
- Do not drop start a chainsaw.
- Don't do "upcuts" (using the top of the blade to cut)

CHIPPERS

- Mark the area with red DANGER tape.
- Nobody inside the tape that isn't TRAINED to use the chipper!
- All workers near the chipper will wear face screens/shields, hearing protection, and gloves.
- Chippers must have an anti-kickback device.
- Chipper must have an operating safety bar reachable by the operator.
- NEVER put any body part on or inside the feed table while the chipper is running.
- Use a push stick to feed any branches you can't reach without reaching inside the feed table.
- Best method is to feed the chipper while standing to the side of the centerline.

DEAD ANIMALS

- Don't handle a dead animal. Notify Amgen EHSS or Security.
- Don't bury dead animals.

PESTICIDES

- All chemical containers must be labeled with the contents.
- If it isn't labeled, don't use it until the chemical is verified and the container is labeled
- Eye Wash Stations must be nearby (within 10 seconds) when mixing chemicals.
- OR...wear chemical goggles and a face shield so the chances being splashed are zero.
- Don't use glass measuring devices because they can break.
- Before using a sprayer, check that the lid doesn't leak, and the backpack straps are in good condition.
- Make sure you wear the proper PPE for the chemical you are spraying.