



WORKER SAFETY HANDBOOK
“Work at the Speed of Safety”
BASIC SAFETY REQUIREMENTS

This Worker Safety Handbook is an overview of basic safety requirements for **CRANE OPERATIONS & RIGGING** 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

CRANE OPERATIONS & RIGGING

FALL PROTECTION

- Fall protection safety plan is required for any work at heights 6 ft. (1.8 m) or more above a lower level.
- Work At Height (WAH) Permit is required when working:
 - On a Scaffold higher than 6 ft (1.8 m)
 - From a Lift or Platform higher than 6 ft (1.8 m)
 - From a ladder when fall protection is required. Generally higher than 10 ft. (3 m)
 - Within 6 ft. (1.8 m) of roof leading edge (without a parapet or guardrail)
 - In an interstitial space above potentially occupied spaces

MOBILE ELEVATED WORKING PLATFORMS (MEWP)

- Operating a MEWP requires a Working at Heights Permit.
- All operators shall be trained on the specific MEWP
- A daily inspection must be performed and documented for all MEWPs prior to use and the inspection form must remain with the MEWP.
- Tools and material shall be secured from falling. Hand tools shall be leashed or tethered to prevent dropping to lower levels.
- Do not use planks, ladders, buckets, or any other device to gain additional height. Workers shall never use guardrails or toe-boards to gain additional height.
- Workers occupying a MEWP (aerial lift, scissor lift) shall use positioning restraints or self-retracting lanyards (SLR) tied off to the manufacturer installed anchorage point.
- Work platforms shall be lowered to their base position prior to **traveling** horizontally to different work locations.
- When laterally **repositioning**, no matter how little, the MEWP shall be lowered so handrails are lower than any nearby utility or obstruction, especially fire sprinkler drops. The operator shall do a 360-degree survey for obstructions before activating the control panel.
- “**Traveling**” means moving more than the length of the lift.
- “**Repositioning**” means moving less than the length of the lift.

CERTIFICATES / TRAINING / DOCUMENTS

- Crane operator must have an NCCCO certification or equivalent for the type of crane being used. No apprentice operators.
- The current annual inspection must be with the crane.
- Riggers and signalers must have training and certifications.

RIGGING

- The lead rigger shall be present and verify the rigging scheme matches the plan. If rigging needs to change, stop, and notify the supervisor.
- Rigger shall check the condition and verify capacity of rigging before the lift.

CRANES LIFTS

- Job Hazard Analysis, Method Statement or Risk Analysis must be submitted and acknowledged by Amgen or their designee before starting crane operations.
- A lift plan must be submitted to Amgen and reviewed before any crane lifts can start.
- Review the submitted and approved lift plan before starting crane lifts. Ask questions if there is any part you don't understand or don't think is correct.
- Isolate the areas below the swing arc of lifts (including buildings within the lift radius) using danger tape or barricades. Only the lift crew can be inside this area.
- Never swing loads over people.
- All areas on all floors in occupied buildings below the swing arc of a load shall be evacuated unless specifically exempted by Amgen,
- Lifts shall NEVER exceed 100% of the crane chart capacity.
- Tag lines shall be used on all loads. Use two tag lines unless there is a specific reason for only one.
- Crane lifts shall not be conducted when sustained wind speeds are greater than limits noted on the crane lift chart, generally 20 mph (32 kph).

FORKLIFTS

- Forklift operator shall be licensed and have the license with them.
- Forklift forks shall not have holes "torched" in the ends of the forks.
- Forklifts shall have an escort (spotter or flagger) when traveling outside the secured work zone.
- If using rigging (suspended load) use an approved fork attachment. No "free rigging" (attaching slings directly to the forks).
- If using rigging, a hoisting plan must be submitted and approved before starting the lift.