

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 **General Warehouse 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:
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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

GENERAL WAREHOUSE TASKS

GENERAL SAFETY

- Hazards particular to warehouse environment to be mindful of are:
 - Trip and slip
 - Fall hazards
 - Vehicle Traffic – forklifts, dollies, scissor lifts, loading docks. Be mindful of traffic areas
 - Compressed gas cylinders
 - Cut hazards – cutting cardboard, packing tape, plastic wrap, packaging with sharp edges/burrs, etc.
 - Struck by – especially roll-up doors and auto-closing chiller doors
 - Ergonomic – heavy loads, repetitive lifting/twisting, awkward/bulky
 - Chemicals – leaking packages, temperature / sunlight sensitive, flammable, toxic
 - Weather – snow, ice, heat, high winds

PPE

- Minimum is: Closed-toe safety shoes, safety glasses, long sleeve shirt
- Hard Hats when exposed to falling objects or bump hazards (low clearance for example). Also if you need to enter a construction area.
- Work Boots with safety toe when exposed to foot injury).
- Gloves:
 - Required for sorting incoming mail, using or handling chemicals and any time there is a risk from abrasion or cuts.
 - When doing cutting tasks (utility knife) wear Level 4 Cut Resistant Gloves. If your arms are also at risk, wear cut resistant arm sleeves.
- Depending on the exposure, additional PPE may include hearing protection, respirators, chemical PPE, face shields or other depending on the potential hazards and nature of the material. Check the JHA for specifics.
- Check the SDS when handling chemicals to see if there are any special PPE requirements.

REPORTING

- If you see any spills or debris, clean it up, pick it up or report it to someone who can.
- If you don't know what the spill is or don't have the proper PPE, then report it to Amgen EHSS and a haz-mat team will clean it up.

TRAINING

- Each person must be trained on the JHA for their task(s). If you haven't been trained or "rusty", request training.
- If you've been away from the task for more than 60 days, review the JHA(s).

VEHICLES

- When you are operating forklifts or powered pallet jacks, review the Worker Safety Handbook for Forklifts / Warehouses.
- When you're operating equipment stay focused and watch for hazards and pedestrians. Watch out for narrow clearance areas. Get a spotter if your view is blocked by the load.
- Stay inside the vehicle and wear the seatbelt.
- Don't have riders unless it's designed for two people.

FALL PROTECTION

- Wear a full body harness with fall arrest lanyard when operating an Order Picker, Turret Truck or Scissor Lift.
- Do not step from the truck deck to the rack nor straddle between the truck and rack.
- Wear a full body harness and lanyard (restraint is preferred) when loading or unloading onto or from a mezzanine level when the guardrails are removed. Or delineate the area at least 6 feet (1.8 meters) from the edge and do not enter that area until the guardrails are replaced.
- This section also applies to any unprotected edge with fall risk greater than 4 feet (1.2 meters)

MACHINE GUARDING

- Do not disable or remove any tool guards or safety interlocks.

LADDERS

- Maintain 3 points of contact while climbing and descending the ladder.
- Face the ladder when climbing or descending.
- “Keep your belt buckle” inside the ladder frames.
- Wear fall protection when climbing any ladders (including fixed ladders) higher than 10 feet (3 meters).
- Do not use the top step or cap as a work platform.
- Do not use an A-frame ladder as an extension ladder unless it is designed for dual purpose.
- If stability is in question, get a second person to steady the ladder.

PACKAGE X-RAY MACHINE (ATO ONLY)

- X-Ray machines are only operated by individuals trained and authorized.
- Do not enter the area when the Warning Lights are on.



PALLET RACK SAFETY

- Report any damage to storage racks immediately.
- Store used wood pallets in the designated area outside the building. Do not leave used wood pallets indoors overnight (past 5:00pm).
- Wear hand protection when manually handling empty pallets.
- Don't handle pallets by yourself. Use team lifting or mechanical equipment.

OPERATING HOISTS

- Do not operate a hoist unless you are trained.
- Must wear steel toe work shoes.
- Do not hoist the load over other people.
- Do not stand or place any body parts beneath a raised load.
- Do not use any rigging that shows signs of damage or excessive wear.

SUSPICIOUS MAIL

- Notify the Site Manager (or designee) if you see any potentially “suspicious mail”.
- Don't handle suspicious mail unless you've been trained.
- Some things to look for:
 - Protruding wires
 - Strange odors
 - No return address on the package
 - Illegible handwriting
 - Excessive amount of tape
 - Ticking, humming or buzzing

COLD ROOM OPERATIONS

- Must be performed by at least 2 people in the room, one which had radio communication or line of site with someone outside.
- Make sure you have all the proper thermal PPE for that temperature cold room.
- Verify time restrictions before you go in. Refrigerators are generally limited to 60 minutes then 10-minute warmup. Freezers limited to 15 minutes then 10-minute warmup.

CUTTING TASKS

- Using the wrong cutting tool, using a cutting tool improperly, or using a cutting tool with a dull blade can result in serious injury
- Use only retractable blade utility knives (self-retracting blades are preferable)
- Wear cut resistant gloves and arm sleeves when using fixed blade cutting tools
- The graphic below displays proper tools to use for different types of materials.

| Paper | Corrugate | Carton tape | Plastic sheeting/strapping | Wire Metal strapping |
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HAZARDOUS WASTE MANAGEMENT

- All hazardous waste will be handled by Amgen. Please contact the local number for proper handling or disposal procedures.
- Waste with any of the following characteristics shall be handled in accordance with applicable environmental rules: Flammable – Corrosive – Toxic – Bio-Hazard