

Environment, Health and Safety

Manual for Contractors

FUJIFILM

Version 5

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DISCLAIMER

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The logo for FUJIFILM, featuring the word "FUJIFILM" in a bold, black, sans-serif font. The letter "I" is stylized with a red vertical bar on its left side.

Welcome to FUJIFILM

FUJIFILM Holdings America Corporation is the direct and indirect parent company of the FUJIFILM companies in the United States which serve a broad spectrum of industries including medical, chemical, graphic arts, electronic materials, optics, recording media, motion pictures and photographic technologies. For purposes of this Environment, Safety and Health - Manual for Contractors, references to FUJIFILM shall include all such FUJIFILM companies collectively or individually depending on the context. References to a FUJIFILM facility shall refer to particular owned or leased premises where work is or will be performed by a contractor.

FUJIFILM supports a global commitment to environmental stewardship and good corporate citizenship and accordingly FUJIFILM strives to maintain safe and environmentally-friendly work environments at each FUJIFILM facility.

Your primary contact is your FUJIFILM **contract administrator** – generally this will be the FUJIFILM employee that was responsible for contracting with you or your organization for services unless another point of contact is expressly designated pursuant to your contract. The FUJIFILM contract administrator may choose to designate someone else as your primary contact, such as a **local environmental representative or manager/supervisor**.* While working or preparing to work at a FUJIFILM facility, please direct all of your environmental, health and safety (EHS) questions or concerns to your FUJIFILM contract administrator or to the designated local FUJIFILM environmental representative.

Before commencing work at any FUJIFILM facility, we require every contractor to read this Environment, Safety and Health – Manual for Contractors (hereinafter sometimes referred to as this “Manual”). This Manual in conjunction with other communications with or from your FUJIFILM contract administrator will inform you of certain material issues you may need to address while performing your job at the applicable FUJIFILM facility, as well as our EHS requirements.

Depending on the nature of the work to be performed, you may find that only some of the topics in this Manual will apply to you. While we would like you to be familiar with the entire Manual and other ancillary communications that we may provide, you will only be responsible for complying with those requirements that apply to the type of work you have been contracted to perform.

When you have finished reading this Manual, your FUJIFILM contract administrator will ask you to sign a Contractor Certification form, found at the

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back of this Manual. By signing this form, you are agreeing to the following statements:

- 1) You have read the entire Manual;
- 2) You understand and agree to abide by FUJIFILM's requirements as explained in the Manual;
- 3) You agree to comply with all applicable local, state and federal environmental, safety and health laws and regulations; and
- 4) You agree to contact your FUJIFILM contact administrator, if you note a safety or environmental concern.

** Throughout the Manual, when the term FUJIFILM **contract administrator** is used, it shall refer to either the contract administrator or to an individual that the contract administrator has designated to be the point person for a particular required action as applicable. When the contract administrator is located off-site, the contract administrator may designate an on-site person to fulfill his/her oversight duties. The designated person is typically the local facility manager or the warehouse manager, but may be an on-site or off-site imaging or communication manager or a representative from FUJIFILM's EHS department. You are advised to always check with your contract administrator to determine the appropriate point person.*

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FUJIFILM Environmental, Health & Safety Policies

Maintaining a safe, healthy and environmentally-conscious working environment is of the utmost importance for the successful operation of FUJIFILM's businesses. We are committed to the prevention of adverse incidents that can harm people and the environment and the achievement of an accident-free environment. To ensure a clear understanding of FUJIFILM's commitments, the following FUJIFILM EHS policies have been established for contractors:

- Contractors shall and shall require their subcontractors to comply fully with all applicable local, state, and federal safety and environmental laws and regulations.
- Contractors shall comply with and require their subcontractors to comply fully with FUJIFILM's environmental, health and safety policies as outlined in this Manual.
- Contractors and their subcontractors are responsible for supervising their respective employees while at any FUJIFILM facility.
- Contractors and their subcontractors are responsible for developing and implementing an effective work system that will achieve an accident-free environment.
- Each employee of the contractor and its subcontractors is required to take active responsibility for his/her own actions and for those of his/her fellow workers.

FUJIFILM Statement of Environmental Commitment

FUJIFILM is committed to the protection and preservation of the environment and to responsible stewardship of natural resources. To support its commitment to the environment, FUJIFILM has implemented an environmental management system based upon ISO 14001, which embraces continual improvement and performance monitoring. Our contractors are required to comply with the following principals associated with our commitment to this environmental policy:

- **Conservation:** Conduct activities in a manner that prevents pollution and preserve resources
- **Compliance:** Conduct activities that comply with applicable laws and regulations
- **Constant Awareness:** Ensure employees who are working at a FUJIFILM facility are aware of our requirements to protect the environment and to use safe work practices
- **Continual Improvement:** Seek ways to continually improve upon their environmental performance by being aware of their activities in order to determine how they might negatively impact the environment, so they can take steps to minimize adverse impact

Contractor Overview

For purposes of this Manual, the term **contractor** means an entity, an individual or group of individuals who are not FUJIFILM employees but performs work for FUJIFILM for an agreed upon length of time and cost which work is generally performed at a FUJIFILM facility. The term contractor shall be deemed to include contractors and their subcontractors including all of the contractor's direct employees and all of the employees of its subcontractor(s) performing work for FUJIFILM.

This Manual addresses the environmental, health and safety (EHS) procedures to be followed by contractors when engaged in installation, maintenance, or any services at any FUJIFILM facility. This Manual is not intended to amend or modify in any respect the terms and conditions of the underlying contractual agreement that has been entered into between contractor and FUJIFILM with respect to the work unless otherwise expressly provided in such agreement. In the event of any conflict between the terms and conditions of this Manual and such agreement, the terms and conditions of such agreement shall take precedence.

All work performed at a FUJIFILM facility shall comply with all applicable laws including the regulations promulgated by Occupational Safety and Health Administration (OSHA) and Environmental Protection Agency (EPA); all other applicable governmental and regulatory requirements; the facility specific safety plan; if applicable, landlord mandated policies and procedures as described below; standards of the contracting firm; and the policies and other requirements set forth in this Manual. Where there is a conflict among the policies, standards and/or regulations applicable to such work, the strictest policy, standard and/or regulation shall be followed.

Contractor must comply while performing work at any FUJIFILM facility with any rules and procedures of the landlord, if any, including any safety and/or security requirements that may be either posted at such facility or provided to the Contractor by FUJIFILM prior to commencement of such work. Before commencing work at any FUJIFILM facility, it will be the Contractors responsibility to consult with the FUJIFILM contract administrator to obtain copies of the applicable rules and procedures of the landlord and to cooperate with FUJIFILM to obtain any necessary landlord consents. Contractor will also be required to provide as may be required by such landlord, appropriate certificates of insurance naming the landlord and other landlord related parties as additional insured.

Contractor Overview

While the guidelines contained in this Manual are meant to highlight FUJIFILM's requirements, they should not be deemed to be all inclusive. These guidelines are intended to help ensure the protection of contractors, FUJIFILM employees, visitors, and the facilities and to prevent degradation of the environment. If you have any questions or doubts concerning the safety or environmental impact of an operation or an activity, you should promptly address these concerns with your FUJIFILM contract administrator.

Contractor's management is responsible for the following:

Competency

- Ensuring their skills match the requirements of the job.
- Maintaining a system to support and document their employees' and subcontractor's employees' competency.
- Supplying only trained, qualified or certified service employees for tasks that require specific licenses, permits or technical training; such tasks may include electrical service and installation, HVAC maintenance/repair, fire protection services, powered industrial truck service and hazardous waste transportation/handling.
- Certifying/verifying any necessary training before the start of work.
- Providing proof of training/certification/license/permits upon request.
- Ensuring their direct employees and their subcontractor's employees comply with FUJIFILM's environment, health and safety management and other policies and procedures.

Communication with the FUJIFILM Contract Administrator or the Local Designated Environmental Representative

- Obtaining clearance from the FUJIFILM contract administrator before starting any work.
- Providing material safety data sheets (MSDSs) for all chemicals brought on site at least 10 days *before* you bring them on-site. Before using a hazardous substance (e.g., solvents), you must have the approval of your designated FUJIFILM contract administrator.

Contractor Overview

- Keeping the FUJIFILM contract administrator advised of any safety or environmental concerns.
- Immediately notifying the FUJIFILM contract administrator of any injuries, illnesses, discharges, or spills that occur on or at a FUJIFILM facility.
- Immediately notifying the FUJIFILM contract administrator of any damages to a FUJIFILM facility or any property located at such facility.
- Discussing with the FUJIFILM contract administration your waste disposal plans. If you are not equipped to handle the volume of waste generated during the project, you must let your FUJIFILM contractor administrator know how you will manage the waste.
- Notifying your FUJIFILM contract administrator or the local environmental representative prior to beginning the work. If completing a project requires you to disable or shut down any building utilities or any portion of the fire protection system or security system, you must schedule these activities in advance of the commencement of the work; such work may have to occur outside of normal business hours.
- Obtaining approval from the FUJIFILM contract administrator before performing welding or cutting. You must have a hot work permit for this activity.
- Obtaining approval of the FUJIFILM contract administrator and issuance of a confined space permit *before* you begin work in the confined space. You must post the permit at the work site, prior to entering the space.
- Understanding the signs and symptoms of influenza and reporting confirmed pandemic influenza and/or potential exposure to the FUJIFILM contract administrator as early as possible.

FUJIFILM Emergency and Medical Instructions

- Understanding and adhering to the FUJIFILM emergency response procedures for medical emergencies, fires, evacuations and chemical spills/releases.
- Avoiding the spread of contagious disease(s) to FUJIFILM employees and other on-site personnel, by requiring individuals to not work for the

Contractor Overview

duration of an illness, if so directed by a personal physician. This includes, but is not limited to, influenza and TB.

Compliance

- Supervising and directing the work of its employees and its subcontractors.
- Ensuring the compliance of all subcontractors with all health, safety and environmental guidelines, associated with the contracted work.

To seek relief from or other change of any applicable portion or provision of this Manual, the contractor must submit a request to the FUJIFILM contract administrator. Prior to accepting a change, the FUJIFILM contract administrator must submit *a notice of change* to appropriate FUJIFILM departments for approval. If approved, the change will be authorized in writing.

Contractors are provided with a copy of this Manual and any pertinent FUJIFILM standards prior to starting work. Contractors must follow these guidelines insofar as they apply to the project.

The following policies apply to all FUJIFILM contractors:

- Sign in with your designated contract administrator representative and wear a visitor badge at all times when at a FUJIFILM facility. If you do not have proper identification, you may be asked to supply proof of your identity and work status. If you fail to produce proper identification, you may be expelled from the facility.
Comply with FUJIFILM's safety and environmental requirements outlined in this Manual and any pertinent FUJIFILM standards and be responsible for supervising your employees and ensuring they are compliant.
- Ensure you are trained according to all applicable EHS regulations and that you provide proof of training records if requested by FUJIFILM.
- Pay attention to and obey all posted CAUTION, WARNING, DANGER, and other notification signs, as well as traffic regulations.
- Possession or use of weapons, illegal drugs, or alcohol at FUJIFILM facilities is prohibited and will result in your expulsion from a FUJIFILM facility.
- Do not take photographs, videotape or copy FUJIFILM documents or other information without prior written approval from your designated contract administrator.
- Do not distract or interrupt FUJIFILM personnel. You are restricted to your project areas and may not wander.
- Keep work areas free of debris, obstructions, and substances such as grease or oil that could cause a surface to become slick or otherwise hazardous.
- Practice good housekeeping practices at all times. Always schedule clean-up time at the end of each workday.
- Immediately notify your designated FUJIFILM contact of any incidents that occur on FUJIFILM property and submit a formal written report within 8 hours of the occurrence.

Maintaining a Healthy, Safe and Environmentally-Controlled Work Area

FUJIFILM General Policy

- Perform a daily clean up on all projects.
- Remove all tools, equipment, and supplies, including chemicals, when you complete a job.
- Barricade work areas that expose non-associated personnel to hazards.
- Provide safe tools and appropriate personal protective equipment.
- Store all tools, materials, and supplies properly so these items can be conveniently and safely handled without personal injury or property damage.
- Work in a neat and orderly manner.
- Smoke, drink, and eat only in designated areas.
- Clearly mark overhead work in pedestrian traffic areas to warn and protect those people who are passing by.
- Keep exits and emergency escape routes unobstructed.
- Keep aisles clear. Maintain a minimum aisle width of 44 inches at all times.
- Store and contain materials so that they do not obstruct fire protection equipment. Observe sprinkler coverage and storage heights.
- Stack materials so that the total height of the materials does not exceed three times the minimum width of the base AND is able to support the weight sufficiently.
- Stack materials so they do not block doors, aisles, corridors or emergency equipment or pose a tripping hazard.
- Recycle all recyclable wastes, when and where possible.
- Provide your own waste receptacles and properly dispose of materials, debris, and trash properly at the end of each working day. If there are questions regarding proper disposal methods, contact your FUJIFILM contract administrator.
- Properly label, contain and remove all hazardous waste and universal waste during on-going operations and after the job is complete.
- Do not discharge and/or dispose of any chemicals on FUJIFILM facilities. If you generate waste as a result of your activities at a FUJIFILM facility, you are responsible for its removal from the site.

FUJIFILM General Policy

- Properly transport, store, dispense and contain all chemicals used on the job to prevent spills, leakage or release to the environment.
- Report all spills or leaks immediately to your FUJIFILM contract administrator. If you cannot handle the spill due to the volume or nature of the chemical, you must work with the FUJIFILM hazardous materials response team and contract administrator to mitigate the spill. All materials used to control containment and clean up of spills caused by you or your activities, as well as the cost of proper disposal of waste, will be billed to you or your company.
- Adhere to fire alarms and evacuations signals. Turn off your equipment prior to evacuation, if possible. Do not leave any obstruction in aisles or doorways or in the path of any exit, at any time.
- Label all fuel storage tanks with HAZARD WARNING stickers and NO SMOKING stickers on all viewable sides.
- Ensure all fuel tanks are properly guarded against possible spills and leaks to eliminate ground contamination. See your FUJIFILM contract administrator for information and approval of fuel storage tank set-ups.
- Avoid the use of ozone-depleting chemicals and other highly toxic chemicals (i.e., carcinogens, mutagens and other reproductive toxics)
- Determine and implement the safest way to complete a service using a method that has the least negative impact upon the environment

Emergency Response

The contractor, unless told otherwise, shall leave the area and follow the facility emergency evacuation route. Contractors are responsible for providing a head count of their employees following an evacuation. Contractors must respond to all fire alarm signals according to the procedures of the facility in which they are working, with no exceptions.

Contractors will be provided with general orientation prior to beginning work at a FUJIFILM facility.

Facility specific emergency numbers are listed in the visitor's guide. If you did not receive a visitor's guide, please request one from the receptionist or your FUJIFILM contract administrator.

Reporting a Medical Emergency, Chemical Spill or Fire

If you witness an emergency, use the following procedures:

1. Immediately report the incident to your FUJIFILM contract administrator, nearest FUJIFILM employee, receptionist and/or the facility manager.
2. In the case of a fire, pull one of the pull stations located at any of the exits to the building, exit the building, find the Incident Commander, FUJIFILM contract administrator or a building Fire Safety person, and report the incident immediately
3. For life threatening injuries/emergencies, dial 9-911 or 911. The contractor must make every reasonable attempt to contact the FUJIFILM contract administrator designee, after calling the external emergency number. Ask for assistance from anyone who may be around you.
4. When calling 911, stay on the phone until all information has been verified, identify yourself (i.e., name and your employer), give the exact location of the medical emergency, chemical spill or fire (name of facility, address, specific equipment, etc.). If possible, state the type(s) of materials that are spilling or burning.

Emergency Response

Property Damage

Report all property damage to your FUJIFILM contract administrator immediately.

Incident Reporting

All work-related illnesses, injuries, spills, incidents or accidental discharges to the sewer or the environment must be reported to your FUJIFILM contract administrator immediately. All work in the area of the incident must be stopped until the FUJIFILM determines that safe or environmentally-sound working conditions exist. You must investigate the incident, associated with your work, and supply your FUJIFILM contract administrator with full details within 8 hours of the incident.

Compressed Gas

Contractors must have approval from their FUJIFILM contract administrator or designated local environmental representative before bringing any compressed gas cylinders into a FUJIFILM facility or surrounding site area.

All compressed gas cylinders shall be legibly marked with the name of the material contained. Cylinder markings shall follow the current American National Standards Institute (ANSI) standards and be marked by stenciling, stamping or tagging. Contractors must adhere to the following procedures for handling gas cylinders:

- Never use gas cylinders through blowpipe or other devices without reducing the pressure through a suitable regulator attached to the cylinder valve.
- No acetylene gas cylinders should be used at pressure exceeding 15 psig.
- Always use and store acetylene cylinders in an upright position. Gas cylinders must be secured to a fixed structure at all times.
- Before attaching the regulator, slightly open the valve for an instant in order to clear the opening of particles of dust or dirt.
- Always open the gas cylinder valve slowly and not more than 1 ½ turns.
- Regulators and pressure gauges provided for use with a particular gas must not be used on cylinders containing other gas.
- Be sure all connectors are gas-tight, and hoses are in good condition and do not have any leaks.
- Always close the cylinder valve when finished.
- Never apply air to the inside of cylinder to raise pressure.
- Use backflow check valves at the regulator outlet.
- Ensure the valve assembly is covered with a protective cap during transportation.

Confined Space

A confined space is a space that meets **each of the three** following conditions:

1. Is large enough and so configured that an employee can bodily enter and perform assigned work.
2. Has limited or restricted means for entry or exit.
3. Is not designed for continuous employee occupancy.

Permit-Required Confined Space *

A permit-required confined space is a confined space that meets **any of the four** following conditions:

1. Contains or has a potential to contain a hazardous atmosphere.
2. Contains a material that has the potential for engulfing an entrant.
3. Has an internal configuration such that an entrant could be trapped or asphyxiated by inwardly converging/covering walls or by a floor which slopes downward and tapers to a smaller cross-section.
4. Contains any other recognized serious safety or health hazard.

Contractor should **NEVER** enter any confined space at FUJIFILM without prior written approval from the FUJIFILM contract administrator and the FUJIFILM EHS department.

Refer to the next page for the confined space procedure.

** No "Permit-Required Confined Spaces" are anticipated to exist at any FUJIFILM facility. However the contractor is to be cognizant of the possibility that a confined space could exist that would require a permit. If such a space is identified, the contractor must work with the FUJIFILM Environmental, Health and Safety department to support the contractor's safety needs and FUJIFILM's requirements including any required permits and other documentation.*

Confined Space Entry Procedure

Before entering any confined space, you must meet with your FUJIFILM contract administrator to discuss the scope of the entry and to obtain approval to conduct work in the confined space.

Contractors must provide the FUJIFILM contract administrator with evidence of specific training in accordance with applicable industry and regulatory standards. Contractors shall use their own equipment and confined space programs, which must meet or exceed OSHA standards. The program must include at least the following elements:

- Hazard isolation
- Lockout/tagout
- Personal protective equipment

If any unforeseen hazardous conditions are encountered during the entry, you must evacuate the confined space immediately and notify your FUJIFILM contract administrator or designated local environmental representative. You *cannot continue to work* in the confined space until your FUJIFILM contract administrator gives his/her approval. After all confined space entries, you must notify your FUJIFILM contract administrator that the entry has ended.

All questions about confined space hazards, confined space entry, or whether a space may be a confined space, should be directed to your FUJIFILM contract administrator, who will contact the FUJIFILM Environmental Health and Safety department for assistance.

All contractors must follow the OSHA
requirements established in
29 CFR 1910.146
Permit-Required Confined Spaces

Requirements for Working on Electrical Systems

All electrical work must meet federal, state, and local legal requirements and good industry practices. To the maximum extent possible, work on electrical equipment or circuits shall be performed with the power turned off. The lockout/tagout procedure must be followed in accordance with the lockout/tagout section of this Manual.

An **authorized employee/contractor** is a person who locks out a machine or equipment in order to perform servicing or maintenance on that machine or equipment.

- Do not service electrical equipment unless you are qualified and authorized to do so. There are no exceptions.
- All electrical tools and equipment must be grounded or double insulated.
- Damaged or defective electrical tools must be removed from service until repaired.
- Temporary lighting used in damp and/or hazardous locations must be operated at a maximum of 12 volts or through use of a GFCI (ground-fault circuit interrupters).
- Do not work on or in proximity to, energized circuits of any voltage unless adequate safety measures have been taken. When it is necessary to work on energized lines and equipment, use proper protective equipment and adhere to OSHA electrical safety-related work practices as per 29 CFR 1910 Subpart S and NFPA 70E (adopted by OSHA). Protective equipment must be tested in accordance with the manufacturer's recommendations.
- Cover or elevate temporary electric extension cords. They must be kept clear of walkways or other locations where they may be exposed to damage or create tripping hazards. Ground fault circuit interrupters (GFCI) must be used with extension cords. NEVER use temporary electrical cords as permanent electrical cords.
- Splices in electrical cords are not allowed.
- Temporary lighting must have guards over the bulbs. Broken and burned-out lamps must be replaced as soon as practicable.

Electrical Safety

- Energized wiring in junction boxes, circuit breaker panels, and similar places must be covered when not being repaired.
- Hazardous areas must be barricaded and appropriate warning signs posted.
- FS-style boxes shall be used in construction of power cord housing one or more receptacles.
- Only AUTHORIZED personnel are allowed to enter main electrical control rooms.

All contractors must follow the OSHA requirements established in 29 CFR 1910.333 Subpart S - *The Selection and Use of Work Practices (Electrical)*

Lockout/Tagout

Lockout/tagout refers to placing a lock and identification tag on an energy isolating device, in accordance with an established procedure, thereby ensuring the energy isolating device and the equipment being controlled cannot be operated until the lock is removed.

All contractors who work on equipment where the unexpected energizing, start-up or release of hazardous energy could cause injury must have a lockout/tagout program and follow a written, appropriate lockout/tagout procedure.

Lockout/tagout applies to hazardous energy sources such as electrical, hydraulic, pneumatic and mechanical energy. Examples of equipment at FUJIFILM facilities that are required to be locked out and tagged out include compressors, conveyors, trash compactors, boilers and imaging-processing machines.

All contractors must follow the OSHA requirements established in 29 CFR 1910.147 Subpart J – *The Control of Hazardous Energy (Lockout/Tagout)*

FUJIFILM and Contractor Procedures

1. The FUJIFILM contract administrator and contractor must hold a meeting prior to lockout to discuss (a) the type and magnitude of the energy, (b) whether both FUJIFILM and contract personnel are to be servicing or maintaining a machine or equipment and (c) the lockout procedures for the equipment to be locked out.
2. Prior to lockout, the equipment must be turned over to the contractor by the FUJIFILM contract administrator.. Authorized FUJIFILM personnel will lock out all energy sources first; then the contractor employee or employees who will work on the equipment will also lock it out.

OSHA Requirements for Lockout/Tagout

Following is a summary of some key OSHA requirements. For the full standard and its requirements, refer to 29 CFR 1910.147.

- The contractor shall provide locks, tags, blocks, or other hardware for isolating, securing or blocking of machines or equipment from energy sources.
- Lockout devices shall be the only devices used for controlling energy, shall not be used for other purposes, and shall meet the following requirements:
 - Lockout devices must be capable of withstanding the environment to which they are exposed.
 - Lockout devices must be standardized within the facility either by color, shape, or size.
 - Lockout devices must be strong enough to prevent removal without the use of excessive force.
 - Lockout devices must indicate the identity of the FUJIFILM employee and the contractor applying the device.
 - Each person working on a system requiring lockout/ tagout must have an individual lock and tag for each potential energy source.
- Each contractor must be trained how to recognize the various hazardous energy sources, the type and magnitude of the energy available in the workplace, and the methods and means necessary for isolating and controlling the energy.
- Only the contractors who are performing the servicing or maintenance shall perform lockout.
- The contract administrator designee must notify all FUJIFILM *affected employees*, i.e., those employees who will be affected by the lockout/tagout.

FUJIFILM lockout/tagout procedures are shown on the next page.

Procedure for Contractors - APPLYING Lockout/Tagout

1. Allow a FUJIFILM employee to shut down the equipment.
2. Isolate the equipment, using the devices required to isolate all sources of energy to the equipment.
3. Apply the lockout device so the energy-isolating device will be held in a safe or off position.
4. Release any stored energy, ensuring no residual energy remains.
5. Verify the power sources have been isolated. Prior to beginning work on locked out equipment, the authorized FUJIFILM employee and the contractor shall verify that isolation and de-energization of the equipment has been accomplished.

Procedure for Contractors - REMOVING Lockout/Tagout

1. Inspect the work area to ensure *all* personnel are safely positioned and the nonessential items, such as tools, have been removed.
2. Remove lockout devices. If the contractor who applied the device is not available to remove it, the device may be removed under the direction of the contractor and FUJIFILM if:
 - The employer has verified the contractor who applied the device is not at the facility.
 - All reasonable efforts to contact the contractor have failed.
 - A qualified person(s) can verify that all work or service on the equipment is complete and no danger exists for FUJIFILM employees.
 - The contractor has been notified that his/her lockout has been removed before resuming work at the FUJIFILM facility.
3. Notify the contract administrator that it is okay to notify affected employees that the lock and tag have been removed and that it is safe to resume work.

Hand and Power Tools

As a contractor, you are expected to furnish your own tools and remove them when you are finished using them. If a FUJIFILM tool or specialized tool is needed, you must get permission from your FUJIFILM contract administrator. You must repair your own power and hand tools. FUJIFILM will not be responsible for these repairs.

Hand Tools

Adhere to the following rules for hand tools:

- Inspect all tools before using. Never use defective tools.
- Keep hand tools in good condition-sharp, clean, oiled and not abused.
- Keep the tips covered on tools subject to impact (chisels, caulking irons, and star drills) to avoid mushrooming. Use tool holders.
- Do not force tools beyond their capacity or use cheaters to increase their capacity.
- Do not use tools for pry bars.
- Do not leave tools on scaffolds, ladders, or overhead working spaces.
- Do not throw tools from one location to another, from one employee to another or drop them to a lower level.

Portable Power Tools

Adhere to the following rules for portable power tools:

- Do not operate a portable power tool unless you have been specifically trained in its use.
- Electrical power tools must be double insulated or of an approved system that contains three wires with a ground.
- Follow OSHA regulations for equipment grounding. Use either GFCIs or an assured grounding program. Perform inspection and testing of electrical power equipment as required by OSHA 1926.404.
- Install guards or shields on all power tools before use.
- Do not use electrical power tools in an explosive atmosphere unless the tool is approved for service in a hazardous location and a hot work permit has been issued.

Hand and Power Tools

- Ensure pneumatic-powered tools operate in accordance with OSHA-approved pressure limits and pressure release values.
- Secure pneumatic-powered tools to the hose by positive means to prevent the tools from becoming accidentally disconnected. Radiator-type hose clamps are not permitted on hoses.
- Wire together pneumatic hose sections at each coupling connection.
- You must be authorized and must possess valid credentials in order to use power-actuated tools.
- Remove all defective power tools from service immediately.

Hazard Communication

Many FUJIFILM chemicals fall into the corrosive category; meaning our chemicals may cause irritation to skin, eyes and mucous membranes, if acute exposure occurs. Because FUJIFILM chemicals are packaged securely, there is no potential for exposure under ordinary circumstances.

- Contractors will be informed by their FUJIFILM contract administrator of the chemicals to which they may be exposed, the availability of material safety data sheets (MSDSs), details of in-plant labeling systems and protective measures that should be taken while performing on-site work. This briefing will be conducted prior to starting any project.
- FUJIFILM stores chemicals for photographic and imaging products in the distribution centers. To obtain a FUJIFILM MSDS, call the FUJIFILM Environmental Health and Safety Department at (800) 473-3854.
- Contractors must inform the FUJIFILM contract administrator of any hazardous chemicals, waste products, fumes or vapors resulting from the contractor's operations conducted at the FUJIFILM facility.
- Contractors are required to maintain an MSDS for all chemicals brought to the job site. Containers must be properly labeled in accordance with federal, state and local regulations. All secondary containers must also be labeled properly.
- All contractors must be trained in OSHA Hazard Communication, 29CFR1910.1200, *prior* to working at any FUJIFILM facility. FUJIFILM is not responsible for the training of contractors. To assist the contractor in their training needs, if desired and requested, FUJIFILM will provide environmental and safety e-training and/or training content material. Contractors must provide proof of training if requested by FUJIFILM.
- Contractors must be knowledgeable of appropriate work practices, emergency procedures, and proper PPE when working with chemicals brought on site by the contractor
- Contractors must be familiar with the facility's emergency evacuation plans *prior* to starting work. There are evacuation maps posted throughout each FUJIFILM facility. FUJIFILM contract administrator designee(s) will provide additional information as needed.

Heavy Equipment

Powered vehicles and powered industrial trucks at FUJIFILM facilities include but not necessarily inclusive, forklifts, man lifts, reach trucks and powered pallet jacks – all powered by electric motors or internal combustion engines.

Use of gas powered vehicles must be pre-approved by FUJIFILM contract administrator.

All contractors must follow the OSHA requirements established in 29 CFR 1910.178 Subpart N – *Powered Industrial Trucks*

Powered Vehicle Operating Safety Rules

When operating powered vehicles at a FUJIFILM facility, you must always abide by the following safety rules:

- You may operate a powered industrial vehicle, including a man basket lift, only if you are *trained* and if you have been *authorized* by your FUJIFILM contract administrator.
- Never place any part of your body outside the forklift.
- Horseplay is never permitted.
- Wear appropriate personal protective equipment (PPE) including safety goggles and chemical resistant gloves in the battery recharging area.
- When a lift truck is not in operation or unattended, you must lower the forks, place the controls in the neutral position, turn off the power and set the brakes.
- Do not stand or walk under any elevated portion of any forklift.

Heavy Equipment

- Do not block fire aisles, access to stairways, and fire equipment with powered industrial trucks.
- Reduce speed and sound the horn at cross aisles and other locations where vision is obstructed.
- When transporting a load that obstructs the forward view, drive with the load trailing the forklift.
- Handle only loads that are within the rated capacity of the forklift.
- Never operate a vehicle that is not in safe operating condition and ask your FUJIFILM contract administrator designee to have the vehicle removed from service.
- Inspect the vehicle at the beginning of each shift, or each day, depending upon usage. Submit the completed inspection forms to your FUJIFILM contract administrator or place in an agreed upon location.
- Wear the seatbelt and/or safety harness when you are operating a vehicle that is equipped with them.
- Passengers in the rear of pickup trucks must be seated within the confines of the truck bed. Riding on the side or on the tailgate of a pickup truck is prohibited.
- All vehicles used during a project for contract activities must have reverse signal alarms.
- LP gas trucks shall only be refueled in well-ventilated areas outside the building.
- LP gas must be stored in accordance with NFPA 58. LP gas canisters must be stored outside the building.
- Liquid fuels shall be handled and stored in accordance with NFPA 30.
- Lift trucks with elevated operator compartments require fall protection at all times.

Personal Protective Equipment

Contractors must provide their employees with the required personal protective equipment (PPE).

Hazard Assessment

The hazard will determine the type of protective equipment to be used. The contractor is responsible for determining the job hazards and the necessary PPE.

Material Safety Data Sheet (MSDS)

When using hazardous materials, the contractor shall consult the material safety data sheets (MSDS) for recommendations on types of PPE including gloves, goggles, aprons, respirators, etc. When in doubt of the safety measures to be practiced, consult the FUJIFILM contract administrator designee.

PPE Maintenance

The use, maintenance, and cleaning of PPE are the responsibility of the contractor. Use of FUJIFILM safety equipment, materials, and supplies is prohibited, unless specifically authorized by the contract administrator designee for a specific task.

Hearing Protection Areas

FUJIFILM will notify contractors of areas requiring hearing protection by posting signs in these areas.

All contractors must follow the OSHA requirements established in 29 CFR 1910 Subpart I – *Personal Protective Equipment*

Welding and Cutting

Hot work is any repair, installation, or removal operation that involves the use of open flame, high heat applications, or generation of sparks that might ignite a flammable/combustible substance. Examples of hot work include the following: electric arc welding, gas cutting, grinding, sand blasting, and soldering; however, other operations or equipment such as electric tools also might be considered hot work processes, depending upon the area where work is being performed.

Hot Work Permit

All hot work requires a permit. For each location where hot work is to be performed, *before* the hot work begins, the FUJIFILM contract administrator is to contact the FUJIFILM EHS department to obtain a permit. Following is the procedure for hot work permits:

- Must be displayed in the immediate area where hot work is performed.
- Is valid for a maximum of 7 hours or when there is a personnel change, whichever comes first. Any processes requiring more than 7 hours shall be re-evaluated and another permit shall be completed before hot work is allowed to continue.
- Must be forwarded to your FUJIFILM contract administrator designee at the end of the shift, after a personnel change, or when the hot work is complete.
- Is issued only in areas where smoke detectors are disabled for the duration of the hot work.
- Is issued only in areas for which there is an adequate fire watch system, when the sprinkler and fire suppression system must be impaired to perform the hot work.

The procedure for performing hot work is provided on the next page.

Procedure for Performing Hot Work

1. Follow the established FUJIFILM hot work permit procedure, as stated on the hot work permit.
2. Only qualified personnel, as determined by your FUJIFILM contract administrator, may perform hot work.
3. The contractor must move combustible material such as finished goods and boxes at least 35 feet from the area. If this isn't possible, notify the contract administrator and cover the material with flameproof material to protect it from sparks and heat. Make every reasonable attempt to move the material.
4. The contractor shall provide and use only approved welding curtains when needed.
5. The contractor shall provide a fire watch attendant who is trained in the use of fire extinguishers and is assigned solely to monitor the area for fire at an area where the greatest fire potential exists. The fire watch attendant must remain in the area while the hot work is being performed and 30 minutes after the work is completed. One fire watch person may observe a maximum of three hot work tasks processed at one time, if all three processes occur inside of a 50-foot radius.
6. If there is a spill of flammable material, all hot work must be stopped until such condition is remedied or determined safe by the FUJIFILM contract administrator.
7. All operations that may create a source of ignition must be isolated from adjoining areas. The contractor shall provide and install fire resistant curtains or tarpaulins to confine all sparks within the approved hot work area. All openings to floors above and/or below must be sealed to prevent the spreading of sparks.
8. After job completion, the contractor must give the completed hot work permit to the FUJIFILM contract administrator.

BASICS OF FALL PROTECTION

Before beginning any work, contractors must evaluate the need for fall prevention/protection as an integral part of the job. Contractors must consider hazards of the task as well as traveling to and from any elevated work area, such as temporary scaffolding, handrails and aerial lifts. Discuss, with the FUJIFILM contract administrator, any potential hazards, such as improperly guarded skylights, roofs, elevated walkways that may be present, as well as potential hazards that could develop before and during the job. Work can begin only after the FUJIFILM contract administrator and the contractor agree that the job can begin and be completed safely.

All contractors must follow the OSHA requirements established
in
29 CFR 1926.500 - 503
Subpart M – *Fall Protection*
Subpart E – Personal Protective and Life Saving Equipment

For all work performed on or above the roof, FUJIFILM requires contractors to comply with OSHA's Construction Safety Standard for Fall Protection (29 CFR 1926.500-503). This requirement is for the protection of contractors working around roof skylights that may not be strong enough to provide fall protection. For roofs with skylights, to ensure the contract employee is aware of the danger, the contract employee accessing the roof must sign a daily roof access log. The FUJIFILM facility manager at the site maintains the daily roof access log.

Elevated Work

Elevated work is any work that is performed more than 6 ft above the normal walking/working surface that requires use of a ladder, scaffold, or aerial lift of any kind. Elevated work includes any work that requires fall prevention/protection equipment. (Ladder and scaffolding safety requirements are provided on pages 31 - 32.)

Elevated Work Guidelines

1. Notify the area supervisor before starting any elevated work.
2. Use barricade tape when there is a possibility of danger to FUJIFILM employees in the elevated work area.
 - **Red** barricade tape shall be used when there is an immediate and serious danger to anyone who may enter the barricaded area. No one shall enter the red-tape barricaded area without specific permission from the person(s) responsible for the barricaded work area. Hard hats must be worn at all times.
 - **Yellow** barricade tape shall be used to warn of minor hazards and will indicate that caution shall be used when entering the area. People entering such areas must be aware of the hazards contained within and wear hard hats.
3. Signs may be used as additional warning in some cases, such as for a large area or a long-term elevated work area. Signs are not to be used in place of barricade tape, only as an addition to the tape. If a sign is used with red barricade tape, it must be a DANGER sign; if a sign is used with yellow tape, it must be a CAUTION sign.
4. Follow the fall protection guidelines set forth below.

Fall Protection Guidelines

1. Fall protection devices include safety harnesses, lanyards, lifelines, safety nets, and other equipment that prevent or arrest falling from heights. These devices must meet the requirements of ANSI Standards A.10.4 (belts, harnesses, and lanyards) and A.10.11 (safety nets).
2. Body harnesses and lanyards/lifelines are mandatory in situations where they would arrest the free fall of an individual if a fall occurred. Body belts may only be used for positioning.
3. When exposed to a fall of greater than 6 ft AND there is inadequate protection through use of guardrails, guard screens or similar fall arrest permanent equipment, fall protection devices shall be used. Guardrails must:
 - Be able to withstand a force of 200 pounds
 - Be 39 – 45 inches above walking/working level
 - Have midrails or mesh
 - Have a top rail of at least ¼ inch diameter

Working Over a Hazardous Area

Use a fall protection system with a body harness when working over concrete reinforcing bars, process tanks, vertical pipe or conduit stubs which constitute a hazardous area.

Working at the Edge of a Roof

When working within 10 ft of the edge of a roof, use a fall prevention system such as trip wires and body positioning belts with less than 10 ft lanyards.

Working from Equipment

- Contractors working in man basket lifts (i.e., Genie Boom) are required to be trained for that equipment and wear a harness or fall prevention system when in or outside of the basket.
- Contractors operating scissors lifts are only required to wear fall protection devices if the overhead work requires them to leave the confines of the working platform.
- The combined weight of the contractor, including tools and other equipment cannot exceed 310 pounds.

Requirements for Fall Protection Devices

- Use only corrosion resistant connectors with smooth edges.
- Have D-rings and snap hooks tested to a minimum tensile load of 3,600 lbs.
- Have D-rings and snap hooks with a minimum tensile strength of 5,000 lbs.
- Snap hooks sized to be compatible with the member to which they are connected.
- Snap hooks shall not be engaged: directly to webbing, rope or wire rope; to a D-ring to which another snap hook or other connector is attached; or to a horizontal lifeline.
- Lanyards and vertical lifelines shall have a minimum breaking strength of 5,000 lbs.
- Lifelines shall be protected against being cut or abraded.
- Self-retracting lifelines and lanyards that automatically limit free fall distance to 2 feet or less shall be capable of sustaining a minimum tensile load of 3,000 lbs.
- Anchorages for personal fall arrest equipment shall be independent of any anchorage being used to support or suspend platforms, and capable of supporting at least 5,000 lbs per attached person.
- Personal fall arrest shall be inspected prior to each use for wear, damage and other deterioration, and defective components shall be removed from service.

Ladder, Scaffolding, Crane and Hoist Safety

Ladders, scaffolding, cranes and hoists have specific safety design and use considerations. Before using any of this equipment, you must confirm that it meets all federal, state and local legal requirements.

Ladder Safety

- Place all ladders according to the 4 to 1 rule: for every 4 ft of height, the bottom of the ladder should be moved out 1 foot from the base of the structure.
- Tie off all straight ladders at the top and at the bottom, if possible, to prevent slipping.
- Ensure all portable ladders are equipped with anti-slip shoes or spurs.
- Keep all ladders clean to prevent slipping and so defects will not be hidden.
- Keep all ladders in good condition. Check for cracks, missing shoes or rungs.
- Inspect the ladder before each use. If it is defective, DO NOT USE IT and tag it out so that no one else uses it.
- When working from a ladder, do not place tools on the ladder steps or hang them from the rungs where they could fall and injure a person at ground level. Attach a tool bag to the ladder to contain small items. Use both hands to go up or down a ladder. Avoid carrying objects that will interfere with gripping the ladder rails or rungs.
- Use hand line to pull up a load after you reach your work location.
- Be observant of electrical hazards. Maintain a safe distance from energized electrical conductors.
- Use ladders made of nonconductive materials such as wood or fiberglass only, NEVER aluminum ladders when working with electrical systems.
- Use ladders only for their intended use, not as scaffold decking, or bridges.

Working at Heights

- When using an extension ladder, make sure you know the proper operation of the rung locking device. Always check the locking device at floor level before ascending the ladder. If the device is not functioning properly, DO NOT USE IT and tag it out.
- When you are done using a ladder, clean it if needed, and return it to the designated location.
- Do not stand on the top platform of a stepladder, or on the step immediately below the top

Scaffolding Safety

- Before use, inspect all scaffold parts for defects. Any defective parts must be taken out of service. Report the condition to a supervisor or repair for replacement.
- Use double cross braces on each level of scaffolding. Do not take shortcuts.
- Be aware of electrical hazards in the area of the scaffolding. Maintain a safe distance when working near energized electrical conductors.
- Securely fasten all planking and platforms to the scaffold supports.
- Place all planking and platforms within the confines of the scaffold structure. Lips or cantilevered platforms are unstable.
- Tie off vertical scaffold supports at the base and at intervals along the height depending on the height.
- When working from a scaffold where the working platform is 6 ft above ground level, and standard handrails/toe plates are not used, use a safety harness and tie off to a rigid support (see fall prevention/protection for further information).
- Do not climb the scaffold frame. Use a ladder to reach upper levels.
- Observe the maximum load limit on the scaffold. Make sure the planks being used can hold two times the load placed on them.

Crane and Hoist Safety

Contractors must coordinate all proposed use of cranes or lifting equipment with and have the approval of the FUJIFILM contract administrator.

All contractors must follow the OSHA requirements established in 29 CFR 1910 Subpart N – *Materials Handling and Storage*

Contractors must follow all federal, state, and local legal requirements for cranes and hoists including the following OSHA regulations:

- You must be trained in the safe operation and safe use of cranes. You must visually and operationally inspect the crane before operation.
- The hoist upper limit switch is an emergency device and is not to be used as a method for stopping the hoist travel. The limit should be tested without a load attached at the beginning of each shift. If the switch is not working properly, the crane should be tagged out immediately and the FUJIFILM contract administrator should be notified.
- After testing, running the crane hook past the upper limit (two blocking) is strictly forbidden.
- Be aware of the rate capacity of the crane and any load attachment hanging from the hook.
- Never stand under a suspended load or pass the load over another person.
- Before moving a load, make sure that no one is in a position to be injured and that no equipment or material will be damaged by the lift.
- Only one person at a time should give signals to the crane operator.
- Center the hook over the load before making the lift to prevent swinging.

Working at Heights

- Sound the crane bell, if provided, as you begin to move the load through heavily traveled areas and/or intersections.
- Avoid side pulls with the hoist as it may damage the cable or run it off the sheaves.
- Watch for personnel and equipment near the tracks on the floor for gantry cranes.
- Be aware of the height limit of the crane when passing over stacked materials.
- If you find that a crane is not working properly, tag it out and report the condition to the contractor's supervisor immediately.
- Do not park a crane such that the hook is over an aisle, passageway or workstation.
- Turn off power to the crane when it is not operating.

Material Hoist Safety

- Operate a hoist only if you are an authorized operator.
- Never allow passengers; hoists are for materials only.
- Know the weight (approximately) of the material and the capacity of the elevator or hoist. Secure material so that it cannot shift or extend beyond cage limits.
- Follow instructions and use the signal system posted at each landing.
- Keep hands and body clear at all landings and openings.
- Inspect slings daily in accordance with 29 CFR 1910.184.

Appendices

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Contractor Certification

I have read and I understand the FUJIFILM Environment, Health and Safety Manual for Contractors developed by FUJIFILM. I will abide by all rules and regulations at all times while performing activities in any FUJIFILM facility. I also certify that all contractor and subcontractor crews shall comply with the provisions of this manual. I understand that failure to comply with any provisions in this Manual shall result in interruption of work and/or termination of the underlying contract.

Complete the information in the box below and send this page and your certificate of insurance to:

FUJIFILM

Attn: _____

This mailing address area is the FUJIFILM Contract Administrator's address

This Contractor Company information is to be filled in by the Contractor and then mailed or handed to the Contract Administrator designee

Contractor's Company Information

Company name: _____

Address: _____

Your name: _____

Signature: _____

Telephone #: _____

Date: _____

Type of service provided: _____

Certificates of Insurance

The Certificates of Insurance (COI) program is designed to ensure that FUJIFILM Holdings America Corporation, its subsidiaries and affiliates are named to the insurance policies of vendors and other third parties as an additional insured in limits of liability and for lines of insurance deemed adequate to protect the assets of the company. FUJIFILM will not do business with any vendor failing to satisfy the minimum insurance requirements in terms of the following:

- General Liability
- Product Liability
- Worker's Compensation
- Auto Liability
- Crime Bond
- Property
- Transportation

The FUJIFILM Risk Management Department shall administer the COI program. The COI information must be submitted, by either the contractor or the FUJIFILM contract administrator to and accepted by the Risk Management Department prior to work initiation. The Risk Management Department/ FUJIFILM COI holder address is:

FUJIFILM Holdings America Corporation
Attn: Risk Management Department
200 Summit Lake Drive
Valhalla, NY 10595-1353

At its expense, the contractor shall carry the minimum insurance requirements indicated on the next page.

Certificates of Insurance

Type Insurance	Limits	
General Liability	General Aggregate	\$2,000,000
Occurrence Basis	Products- Comp/OP Agg	\$2,000,000
Broad Form Vendors Coverage	Personal & Adv. Injury	\$1,000,000
	Each Occurrence	\$2,000,000
	Fire Damage (Any one fire)	\$1,000,000
	Medical Exp (Any one person)	\$10,000
Auto Liability, any auto	Combined Single Limit	\$2,000,000
Worker' Compensation	Statutory Limits	Statutory
Employer's Liability	Each Accident	\$500,000
	Disease-Policy Limit	\$500,000
	Disease-Each Employee	\$500,000
Crime Bond	Employee Dishonesty	\$1,000,000
Property	Contractor's personal Property	As applicable, per contract
	Property under care, custody or control	As applicable, per contract
Transportation	Bailee/Common carrier liability	As applicable, per contract

- All insurance shall be primary and placed with carriers having an A.M. Best rating of A-;X or better.
- All policies, except for workers' compensation and employers' liability, shall name FUJIFILM Holdings America Corporation, its subsidiaries and affiliates and other 3rd parties including landlords designated by FUJIFILM as additional insured and shall also contain waivers of subrogation.
- Contractor shall provide 30 days written notice to FUJIFILM should any of these policies be cancelled prior to expiration.
- Certificates of insurance (COIs) evidencing the above requirements shall be furnished to FUJIFILM upon execution of any contract and at least thirty (30) days prior to any renewal period and at any other time during the contract period, when requested by FUJIFILM.
- Contractor will furnish COIs in compliance with the foregoing requirements from each subcontractor who works for or performs work at a FUJIFILM facility.

