

EHS MANAGEMENT SYSTEM / ISO 14001
(Applicable to both Low and High Impact Contractors)

An EHS Management System is a systematic approach for managing EHS programs which can bring an organization beyond regulatory compliance and ensure customer's expectations are met. Contractor activities have the potential to create a negative environmental impact if not managed properly. These types of environmental problems can reflect back on Keysight and Keysight's ISO 14001 company wide certification.

Contractors are expected to understand Keysight's Environmental Policy and Occupational Health & Safety Policy and plan their activities to minimize the negative impact to both the environment and health and safety of individuals.

Keysight Environmental Policy

Keysight is committed to acting in an environmentally responsible manner. To achieve this result, we:

- Ensure our products and operations and services comply with relevant environmental legislation and regulations.
- Maintain and continually improve our environmental management systems to conform to the ISO14001 Standard or more stringent requirements as dictated by specific markets or local regulations.
- Operate in a manner that is committed to continuous improvement in environmental sustainability through recycling, conservation of resources, prevention of pollution, product development, and promotion of environmental responsibility amongst our employees.
- Responsibly manage the use of hazardous materials in our operations, products and services, and promote recycling or reuse of our products.
- Inform suppliers, including contractors, of our environmental expectations and require them to adopt environmental management practices aligned with these expectations.

Keysight Occupational Health and Safety Policy

Keysight is committed to health & safety practices and work environments that enable our people to work injury and illness free. To achieve this result, we:

- Ensure Keysight Technologies operations comply with applicable occupational health and safety regulations and when appropriate implement additional controls to meet company requirements.
- Assure managers and employees are trained and accountable for preventing work-related injuries and illnesses.
- Operate an occupational health and safety management system that ensures continuous improvement through risk assessment, risk minimization, and performance reporting.
- Provide wellness programs that contribute to the productivity, health and well-being of employees.
- Inform suppliers, including contractors, of our occupational health and safety expectations and require adoption of sound occupational health and safety management practices.

EMERGENCY PROCEDURES

Ensure all personnel are familiar with emergency procedures. Review the emergency reporting procedures and become familiar with evacuation alarm signals, emergency evacuation routes and assembly areas with your Keysight Project Manager/Host before the start of work.

Emergency Evacuation Signal

Evacuations may be initiated in several ways:

- Fire Alarm (audible warbling tone or visual strobe lights)
- Emergency PA Announcements
- Once it is safe to re-enter the building, the "All Clear" signal will be communicated through management.

Evacuation Routes

Individuals must be aware of all available exterior exits from their work area. Review beforehand your primary and secondary evacuation routes with your Keysight Project Manager/Host.

Evacuation Assembly Areas

These are the recommended locations for individuals to meet after leaving the building. They are far enough away from the buildings so people will not be in danger and will be out of the way of emergency vehicles. Discuss with your Keysight Project Manager/Host the designated evacuation area that you will report to.

Reporting Emergencies

Review the sites emergency reporting procedure with your Keysight Project Manager/Host prior to the start of work. The prompt and accurate reporting of an emergency is often a key factor in how well the emergency is handled. A delay in calling for help or providing insufficient or inaccurate information may have serious consequences.

For any emergency, whether it's here at work or in your own home, you should be prepared to provide the emergency operator with the following information:

- Type of emergency (i.e., fire, medical, chemical, etc.)
- Scope of emergency (i.e., number of people involved, size of fire, etc.)
- Location of emergency (be as specific as possible)
- Your name and the phone number you are calling from (so someone can call you back if more information is needed).
- Any other details emergency response teams should be aware of.

**WHEN IN DOUBT DIAL THE
EMERGENCY NUMBER**



Contractor EHS Orientation

Environmental, Health & Safety Requirements and Responsibilities for Working at Keysight Facilities

Based on:
**Keysight Contractor EHS Requirements
Standard**

This brochure briefly summarizes Keysight's Contractor EHS Requirements. These requirements include information contractors need to protect themselves at Keysight facilities as well as to prevent injuries to site personnel, damage to the environment, or business interruption. Users should refer to the Contractor EHS Requirement Standard and any site-specific appendices for complete information.

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WHAT ARE YOU RESPONSIBLE FOR?

All Contractors

You are expected to adhere to the requirements summarized in this brochure and set forth in the Keysight Contractor EHS Requirement Standard. Additionally, ensure all sub-contracted employees under your direction are trained on these requirements prior to commencing work.

Contractors are also expected to understand Keysight's Environmental Policy and Occupational Health & Safety Policy and plan their activities to minimize the negative impact to both the environment and health and safety of individuals.

Low Impact Contractors:

Low impact contractors perform activities at Keysight Technologies facilities that do not have a potential negative impact on the environment or health and safety of other employees. Low impact contractors are not involved with high risk activities (i.e., chemical, electrical, mechanical or elevated work surfaces).

Examples of Low Impact Contractors include: Food Service, Security, Shipping / Receiving, Consultants, Engineering, Architectural, Office Equipment Repair and Maintenance, Office Services, Information Technology Services, etc.

High Impact Contractors:

High impact contractors perform activities at Keysight Technologies facilities that may have a potential negative impact on the environment or health and safety of other employees. High impact activities include but not limited to:

- Working in chemical usage areas, chemical handling or delivery
- Working with tools, machines or chemical process systems
- Working with energized electrical circuits or related electrical activities
- Working with mechanical equipment and machinery
- Working on elevated work surfaces above 6 feet (1.8 meters)
- Construction related activities

Examples of High Impact Contractors include: Construction Trades, Facility Operations and Maintenance, Environmental / Haz Mat Cleanup and Decon, Process Equipment Installation, Calibration, Repair, Maintenance, Testing, Chemical Delivery, Warehousing Operations, Landscaping, Pest Control, Janitorial Services, etc.

GENERAL REQUIREMENTS

(Applicable to both Low and High Impact Contractors)

Regulatory Compliance

- Comply with all applicable laws and regulations of any governmental entity or sovereign authority pertaining to environmental, health and safety standards and/or work practices.
- Correct unsafe work practices, conditions, and regulatory violations committed by any Contractor personnel.
- Ensure a corrective action process is in place to track closure of any deficiencies noted.

Hazard Communication

All chemicals brought onto Keysight facilities must be pre-approved by EHS. Contractor / Service Supplier must complete Appendix B of the Keysight Contractor EHS Requirements Standard, "Contractor Chemical Use Form" and submit to the Keysight Project Manager. Contractor / Service Supplier must maintain material safety data sheets (MSDS) for chemicals that are used by their personnel on site and keep an updated chemical inventory accessible upon request.

Incident Reporting

Report all incidents resulting in injuries that require medical attention, property damage or "near misses" that could have resulted in the same, immediately to the Keysight Project Manager. Notify the Keysight Project Manager of conditions or practices that could result in injury, property damage, or environmental release.

Environmental Health & Safety Training

Contractors are responsible for ensuring all appropriate EHS related training is current for the work performed prior to start of activities. Documentation of this training shall be readily accessible upon request.

Use of Keysight Equipment

Contractor must provide their own tools and equipment unless otherwise specified by the Keysight Project Manager.

Smoking

Smoking is not permitted inside any Keysight building, near building entrances, or along common paths of travel. Smoking is only allowed in Designated Smoking Areas.

Parking / Traffic / Vehicles

All traffic rules must be obeyed including posted speed limits, parking restrictions, stop / yield signs, and pedestrian crosswalks.

Behavior / Visitors

Alcohol, illegal drugs, weapons, unsafe activity, threatening/harassment or violent behavior will not be tolerated while on Keysight premises. Visitors are not allowed unless approved by Keysight.

SPECIFIC REQUIREMENTS

(Applicable to High Impact Contractors)

Environmental Requirements

- **Hazardous Waste** – Contractor is responsible for the prompt removal of any hazardous waste generated in the normal course of their work and for following all applicable laws for disposal. No hazardous waste shall be placed into any trash receptacle or compactor for disposal.
- **Wastewater Disposal** – No hazardous waste shall be disposed of into a sanitary sewage or storm water drain. Activities generating waste liquid must be pre-planned with a Keysight Project Manager.
- **Solid Waste Disposal & Recycling** – Contractors are responsible to sort, separate, and recycle recyclable materials.
- **Asbestos** – Contractors must inform all personnel of the presence of asbestos in the work area identified and avoid disturbing any asbestos materials. Activities that may disturb asbestos materials must be pre-planned and approved by a Keysight Project Manager.
- **Indoor Air Quality** – Activities that may generate odors or dust inside occupied buildings or within close proximity to air intakes must be pre-planned and approved with the Keysight Project Manager.

Health & Safety Requirements

- **Construction and Renovation Hazards** – Contractor is responsible to ensure work area is cordoned off and access controlled. All personnel shall wear appropriate personal protective equipment based upon job hazards including: hard hats, safety glasses and protective shoes.
- **Hot Work** – Any work activity involving brazing, cutting, grinding, soldering, pipe thawing, welding, torch-applied roofing or open flame requires the use of a Hot Work Permit and be approved by the Keysight Project Manager.
- **Confined Space** – Keysight maintains an inventory and hazard analysis of all confined spaces to include proper labeling. Prior to entering any confined space, notify the Keysight Project Manager.
- **Electrical Safety** – Electrical work shall be performed on de-energized circuits only, unless a compelling reason exists. If energized work is performed, an Energized Electrical Work Permit with appropriate safe work practices and personal protective equipment will be required.
- **Lockout / Tagout** – Contractors are expected to implement their own lockout/tagout procedures and communicate to the Keysight Project Manager when both Keysight and contractor employees are involved.
- **Elevated Work / Overhead Work** – Proper fall protection controls or personal protective equipment shall be worn whenever working above unguarded 6 foot (1.8 meter) elevated surfaces. Overhead work will require a 6 foot (1.8 meter) radius exclusion zone with proper barricading and warning signs.
- **Aisles, Exits and Walking Surfaces** – All exits and aisle ways shall be kept free and clear of obstructions at all times. Walking surfaces shall be kept free of debris, material and other tripping or slipping hazards.