

# Amazon Special Safety Conditions

## EU/UK version

**Published:** 1-Mar-23

**Effective:** 1-Mar-23

**Version:** 3

## 1.0 Purpose

The purpose of this document is to inform the Special Safety Conditions (SSC) required for the work to be performed by the Supplier<sup>1</sup>. Each SSC creates minimum requirements for general health and safety conditions, risk mitigation requirements, and also industry and trade specific practices, risk specific planning, competency and tools and equipment requirements.

The SSC, is neither a substitute for, nor a legal interpretation of, the local work health and safety (WHS) regulatory requirements (including applicable codes of practice, guidance material and standards) that apply to the work that Amazon has hired the supplier to perform nor do these conditions in any way alleviate Supplier's responsibility to ensure the health and safety of its workers and others (including suppliers, visitors, and guests). The Supplier is required to manage the health and safety risks associated with the work being undertaken for Amazon. Supplier must evaluate the Special Safety Conditions and any applicable local WHS legal requirements where work is carried out for Amazon (including at Amazon's sites), and have in place and maintain WHS programs to meet or exceed these requirements. In addition, Supplier must comply with any additional requirements identified by Amazon, which may apply to specific work types, if directed by Amazon.

Amazon emphasizes that the requirements and recommendations contained in this document are extended to Subcontractors, and the Supplier is responsible for all activities, including health and safety, involving its Subcontractors.

This document is not all-inclusive and does not address all hazards at the site and Supplier is required to comply with any additional conditions as communicated by Amazon. These Conditions may be varied by Amazon from time to time. Amazon will notify Supplier of any variations regarding these conditions.

## 2.0 Scope

This document is applicable to all Suppliers (entities that conduct activities described in section 3.2.2 Operational control) and their workers performing work on Amazon's owned or leased sites in Europe and the UK, as called out through the Master Service Agreement (MSA), Master Purchase Agreement (MPA), Master Work Order (MWO), Purchase Agreement, (PA), or Purchase Order (PO) agreed upon between Amazon and Supplier, during or post the sourcing process.

The Workplace Health and Safety (WHS) requirements described in this document are mandatory, and the local WHS legal requirements, which prevail over this, must be followed.

## 3.0 WHS Supplier's management

The WHS management process for Suppliers aims to establish WHS guidelines in order to provide uniformity and transparency in the relationship between Amazon and its Suppliers regarding the effective implementation and respective inspection of minimum WHS practices, standards and procedures during the execution of activities to Amazon. This process is composed by pre-qualification, selection, management and post-work stages.

---

<sup>1</sup> Supplier - being, for the purpose of this document, any contractor carrying out work for Amazon

## 3.1 Pre-qualification and selection

The Supplier agrees to submit all qualification documentation to Amazon prequalification process<sup>2</sup> and agrees to pay all fees associated with the prequalification process. Failure to follow Amazon's prequalification process will result in the Supplier being ineligible to provide services on Amazon sites. The Supplier agrees to provide and comply with the following prequalification information:

- Certificates of Insurance that must meet Amazon specifications, where applicable, including but not limited to:
  - General liability
  - Workers compensation
- WHS performance data (to be assessed by Amazon to confirm the data is within Amazon's defined tolerance limits), including but not limited to:
  - Lost Time Injury Frequency Rate (LTIFR) / Lost Time Incident Rate (LTIR) statistics
  - Annual Total Recordable Injury Frequency Rate (TRIFR) / Recordable Incident Rate (RIR) statistics
  - Any enforcement action (including improvement and prohibition notices) issued by a WHS regulator
  - Fatalities and serious incidents
- WHS manuals or procedure documents that must meet or exceed the WHS legal requirements in the Supplier's areas of operation,
- Regulatory notices or other documents (e.g. any prosecution, conviction or other enforcement action taken by a WHS regulator) issued to the Supplier,
- Other business data and any additional documentation required by Amazon, including but not limited to:
  - General Health and Safety Management system
  - Supplier Acknowledgement Form
  - Supplier Release of Liability Acknowledgement Form
  - Supplier Equipment Release of Liability Form

Supplier must review the SSC document and confirm that Supplier meets or exceed the requirements in order to be considered for selection.

## 3.2 Management

The Supplier agrees to submit all project and worker related documentation to Amazon onsite management process<sup>3</sup>. Failure to follow Amazon's onsite management process will result in the Supplier being ineligible to provide services on Amazon sites. The Supplier agrees to provide the following onsite management information at least 72h in advance of works:

- Project related documentation required by Amazon, including but not limited to:
  - Project safety Plan including any Risk Assessment/Safe Work Method Statement
  - Supplier Equipment loaning/Release of Liability Form
  - Material Safety data sheets (SDS).
  - Lifting plan, rescue plans, LOTO plan, etc.
- Information for each Supplier's worker entering an Amazon's site including but not limited to:
  - Instructions for orientation and site evacuation
  - Trainings, qualifications and licenses for specific job roles being performed by Supplier worker(s)
  - Evidence of experience, specialized training or fit to work for specific tasks being performed by Supplier worker(s) in accordance with any applicable WHS legal requirements.

Supplier must provide a safe system of work identifying how the Supplier will work to comply with this document and local WHS legal requirements.

Below are the general safety conditions that must be followed by Suppliers and Subcontractors when providing services to Amazon.

---

<sup>2</sup> Amazon may use a Third party platform for Supplier prequalification and management.

<sup>3</sup> Amazon may use a Third party platform for Onsite Project and worker management.

- 3.2.1 Regulatory Compliance.** In addition to complying with all applicable laws, rules and regulations of the relevant country, Supplier must implement a systematic approach to identifying safety requirements. Supplier must (i) comply with all applicable safety requirements related to work being performed, (ii) use reliable and industry recognized resources to evaluate any changes to regulatory safety requirements, and (iii) review its safety program whenever a change occurs to site processes, activities or hazards to determine whether any new or otherwise relevant regulatory requirements need to be applied. In addition, Amazon may request additional documentation and/or other requirements be followed.
- 3.2.2 Hazard Identification & Risk Assessment.** Supplier must identify and assess all WHS risks associated with each task or activity performed on Amazon's sites in accordance with local WHS legal requirements. This includes at a minimum to conduct a documented Risk Assessment as relevant to the work to identify the hazards, assess the risks, required PPE, implement suitable ways to eliminate the risk, or if this is not suitable, minimize the risk, so far as is reasonably practicable, in order to safely perform the work, prior to commencement of works on site. Service specific risk assessment and or method statement must be shared with Amazon for review at least 72h before work being authorized.
- 3.2.3 PPE.** Supplier must provide its Personnel with PPE based on its risk assessment and any applicable site safety rules. Amazon will not supply PPE to Supplier or its Personnel. Supplier's Personnel must wear (i) safety shoes and high visibility vest at all times when performing work.
- 3.2.4 Supplier Equipment.** Supplier shall supply and use its own tools and equipment when performing Services. Supplier shall be solely responsible for ensuring their equipment (i) is safe and is operated in accordance with the manufacturer's instructions and applicable WHS laws, rules or regulations, (ii) is properly maintained and serviced in accordance with the manufacturer's instructions and applicable laws, rules or regulations. Supplier shall also have in place a documented preventative maintenance program in respect of all its tools and equipment used at Amazon sites and shall provide Amazon with evidence of such program upon request. This is not applicable to the suppliers which activities consist of performing tests and maintenance reviews of Amazon owned equipment regarding the documentation and conditions of that equipment.
- 3.2.5 Loan of Amazon Equipment.** The Loaning of Amazon equipment to Suppliers is allowed only if properly regulated within the contractual agreement where clear roles and responsibilities must be defined. In such cases Supplier will have the sole management and control over that equipment and must comply with all applicable WHS legal requirements in relation to the use, maintenance and storage. Amazon equipment loaned to the supplier can only be used by the Supplier authorized workforce and during such period can't be used by Amazon workforce. Loaning of powered and hand tools is forbidden in any circumstances. Where Supplier is using Amazon supplied equipment, Supplier must inspect Amazon Equipment prior to use to determine, if the Amazon equipment is suitable to use for Supplier 's intended purpose. Supplier must not use any Amazon supplied equipment if its use could pose a risk to health and/or safety and must report any WHS risks to relevant Amazon personnel. Supplier shall not make any modifications or repairs to the Amazon equipment. If any of Amazon's equipment is found to be defective, it shall be the duty of the Supplier to inform Amazon of the defects so that Amazon may fix the equipment for the use by the Supplier and its workers. If any of Amazon's equipment loaned to the supplier are damaged while being used by Supplier workforce, it shall be the duty of the Supplier to immediately inform Amazon of the damages. Loaning of an Amazon equipment shall always be regulated through an Amazon Loaning Equipment form done before the start of the activity.
- 3.2.6 Competence:** Supplier is responsible for identifying and providing any information, training, instruction or supervision that is necessary to protect all persons from risks to their health and safety arising from work, in accordance with local WHS legal requirements and Amazon's Special Safety Condition requirements, and must provide Amazon's Supplier Safety Orientation course to all of the Supplier's workers, subcontractors workers, vendors or visitors prior to them entering Amazon' site for the first time and refreshed at least annually. Any Supplier internal training must include a knowledge check/test as a proof of requirement understanding.
- 3.2.7 Supervision:** Supplier must ensure all work is adequately supervised by a competent person for the duration of their activity, in accordance with applicable local WHS legal requirements. Supplier shall always inform Amazon on who is covering the role of "Supervisor" (as per country law definition) within the workforce sent to an Amazon site.
- 3.2.8 Communication, consultation, cooperation and coordination of activities:** It is the Suppliers' responsibility to develop effective communication processes with their respective workers and other WHS duty holders (inc. Subcontractors) in accordance with local WHS legal requirements regarding the performance of the Amazon contract. This includes consulting, cooperating and coordinating activities in accordance with Amazon and local WHS legal requirements. Simultaneous operations (SIMOPS) are not allowed in the same area unless coordinated and approved by Amazon.
- 3.2.9 Emergency Response and Medical Treatment.** Supplier, when applicable, (i) must present and implement the emergency response plan in accordance with applicable local WHS legal requirements and emergency scenarios inherent to the scope of its activities and compatible with the applicable Amazon emergency plan (ii) ensure its Personnel prior to them entering the site are aware of Amazon's Emergency plan, and (iii) Supplier must have in place its documented medical response procedure for non-emergency medical issues.
- 3.2.10 Reporting of Incidents and Incident Investigations.** Supplier must immediately report to Amazon Project Manager and Amazon Safety Department, and provide documentation (statements, pictures, etc.) for, all incidents resulting in injury or illness, hazardous material spill or property damage, and near miss incidents that could have resulted in injury or property damage.

This will be effective in written within 6 hours for non-fatal incidents and within 2 hours for fatal incidents to Amazon local Workplace Health & Safety team (“WHS Team”) and to the local Senior Operations Leader on site. Supplier must conduct incident investigations for their activities in Amazon facilities and provide a preliminary incident report within the following 72 hours. Supplier must schedule an incident debrief call and submit the documented incident investigation report to Amazon within 7 days unless a different timeframe is agreed with Amazon. Such reports must include full description of the incident, a root cause analysis, and a corrective action plan. Where required by law, Supplier shall report any safety incident or event to the applicable authorities and shall keep Amazon fully updated of any investigation undertaken by such authorities. Supplier will immediately report any complaints received from any regulatory agency pertaining to the Amazon project to the Amazon Project Manager and Amazon Safety Department.

- 3.2.11 Permit To Work:** A permit to work is a system used to authorize workers to work under specified or potentially hazardous conditions. It is also a vehicle to identify the nature of the work, the associated hazards (actual and potential), and control mechanisms in place. For any operational activity involving the types of works included in the “High Risk Operation” (HRO)<sup>4</sup> definition, a Permit to Work must be issued for the Supplier by Amazon. The Supplier is NOT allowed to start any kind of HRO activity until a proper Permit to Work has been issued by Amazon and shared in advance with the Supplier employees who will perform the task for their acknowledgment.
- 3.2.12 Planned Inspections.** Supplier must have in place a periodic inspection process to monitor the effectiveness of safety programs related to work performed at Amazon sites. Inspections must be undertaken regularly and Supplier shall invite Amazon to attend such inspections should it wish to do so. Inspections must be documented by Supplier and shall be provided to Amazon upon request. This will not exempt Amazon responsibility regarding its own inspections and supervision duties defined as per internal policies and the local applicable regulations.
- 3.2.13 Right of refusal:** A worker may cease, or refuse to carry out, work if the worker has a reasonable concern that to carry out the work would expose the worker to a serious risk to the worker’s health or safety, emanating from an immediate or imminent exposure to a hazard’, without any kind of punishment.
- 3.2.14 Serious and imminent WHS risk:** Amazon reserves the right to suspend any work at any time when a serious and imminent risk to the health and safety of people and facilities becomes evident until the hazardous conditions are eliminated, or if it is not practicable to eliminate, then minimized, so far as is reasonably practicable. The burden of stoppages due to serious and imminent risk caused by the action / inaction of Supplier rests exclusively with Supplier.
- 3.2.15 Compliance with Conditions and Amazon’s Safety Code of Conduct.** Supplier and the Supplier’s workers, vendors and visitors will follow Amazon’s Safety Code of Conduct (copy to be provided by Amazon during sourcing) while on Amazon’s site. Non-compliance with these Conditions and/or Amazon’s Safety Code of Conduct will be treated with the utmost severity by Amazon and Amazon reserves its rights to (i) require Supplier remove its Personnel from our sites that are non-compliant, and (ii) terminate the Services for repeated non-compliance.
- 3.2.16 Monitoring, indicators and continual improvement:** Supplier must define, implement and maintain a systematic approach to monitor WHS matters (including their subcontractors, as well as health monitoring of workers where required under the local WHS legal requirements) referring to the scope of the contract and in accordance with applicable WHS legal requirements.
- 3.2.17 Sub-contractor Management.** If Amazon has agreed in writing that Supplier may sub-contract any portion of the services to a third party (“Approved Subcontractor”), Supplier shall be fully responsible for ensuring that any such Approved Subcontractor (i) meets Amazon prequalification requirements following the approved process, (ii) complies with these Amazon Special Safety Conditions at all times, and (iii) arranges for its personnel to complete Amazon’s Safety Orientation training before such personnel commence performing Services at an Amazon site.

---

<sup>4</sup> **HRO (High-risk operation)** - Operational activity involving the following types of works: 1) Lone working; 2) Work at height; 3) Erection, modification and dismantling of scaffolding; 4) Work in confined spaces; 5) Excavation works, works involving Asbestos, any work where there is risk of collapsing structures (e.g. roofs); 5A) Drilling/cutting in internal/external floors, ceilings and walls; 6) Works requiring LOTO, including electrical works and pressure testing (incl. water systems); 6A) Live measurements/testing/troubleshooting and works in equipment that is live; 7) Jam busting; 8) Lifting operations, hoisting and rigging; 9) Works in explosive atmosphere (or potentially); 10) Works in High racks, Pallet Racking, VNA; 11) Robotics Safety: works in active field; 12) Works involving third parties accessing to restricted areas (areas containing dangerous machinery and equipment); 13) Operate Powered Industrial Trucks and (Mobile Elevating Work Platform incl. scissor lifts and work assist vehicles); 14) Hazardous substances: work involving the use of hazardous/dangerous substances; 15) Works involving interference with moving vehicles: Docks, TDR, Yard, works in Parking lots, Shunter drivers; 16) Works where heat is used or generated or may generate sparks or other sources of ignition; 17) Work involving temporary equipment (e.g. generators, special testing equipment that implies or triggers a HRO, etc.); 18) Work which require inhibiting or potentially affecting safety device (e.g. fire and gas detectors that could lead to evacuation alarms) or evacuation/ escape routes and rescue systems; 19) Works in or with equipment in the process of obtaining CE marking (prototypes); 20) Any operation where the RA identifies a PTW as a control measure or that results in “substantial” or “high” final level of risk or which requires additional precautions or PPE (additional or special) to be in place.

## **ANNEX 1 - AMAZON EQUIPMENT AND WORK SAFETY STANDARDS**

The below operational controls are provided as minimum risk mitigation requirements that Supplier must adhere to, follow and implement as a minimum. Supplier must establish its own suitable operational controls based on the Supplier's own risk assessments, and in compliance with applicable local WHS legal requirements and Amazon's Special Safety Conditions, ensuring the implementation of effective actions to mitigate the identified risks.

Supplier must review, and where necessary revise, its implemented controls in order to maintain compliance with applicable legal requirements. In addition to the below minimum requirements, specific Amazon standard operating procedures (SOP) may apply to the Supplier's work and must be complied with by the Supplier and its workers.

### **A. Aerial Lifts and Scissors Lifts**

Supplier shall: (i) follow the manufacturer's operating, maintenance and repair instructions and all applicable laws, rules or regulations relating to lifts and safety components for lifts, (ii) ensure only qualified and authorized Personnel operate aerial or scissor lifts and that it holds copies of such Personnel's proof of qualification, (iii) undertake daily pre-operation inspections of lifts and ensure lifts are not used if any operational or WHS issue is identified, (iv) ensure workers operating lifts use appropriate PPE and full body safety harnesses, (v) ensure Workers operating lifts undertake work whilst standing on the platform floor and to ensure continuous fall protection processes (prioritizing the use of collective protection, as per hierarchy of controls) are in place and included in its safety plan, (vi) ensure the act of climbing on or sitting on the handrails and / or using planks, ladders or other devices on the platform is prohibited and monitor workers for compliance (vi) ensure a physical barrier is in place for at least 3m away in all directions from elevated Aerial lifts, or the height of the boom, and ensure no individuals can access this restricted area, , (viii) never exceed the load rated weight capacity of the equipment being used or allow more people to occupy an aerial lift than the manufacturer's recommendations, and (ix) prior to commencing the Services assess the weather conditions as well as job site for any ditches, drop-offs or holes, bumps and obstructions, debris, untampered earth fills, overhead obstructions electrical wires, bus ducts, charged utility lines, sprinkler lines, conveyors and all other possible hazards.

Supplier must engage a member of its workforce to perform the role of a 'spotter' at all times while it transports aerial lifts within an Amazon site and during their operation. The spotter must be trained on how to safely lower the lift in the event of emergency. Whilst an aerial lift is in operation, the spotter's primary responsibility is to (i) monitor the work location to prevent people from walking within the work area of the aerial lift, and (ii) communicate hazards that the aerial lift operator may not see.

### **B. Amazon Robotics ("AR")**

Supplier shall ensure its workers do not (i) cross the AR safeguarding perimeter or walk on an AR floor unless authorized by Amazon and shall always observe and follow any warning or caution signs, (ii) place any part of their body between an AR drive unit and another AR drive unit, a pod, any workstation structure, conveyor or safety perimeter fencing, (iii) stand, ride, lean, or climb on any AR drive units or pods, or (iv) reach into the AR floor.

If AR floor access is required for Supplier to perform work, approval must first be obtained from Amazon before entering the AR floor. Supplier's Personnel accessing the AR floor shall (i) undertake a safety briefing before doing so, (ii) be escorted by a trained member of Amazon's personnel and must remain with that person at all times, (iii) wear a Short-Range Broadcast Radio Frequency System (SRBRS) vest, and (iv) in the event of emergency, remain with the escort and follow them to the nearest exit.

In the event of an emergency on the AR floor, Supplier's Personnel must immediately (a) press the emergency stop pushbuttons located at all entry gates to the AR floor and on all workstations, notify the project manager, any Amazon manager, WHS Team and/or Facilities Management Team. AR drive units will not stop immediately and once AR floor is safe to enter, the gate light stack will change to a solid RED light. Supplier's Personnel must not enter the AR floor until the solid RED light is illuminated.

### **C. Area Housekeeping, Barricading, Perimeter and Opening Protection**

Supplier must maintain a safe and organized work area free from obstructions and risks to health and safety, in accordance with local WHS legal requirements. If a hazard exists Supplier must isolate/barricade the area to prevent any unauthorized access. Temporary cords or hoses must not cross equipment or pedestrian green mile and be properly stored when not in use. Materials shall not be left in plenum spaces. Emergency exits, emergency equipment aisles, doors, stairways, ladder ways, and electrical panels shall not be blocked.

Supplier shall remove all debris and remove nails, sharp objects protruding from boards, loose nails and screws, combustible scrap, waste materials, and other debris daily (or more frequently if required to maintain safety) from the work area. Burning of rubbish is prohibited. All materials stored outside must be covered, including waste containers such as metal open-top dumpsters. Supplier is responsible for properly disposing of all its waste generated at Amazon sites and must do so daily. All waste must be removed from the site once Supplier has finished the work and no waste must be left behind.

#### **D. Confined Spaces**

If performing confined space entry work at Amazon sites, Supplier will, where required, obtain from site's RME team a confined space entry permit and follow all applicable laws, rules and regulations for monitoring, entry and rescue. Supplier is responsible for maintaining all confined space entry and rescue equipment related to Supplier's work activities, and implementing a dedicated confined space rescue plan and team on site. Supplier is to provide a top person at the access of the confined space at all times the access is open or works are being carried inside it.

#### **E. Electrical Safety**

The Supplier shall manage their health and safety risks associated with electricity in accordance with local WHS legal requirements, electrical safety legal requirements and obtain an Electrical Work Permit, obtained through the site's RME Management Team. Supplier shall inspect battery powered hand tools and portable cord-and-plug connected equipment, extension cords, power bars, and electrical fittings for damage or wear before each use, and replace damaged equipment immediately. Extension cords must never be placed in a way that create a trip hazard. Supplier shall ensure equipment and tools are properly grounded or double-insulated. Supplier shall always use ladders made with non-conductive side rails when working with or near electricity or power lines. When working on live electrical systems with exposure to electrical shock or arc flash hazards, Supplier shall comply with all applicable laws, rules and regulations and any live work shall be carried out by suitably qualified person(s) with required PPEs. All electrical panels and circuit breakers must be accessible and their location communicated to Amazon before commencing work to interrupt the power in case of an emergency. Ground fault circuit interrupters and grounding systems must be installed by Supplier.

#### **F. Fall Hazard Control – Working at Heights**

All working at height operations require the relevant Amazon permit to work obtained from the site RME team. If work is being performed at heights above 2 meters or more restringing as per local regulations, or that may cause harm either above or below ground level, Supplier must have in place a personal fall protection risk mitigation system. Such system must be compliant with applicable WHS regulatory requirements and standards. Fall protection equipment must be (i) inspected by the user before each use and by a competent person other than the user at intervals as defined by local regulations, in any case at least yearly, and (ii) maintained and stored in accordance to manufacturer instructions. Horizontal and vertical lifelines must be designed and installed only by qualified persons, under the supervision of a registered structural engineer. Alternative working at height equipment may be used. Where the use of alternative equipment is not possible due to space restrictions, additional administrative controls such as fall arrest system with self-retracting lifelines must be used. If ladders are required, they must be correctly sized, rated, constructed of approved material for the task and be the proper style (extension or step). Makeshift ladders are prohibited. Pre-inspection and proper handling must be conducted prior to use. Vertical ladders of any kind cannot be used in any EU Amazon Site (this include using an A-Frame ladder extended in its vertical up-right position)

If working on the roof, Supplier shall conduct a full risk assessment for the work to be performed and must obtain from site's RME team the relevant Amazon permit to undertake such works. This includes assessing weather and lighting conditions and must prioritize engineering and collective control measures. When working near or around floor openings, these must be barricaded, guarded, or covered to prevent any falls, dropped objects, tool or equipment protection. Supplier's Personnel must not work or access the roof alone, unsupervised or outside of regular working hours. All tools and equipment must be removed from the roof each and every day. Materials left on the roof during operations must be secured so that they cannot be blown or dislodged by weather conditions. If working in mezzanines or elevated levels and floor opening is required on the floor, the area underneath must be cleared, and openings must be barricaded, guarded, or covered to prevent any falls, dropped objects, tool, people or equipment protection.

Supplier must have a site and task specific fall rescue plan in place that includes (i) environmental and site-specific factors which may affect rescue and evacuation operations and how these factors are to be controlled, (ii) roles and responsibilities of each team member in an emergency and/or rescue, (iii) identification of rescue paths and emergency rescue equipment, and (iv) inspection and validation of rescue equipment. Safety equipment must be readily accessible at the Amazon site.



## G. Hazardous Energy Control

Hazardous energy control or lockout/tagout (LOTO) must be used to control hazardous energy or hazardous motion (electrical, mechanical, pneumatic, hydraulic etc.) for all applications, unless an exception has been granted for troubleshooting and under the applicable local WHS laws applies and Supplier has complied with the associated requirements.

Suppliers are required to have a written LOTO policy or, as an alternative, provide as part of the contractual agreement a written statement that: (i) their employees are aware and qualified to control and isolate any hazardous energy that they might be exposed to when performing the task(s) defined in the contract with Amazon; (ii) their employees are trained and qualified to perform an isolating and locking procedure; (iii) their employees are equipped with enough locks and tags to safely control and isolate any hazardous energy that they might be exposed to when performing the task(s) defined in the contract with Amazon.

Supplier must ensure only authorized workers perform LOTO and will provide training records of authorized workers to Amazon upon request. Supplier will ensure such workers have individual personal lockout locks and tags that have the authorized person's name. Supplier shall ensure that only competent workers are used for the work to be performed and must wait until Amazon RME team applies their additional own lock/tag, and obtain from site's RME team the relevant Amazon permit to undertake such works. If more than one authorized person will be performing LOTO, Supplier agrees to use a group LOTO captive key or scissors/hasp or similar device that allows all members to safely perform LOTO. Supplier will ensure all authorized persons complete at least an annual LOTO audit, to be provided to Amazon upon request.

## H. Drilling and Cutting on the floor, ceilings and walls

Every time a hole or a cut needs to be drilled on the floor, ceilings or walls (internal or external), the supplier must:

- Verify through the site drawing and documentation the presence of any power lines or pipes and, if there are, their depth.
- Always use a suitable cable locator to verify, on the field, that any power cables, conduits or pipes aren't present nearby the location of the drill.
- Assess dust generation and detector locations to avoid Fire false alarms.

A permit to work is required every time the supplier is asked to perform any task/activity that requires to drill/cut on the floor (internal and external), ceiling and walls.

If working in mezzanines or elevated levels and drilling is required on the floor, the area underneath must be cleared, and openings must be barricaded, guarded, or covered to prevent any falls, dropped objects, tool, people or equipment protection.

## I. Hazardous Materials/Chemicals

Supplier must provide Amazon's WHS Team at the site with a list of hazardous chemicals which they plan to use when performing the Services and provide them with a copy of an up-to-date safety data sheet prior to use. Supplier must identify and manage any hazardous waste resulting from their work activities. Chemical and hazardous waste containers must be properly labelled, sealed and stored when not in use as required under the United Nation's Global Harmonization and Classification of Chemicals and any other applicable laws, rules and regulations. All flammable chemicals must be kept in an approved flammable storage area/cabinet when not in use. Cabinets must be properly labelled as required by applicable laws, rules and regulations. Any chemical spills must be reported immediately to Amazon WHS Team at the site. Supplier will remove chemicals, combustible materials and hazardous waste on a daily basis and once the job is complete (and more frequently if required to maintain safety). Supplier shall be responsible for transporting and disposing of all waste and debris generated, in line with country regulations.

## J. Hot Work

Supplier must obtain from the site's RME Team a Hot Work Permit (PTW) to undertake any work that may involve burning, welding, cutting, brazing, soldering, grinding, using fire or spark producing tools or other work that produces a source of ignition ("Hot Work"). Hot Work must only be performed by Supplier's qualified workers. The designated Hot work area where Hot Work is to be undertaken must be (i) inspected by supplier to ensure it is free of combustible and flammable materials and supplier shall provide curtains or barriers (welding curtains or similar to avoid sparks or arc flash leaving the area), appropriate extinguishing material and (ii) appropriately barricaded by supplier (e.g. with caution tape, snow fencing, etc.) to block unwarranted access. Welding equipment must be inspected and all welding hazardous materials must be kept in approved flammable storage. Only minimal quantities of welding hazardous materials may be kept by the Supplier on site. A fire watch is required to remain in place for the set time as defined in hot work permit prior to closure.

## **K. Lifting and Rigging**

Supplier must obtain a Lifting Permit (PTW), obtained through the site's RME Management Team for all lifting operations. Lifting and Rigging equipment and attachments must be inspected by Supplier prior to each use with any defective items tagged and quarantined/ removed from service immediately. Safety latch hooks are required for all hoists. Lifting and rigging operations that involve the following activities must have a safe lift plan: (i) mobile or temporary lifting equipment, or using several pieces of lifting equipment at the same time, (ii) load tilting, (iii) operations in which operator cannot see the load or assistance is required, (iv) suspended loads, (v) lifting of load without any defined hooking points or with an unknown center of gravity, (vi) use of equipment not specifically designed for lifting or operation of lifting equipment using more than 75% of weight capacity for lifting equipment or crane, (vii) lifting near or over buildings or hazardous installations, (viii) use of specifically designed equipment for a specific lifting operation, (ix) lifting of bundles of materials, or (x) lifting of loads that may be exposed to weather conditions outdoors.

Supplier's safe lift plan must be issued by Supplier and agreed with Amazon's WHS or RME Teams. Supplier's safe lift plan must include (i) nature, timing, location and characteristics of the rigging and lifting task, (ii) Personnel's training records, (iii) details of necessary amount of Personnel, load weights, equipment, capacity charts and rigging hardware for the task, (iv) optimum rigging configuration to properly support and maneuver the load into place, (v) adequate anchorage points for the lift equipment, and (vi) description of lift area barricade (vii) compliance of equipment being used including inspection dates.

## **L. Powered Industrial Truck**

Suppliers must complete a pre-task safety checklist on Amazon's sites involving powered industrial trucks ("PIT"). All supplier personnel using a PIT must be qualified and authorized to use this equipment. All Amazon site circulation rules must be followed (speed, lanes). PIT can't be blocking any emergency equipment or lane. Supplier's Personnel undertaking PIT maintenance must (i) have a valid PTW assessing hazardous energy, its control, including how to safely work on PIT equipment and the use of blocking for crush hazards, (ii) have reviewed the pre-task safety plan checklist setting out process requirements, and (iii) report any safety incidents and/or issues to Amazon's WHS Team and red tack lock as appropriate. Supplier must have a program in place to audit the pre-task plan, control hazardous energy, safety equipment inspections and other safety requirements to ensure compliance with these requirements. The audits must be used to identify trends and shall be made available to Amazon upon request.

## **M. Yard Work**

Supplier must prepare a detailed safety plan and complete the Supplier Pre-Task Checklist Work both of which must be approved by Amazon's WHS Team before undertaking any works in Amazon's yard. Supplier must undertake yard access course before accessing the yard, otherwise they require to be escorted by Amazon throughout the duration of the work. Supplier must provide a physical barrier such as traffic barricades to separate their hands-on work area from yard traffic and alert of works with appropriate signage (approved by local regulations for traffic works). If works are being carried at the access, egress or heavy traffic yard areas, Supplier must use a spotter system to observe yard traffic for the workers engaged in hands-on work inside the yard. Supplier must wear EN ISO Class II or equivalent reflective clothing in the yard. Supplier must have a communication device to enter the yard. Supplier must ensure its Personnel report any yard safety incidents immediately to Amazon's project manager, Amazon Transport Operations Management team or WHS Team on site.

## **N. Construction Activities**

In order to undertake any constructions activities at Amazon operational sites Supplier must have in place a safety coordination plan which sets out: project data; safety organization, specific list of activities, emergency management, worker qualifications, equipment, plan and systems used, risk assessments, list of required PPE, training, specific safety policies. Daily site coordination meeting is required between supplier and Site safety, RME or Operations team or Project Manager. The construction activities will be completely fenced to avoid Amazon Associates to access the construction area, or construction activities and personnel to interfere with Amazon operations. All construction activities inside fenced area will be subject to Amazon Design and Construction Health and Safety requirements. Incident reporting must still follow these Amazon Special Safety Conditions and be reported as per section 3.2.9.

## **O. Fire System Impairments**

For any planned activity which may potentially cause the inadvertent impairment (hot work near to sprinklers, high dust activities etc.) to existing fire protection equipment, Suppliers must obtain from the site's RME Team a Hot Work Permit, and ensure the fire system impairment kit is used to prevent an emergency impairment situation. Where hot work activities are being conducted the hot work



requirements in section J. shall be followed in addition. Supplier is required to report all potential inadvertent impairments to their POC on site.

#### **P. Restricted Area access**

Amazon restricted areas are areas identified in Amazon sites to protect Amazon equipment or people from equipment or ambient risks. These areas have signage and are usually locked. Restricted Area access to Supplier is prohibited without a valid permit to work and Amazon escorting. Supplier personnel must not enter any restricted area even if access is feasible (door already open, lock removed, etc.)

#### **Q. First Aid**

The Supplier will provide and maintain first-aid facilities during the working hours which is easily accessible by the employees/personnel deputed to work at Amazon sites. The Supplier shall further be responsible to replenish any supplies that is needed for the first aid facilities. The Supplier shall also at its own arrangement appoint and make available trained nursing personnel so as to assist any injured employee/personnel of the Supplier.

#### **R. Post-Work**

After completion the work, the Supplier shall ensure the work area is returned to a safe, clean condition. Suppliers must close any open permit to work. Suppliers must inform their site POC before leaving site, reporting any incident or event and signing off from site. Suppliers are required to submit any revised or new approved building plan and drawings and authority submission approval documentation generated as part of scope of work to Amazon. Supplier must retain all documents and records required in accordance with applicable local WHS legal requirements.

#### **Revision History**

Date	Rev #	Change Made	Author(s)
December 1 <sup>st</sup> 2019	0	Initial release of this document.	Marco Marilli
29 May 2020	1	Review of sections 1, 2.3, 2.6, A, F, H and I	Neri Baldini / Olaia Ulloa. Legal approved: Tom Gorrard-Smith
26 May 2021	2	Review of sections 2.2, 2.7, F, H and N	Neri Baldini / Olaia Ulloa. Legal approved: Tom Gorrard-Smith
Jan 2023	3	Multiple updates -	EU CRM. Legal approved: Ayse Baykut