



Contractor EHS Requirements

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1. Purpose

This document defines responsibilities and provides requirements for planning and carrying out contractor work at Keysight Technologies facilities. The purpose of these requirements is to minimize or eliminate risk to the environment and personnel health & safety. This document contains basic safety information regarding emergency response procedures for contractors working at Keysight Technologies facilities. Identified are some, but not all work practices and procedures that must be followed by all contractors to minimize impact to environment and personnel health & safety while working at Keysight Technologies.

When attached to the Professional Services Agreement, this document and its appendices become part of the contract terms. The contractor must ensure that the requirements put forth in this document are met and that all contractor and sub-contractor personnel are trained in and comply with all aspects of this document.

2. Scope and Limitations

These requirements apply to contractors classified as below:

2.1 Low Impact Contractors must comply with requirements in sections 5.1 and 5.2.

2.2 High Impact Contractors must comply with requirements in sections 5.1 through 5.5.

Low Impact Contractors perform activities at Keysight Technologies facilities that most likely will not have a negative impact on the environment or health & safety of other workers on site. Low Impact Contractors are not involved with high-risk type activities (e.g., chemical, electrical, mechanical or elevated surfaces).

Examples of Low Impact Contractor activities include: food service, security, consultants, engineering, architectural, office equipment repair and maintenance, office services (copy center), Information Technology (IT) services, etc.

High Impact Contractors perform activities at Keysight Technologies facilities that may have a potential negative impact on the environment or the health & safety of other workers on site. High impact activities include but are not limited to:

- Working in chemical usage areas like chemical storage areas, waste treatment, waste storage areas, wafer fabs, and chemical labs.
- Working with tools, machines, or systems that contain process chemicals or chemical wastes.
- Working with chemicals or delivering chemicals.
- Working on energized electrical circuits and/or electrical related activities.
- Working with mechanical equipment and/or machinery.
- Working on exposed elevated work surfaces above 6 feet.
- Construction related activities.

- Other high-risk activities determined by the Project Manager and/or EHS.

Examples of High Impact Contractor activities may include: construction trades, facility operations and maintenance, environmental/HazMat cleanup and decontamination, process equipment installation, calibration, repair, maintenance, testing, chemical delivery, warehousing, shipping/receiving, landscaping, pest control, janitorial services, etc. (Examples are possibilities; the actual category of a contractor is determined by the type of operations they perform).

These requirements DO NOT apply to External Temporary Workers (ETWs).

Deviations from this document are not permitted except in cases where local regulations are more stringent.

3. Responsibility

All contractors and sub-contractors performing work at Keysight Technologies facilities are expected to comply with these requirements and all applicable laws and regulations of any governmental entity or sovereign authority that pertain to environmental, health and safety standards and/or work practices. Failure to abide by these requirements and applicable environmental, health, and safety standards and/or work practices may subject you or your firm to corrective action that may result in disqualification for future consideration of work at Keysight or termination of any contract agreements with Keysight.

Any questions or concerns regarding the Contractor EHS Requirements identified in this standard should be directed to Sky Pile at +1 707-577-6190 or sky.pile@keysight.com.

4. Definitions

Term	Definition
Keysight Project Manager/Keysight Host	The Keysight representative assigned to oversee and coordinate projects involving contractor work. In the situation where a project manager may have a regional role managing the contractor, a Keysight host is the site contact.
Contractor	An entity who is contracted directly with Keysight to perform work or provide services on the premises of Keysight Technologies.

5. Process Description

5.1 Environmental, Occupational Health and Safety Management System (ISO 14001 & ISO 45001) Requirements

Applicable to both Low Impact and High Impact Contractors.

Keysight Technologies has registered all manufacturing sites to the ISO 14001 Environmental Management System based on the Keysight Technologies Corporate Environmental, Occupational

Health & Safety Management System. To maintain this registration, sites are required to demonstrate strong commitment to environmental regulatory compliance, resources conservation, and pollution prevention. Additionally, Keysight has registered key sites to the ISO 45001 Occupational Health & Safety Standard. Contractors are an integral part of this ISO 14001 certification effort. Therefore, Keysight contractors are expected to fully support and cooperate with these efforts.

[Keysight Technologies Environmental, Occupational, Health & Safety Policy.](#)

Effective: 1 November 2016, last updated 7 December 2023

Keysight Technologies Environmental, Health, and Safety Policy

Keysight Technologies conducts business in an ethical, legally compliant, environmentally sustainable, and socially responsible manner. Our Environmental Health & Safety (EHS) Management System drives our continuous reduction of any adverse impact from our operations to the environment and demonstrates our commitment to the health and safety of our employees, contingent workers, and affiliates. At Keysight, we care for our people, the environment, and communities where we operate.

The Keysight leadership team leads and promotes a strong EHS culture, emphasized by our continuous improvement. This policy, which is integrated into our business processes and entails the participation of all workers, supports the following EHS principles:

Our EHS Principles*

Workplace Safety: Committed to providing a safe and compliant work environment through proactive identification and control of workplace hazards. We take responsibility to eliminate hazards and reduce health and safety risks. We encourage workers to report incidents and risks and to contribute suggestions for improvement. We share workplace health and safety information based on input and feedback from our workers.

Employee Wellness: Provide resources to promote a productive and healthy lifestyle, and employee work-life balance. We provide employees with training, resources, and opportunities to promote personal and professional development. This includes fostering an inclusive workforce where all employees can thrive and offering benefits to manage psychological stress and support positive mental health.

Sustainable Operations: Committed to achieve net zero emissions in company operations by 2040 to help mitigate the worst impacts of climate change and align with limiting global warming to 1.5°C above pre-industrial levels. We emphasize natural resource conservation, greenhouse gas emission reduction, waste and water minimization, and pollution prevention. We strive to lessen our impact on the environment, contribute to the **circular economy**, and work towards a low-carbon economy.

Regulatory Compliance: Committed to meeting or exceeding all local laws and requirements related to EHS regulations. Our compliance is overseen by a strong governance structure and supported through our EHS Management System processes.

Value Chain Alignment: Build ethical and sustainable relationships with our suppliers, contractors, and customers. Our values extend across our supply chain through Keysight's **Supplier Code of Conduct**, which establishes Keysight's expectations for our suppliers. These include ethical business practices, social responsibility, environmental sustainability, and product quality. We aim to help customers meet their corporate social responsibility and business goals through partnerships and the use of Keysight solutions.

Disaster Preparedness & Recovery: Implement robust emergency and disaster recovery programs to ensure that our employees and operations are prepared for emergencies. We coordinate training and exercises for planned responses. When disasters threaten or impact our operations, we put people first.

Transparent Reporting: Commit to continuous improvement in our environmental, health, and safety programs. We set targets and publicly report on our metrics, at least annually.

Additional information on **EHS programs can be found on our Keysight CSR page.*

This policy is approved by Keysight's executive management and applies to Keysight operations worldwide.

Printed copies of this document are uncontrolled.

5.2 General Requirements

5.2.1 Regulatory Compliance

The contractor and sub-contractor personnel shall:

- Ensure compliance with all applicable laws and regulations of any governmental entity or sovereign authority that pertain to environmental, health and safety standards and/or work practices. This includes developing and implementing appropriate job-specific EHS programs.
- Identify and correct unsafe work practices, conditions, and regulatory violations committed by the contractor and sub-contractor personnel.
- Notify the Keysight Project Manager/Host of conditions or practices found on site that could result in serious injury, property damage, or environmental damage.

5.2.2 Emergency Reporting

Dial the site emergency number to report any emergency.

5.2.3 Medical Emergencies

In the event of a medical emergency and when an infirmary, clinic or hospital is not in reasonable proximity to a Keysight site, the contractor is responsible for providing trained first aid responders and adequate first aid supplies per local jurisdiction. The contractor doesn't have to have on-site first aid capabilities, but they must have a process that doesn't rely on Keysight.

Many Keysight sites have trained emergency responders who may respond to medical emergencies. However, Keysight Emergency Response Teams may not be available during all work hours or on weekends and holidays.

5.2.4 Evacuations

All contractor and sub-contractor personnel must know the evacuation alarm signals, emergency evacuation routes and evacuation assembly/staging areas for their primary work locations. When the building alarm sounds or notification is given, all individuals MUST evacuate.

5.2.5 Incident Reporting

All incidents resulting in injuries that require medical treatment (i.e., more than first aid) and property damage or "near miss" incidents that could have resulted in serious injury or property damage must immediately be reported to the Keysight Project Manager/Host in writing or via email. A copy of the completed incident report must be given to the Keysight Project Manager/Host within 48 hours.

5.2.6 Report of Injuries

The contractor shall report to the Keysight Project Manager /Host all work-related injuries, and illnesses involving contractor/sub-contractor workers, that require medical treatment (i.e., more than first aid), as soon as the contractor obtains knowledge of such incident.

The contractor is also responsible for maintaining records of lost time and restricted time that result from work-related injuries or illnesses sustained by its workers or sub-contractor workers assigned to

work at Keysight. These records shall be available for inspection upon request by Keysight within the scope of applicable data privacy regulations.

The contractor is responsible for immediately notifying the appropriate regulatory agencies or related governmental entities or sovereign authorities, and/or insurance carrier, as required by country or local jurisdiction, of any occupational injury or illness involving the contractor/sub-contractor workers. The contractor is further responsible for completing and submitting any reports or other records required by the above notifications.

5.2.7 Incident Investigation

All serious or potentially serious incidents involving contractor and sub-contractor personnel on Keysight property or those that involve Keysight employees or property damage will be investigated jointly by the contractor, the Keysight Project Manager/Host, and a member of the local Keysight EHS staff if available on site (not all Keysight facilities have local EHS staff).

5.2.8 Hazard Reporting

Any identified hazards discovered by the contractor that is beyond their ability and/or responsibility to fix must be immediately reported to the Keysight Project Manager/Host for immediate corrective action.

5.2.9 Emergency Equipment Access

Access to emergency equipment (including electrical panels) must be kept clear at all times (e.g., fire extinguishers, emergency showers / eyewash stations, alarm pull stations, MERT boxes, AED's, ERT equipment, wheelchairs, etc.).

5.2.10 Injury Illness Prevention Program / Safety Program

The contractor shall develop and maintain all appropriate safety programs or injury and illness prevention programs for its workers assigned to Keysight. Such programs shall include training that is appropriate to the general type of work which contractor's worker is to perform and shall adhere to all regulatory requirements.

5.2.11 Safety Equipment

Prior to commencement of an assignment, contractor will assure that contract and subcontract personnel are outfitted with all appropriate personal protective equipment (PPE) that is issued for the specific person (e.g., steel-toed shoes and prescription safety glasses with side shields) and appropriate "general issue" PPE (e.g., hearing protection and non-prescription safety glasses) and PPE for site specific hazards (e.g., respirators and laser eye protection).

5.2.12 Corrective Action Process

The contractor must implement a process to track closure of any corrective actions identified as a result of an incident investigation, compliance audit or non-conformance with our Environmental, Health & Safety Management System.

5.2.13 Smoking Policy

Keysight Technologies has a NO SMOKING policy for all owned or leased facilities. Smoking is not permitted inside any building or structure, near any building entrances, near air intakes or common paths of travel. Smoking is only allowed in designated outdoor “SMOKING AREAS”.

5.2.14 Environmental Health & Safety Training

The contractor is responsible for ensuring all of its employees and sub-contractors have the proper training with regard to environmental, health, and safety and are competent to perform their job functions at Keysight work sites. contractor will participate in any limited training offered by Keysight to ensure that contractor employees and sub-contractors are familiar with Keysight’s products, safety procedures, and environmental requirements, etc. The contractor will make a copy of the content of their training available to Keysight upon request. Keysight may provide the contractor with a copy of Keysight’s training content for comparison purposes. The contractor is not allowed to use any material with the Keysight name or logo unless authorized by Keysight.

Training expectations for contractors working at non-U.S. Keysight sites are covered by the paragraph above and local country regulations. Additional information on the training expectations for contractors working at Keysight sites in the U.S. are contained in Appendix 4.

5.2.15 Licenses / Permits

The contractor must ensure all contractor and subcontract personnel have the required licenses or permits for the work they perform.

5.2.16 Clean Room Protocol

Keysight defined gowning protocol must be followed in areas sensitive to contamination (e.g., laboratories, biotech labs, etc.).

5.2.17 Parking / Traffic

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

5.2.18 Use of Equipment / Vehicles

The contractor must provide their own tools, equipment, and vehicles. All tools and equipment must be clearly label with ownership identification.

5.2.19 New Equipment

New equipment purchased or leased on Keysight's behalf that poses facility or environmental and/or safety concerns must follow site “Equipment Review Process” procedures. Coordinate with the Keysight Project Manager/Host for the required process and documentation.

5.2.20 Visitors

Contractors are not allowed to bring visitors or family onto the site unless pre-approved by the Keysight Project Manager / Host.

5.2.21 Behavior that will be Considered Misconduct

- Theft, damage, or unauthorized possession or use of property/systems.
- Unauthorized access to computer files.
- Use, possession, sale, dissemination or other involvement in illegal drugs or controlled substances.
- Unauthorized use or possession of alcohol.
- Being under the influence of alcohol, drugs, or controlled substances.
- Acts of physical violence or acts involving threats, intimidation, harassment, or coercion.
- Introduction onto Keysight Technologies property of explosives, firearms, chemicals, or other dangerous weapons or devices and the like without Keysight Technologies' prior written permission.
- Safety violations which present a risk of serious injury or property damage.
- Creation, viewing, distribution, or storage of sexually explicit materials.

5.2.22 Stopping Work

For an EHS violation Keysight may direct the contractor to immediately stop work and leave the site.

5.3 Hazard Communication

Applicable to High Impact Contractors (if contractor and/or sub-contractors bring chemicals onto a Keysight property, or contract employees are working with or in close proximity to chemicals or chemical delivery systems).

5.3.1 Restricted Chemicals

See Appendix 1 – Restricted Chemicals for a list of chemicals restricted from use at Keysight facilities.

5.3.2 Chemical Approval

All hazardous chemicals (solids, liquids and gases, including compressed gases) used on Keysight sites must be pre-approved by Keysight EHS Staff.

Contractor and their sub-contractors must complete the "Contractor Chemical Use Form" or equivalent (where the required information is listed) in Appendix 3 - Contractor Chemical Use Form with Safety Data Sheets attached for all chemicals to be used on site. Submit the "Contractor Chemical Use Form" to the Keysight Project Manager/Host for approval prior to start of job. Keysight Project Manager/Host will pass the "Contractor Chemical Use Form" to Keysight EHS for approval prior to allowing use of the chemical.

Safety Data Sheets (SDS):

The contractor must maintain SDS's for chemicals that are used by contract or subcontract personnel at the job site and will maintain a current inventory of the chemicals they use at the Keysight site. SDS's must be accessible upon request.

5.3.3 Hazard Communication / Right to Know Information Exchange

Information on potential exposure to chemicals must be shared between Keysight and the contractor. Keysight Project Management and Keysight EHS Staff will work together to identify and share hazard communication information applicable to contractor activity. The contractor must communicate the hazard information to contractor employees and sub-contractors. Hazard Communication Information includes:

- SDSs on any chemicals to which workers in the vicinity of the job site may be exposed.
- An explanation of the labeling and/or warning system used to identify chemicals (e.g., container labels, tank labels, pipeline identification systems, etc.).
- Information on the chemicals used in specific types of processes at or near the job site (e.g., open tanks, exhaust ducts, storage containers, vessels, etc.)

The contractor must also provide the Keysight Project Manager/Host with information on hazardous work performed by the contractor and sub-contractor (e.g., welding, using volatile solvents, operating equipment powered by internal combustion engines, ionizing radiation, laser beams, etc.).

5.3.4 Container Labeling

The contractor must ensure all containers they use are properly labeled in compliance with applicable legal requirements.

5.4 Environmental Requirements

Applicable to High Impact Contractors and any contractor activity that creates hazardous waste products that cannot be disposed of in regular trash or sanitary sewer.

Contractors are expected to understand and comply with all laws and regulations of any governmental entity or sovereign authority that pertains to environmental, health and safety standards and work practices applicable to the activities they perform. Additional requirements specific to Keysight are listed in sections 5.4.1 to 5.4.6.

5.4.1 Hazard Containing Building Materials

Some Keysight facilities may have hazardous containing building materials (HCBM) (e.g. asbestos, lead based paints, polychlorinated biphenyls (PCBs), Refractory Ceramic Fibers (RCFs)), and Keysight recognizes its duty to inform contractors of any known presence of HCBM (sites may be required by regulation to maintain an asbestos register, see appendix 4 for site specific information). The contractor must inform all contractor and sub-contractor personnel of the presence of HCBM in the areas identified. Contractor and sub-contractor personnel shall avoid disturbing HCBM materials on ceiling, pipes, boilers or other areas.

Contractors who plan to disturb HCBM must inform the Keysight Project Manager/Host well in advance to ensure proper notification is met and businesses have enough time to plan for potential interruptions. Only persons licensed and trained in HCBM operations and maintenance, or removal activities shall perform any work that may disturb or remove hazardous containing building materials.

If material is found suspected of containing HCBM that has not been identified on the site-specific information, a certified asbestos inspector or qualified HCBM technician for material other than asbestos must investigate this material before the suspect material is disturbed.

Removal of asbestos-containing floor tile must follow Keysight Operations and Maintenance Procedures for working on asbestos-containing floor coverings.

Damaged asbestos material or debris shall not be disturbed. If contractor personnel find asbestos-containing materials that have been damaged, they must report it to their supervisor and the Keysight Project Manager/Host.

HCBM materials shall not be used in renovation or new construction on any Keysight site.

5.4.2 Indoor Air Quality

Before beginning activities that will generate odors in or near occupied areas or building air intakes (e.g., using paints, adhesives, combustion engines or other odor-producing chemicals or processes), Keysight Project Management/Host must be contacted to pre-plan appropriate controls and an employee communication plan as appropriate. Ventilation or other process controls must be provided to prevent the buildup of vapors or gases that could result in health hazards, fire hazards, or nuisance odors. If odors cannot be adequately controlled, activities must be completed when area is unoccupied.

Indoor use of internal combustion engine driven equipment is not normally permitted indoors but if so, must have scrubbers installed and/or be evaluated for carbon monoxide buildup and odor generation prior to use. Air monitoring and portable blowers are required to control carbon monoxide buildup.

5.4.3 Storm Drain Protection

The discharge of anything to the storm drain other than rainwater is prohibited. Outdoor activities must be reviewed to include plans to prevent accidental release to the storm drain and contain any unplanned release (e.g., power washing operations must implement damming and suctioning of residual). Note: many roof drains eventually drain to storm drains.

5.4.4 Waste Management and Disposal

Wastewater Disposal – The discharge of any material must be to the proper drain. Keysight facilities contain drains for sanitary sewage, industrial wastewater treatment, and may have facilities for flammable solvent collection or other liquid wastes. Activities generating waste liquids must be pre-planned with Keysight Project Management/Host and Keysight EHS to verify the appropriate drain or collection method for waste discharge.

Hazardous Waste – The contractor is responsible for all contractor and sub-contractor purchased chemicals and any hazardous waste generated by the contractor and sub-contractor using their purchased materials in the ordinary course of their work, e.g., left over paint, etc. The contractor is responsible for the prompt removal from Keysight sites of any such hazardous waste generated and for following all applicable laws for disposal. Keysight WPS/EHS is responsible for managing the off-site transfer and disposal of the hazardous waste that is hazardous due to Keysight business

processes, e.g. removal of contaminated duct work or equipment, etc. It may be necessary to make job or task specific determinations as to who “owns” specific hazardous waste, the contractor or Keysight.

Solid Waste Storage, Disposal, and Recycling – The contractor and sub-contractor personnel are required to sort, separate, and recycle recyclable materials while performing work on the Keysight site. The contractor and the sub-contractor personnel will adhere to the following:

- No hazardous wastes will be placed into any trash receptacle or compactor at Keysight facilities.
- All chemical containers must be empty before placing them in any trash receptacle. Empty is defined as having no liquids, pastes, or large amounts of residue remaining in the container. If not empty, the chemical container may be required to be disposed of as hazardous waste.
- The contractor must remove chemical containers brought on site by the contractor.

5.4.5 Decontamination

Some Keysight facilities contain process piping, process ductwork, and process tools that carry or contain hazardous materials. Decontamination and sample verification must be completed before the pipes, ductwork, and/or process tools are removed from the site, unless arrangements have been made for suitable offsite treatment or disposal.

5.4.6 Chemical Release

Keysight Project Management/Host and Keysight EHS must be notified immediately regarding any chemical release to air, ground, water, or storm drain.

5.5 Safety Requirements

Applicable to High Impact Contractors and activity creating potential health and safety concerns for building occupants.

Contractors are expected to understand and comply with all applicable laws and regulations of any governmental entity or sovereign authority that pertain to environmental, health and safety standards and/or work practices applicable to the activities they perform. These include but are not limited to:

- Storage, handling, and use of flammable liquids and hazardous materials.
- Storage, handling, and use of compressed gas cylinders.
- Periodic safety inspections of equipment and work-site housekeeping.
- Use of fall protection while working at heights.
- Following electrical safety practices and lock out / tag out procedures.
- Proper use of personal protective equipment.
- Proper maintenance and use of ladders and other equipment.
- Guarding of wall and floor openings, open trenches, and excavations.

At Keysight's written request, the contractor or their sub-contractors must provide documentation of its completion of any regulatory obligations under this agreement. The contractor shall maintain documentation and verification of work-related certifications and licenses of its workers or sub-contractors. Additional safety requirements specific to Keysight Sites are listed in sections 5.5.1 – 5.5.14.

5.5.1 5.5.1 Construction and Renovation Hazards

When construction or demolition work may create harmful exposures to the environment or building occupants, the Keysight Project Manager/Host and Keysight EHS must be involved in planning appropriate controls to manage the hazards and communicate appropriate information to building occupants.

5.5.2 5.5.2 Hot Work

A Hot Work Permit process approved by Keysight and/or their loss prevention engineering firm is required for any temporary operation involving open flame, heat, or spark production. This includes, but is not limited to brazing, cutting, grinding, soldering, pipes thawing, welding, and torch-applied roofing. This permit must also meet the minimum requirements of any applicable laws and regulations of any governmental entity or sovereign authority.

Precautions must be taken to prevent interference with area gas detection equipment and smoke detectors that may evacuate the area or the building. (Refer to Appendix 3).

To prevent the formation of toxic gases caused by decomposition, welding and other hot work are prohibited in areas where the vapors of chlorinated hydrocarbons may be present in the atmosphere.

5.5.3 Confined Spaces

Some Keysight sites contain Confined Spaces and Permit Required Confined Spaces. Entry into Permit Required Confined Space must meet local regulatory requirements including rescue availability. Activities should be performed remotely from outside the confined space if possible.

- Keysight EHS must be notified of any construction activities that create a new confine space.
- Keysight EHS must be notified of any confined spaces that have not been identified with signs or are not on the inventory list.

5.5.4 Electrical Safety

Only individuals meeting local requirements for qualification, licensing, and training will install, repair, modify, or remove electrical service, wiring, or equipment at Keysight sites.

Electrical work should be performed on de-energized circuits unless a compelling reason exists requiring the work be conducted on energized electrical circuits. Exceptions are made for testing and calibrating of equipment that must be operating to be tested or calibrated.

If energized electrical work will be performed, the contractor is expected to implement an Energized Electrical Work program with appropriate work permits, guarding, PPE and safe work practices. Unguarded energized parts shall not be left unattended.

5.5.5 Lock Out / Tag Out (Energy Control Program)

The contractor shall implement an energy control program (Lock out / Tag Out, or LOTO) that meets applicable laws and regulations of any governmental entity or sovereign authority that pertain to environmental, health and safety standards and/or work practices to include control of electrical and other forms of hazardous energy as necessary.

Contractors must coordinate LOTO activities with Keysight Project Manager/Host when employees of both Keysight, and the contractor or sub-contractor are involved.

5.5.6 Aisles, Exits, and Walking Surfaces

All exits, aisle ways, and other walking surfaces must be kept free and clear of equipment, tools, materials, debris, and other tripping or slipping hazards at all times.

When construction activities create a hazard for pedestrians, the area must be barricaded to prevent entry and DETOUR signs posted to redirect pedestrian traffic. Keysight Project Manager/Host and/or EHS must review any plans to block an exit aisle.

Keysight Project Management must approve temporary staging of construction tools and materials in corridors. Cones or barricades must be used to isolate any staged equipment and identify the owner of the equipment.

5.5.7 Housekeeping

Debris and other scrap materials of the job must be cleaned up daily and placed in debris boxes or other suitable containers for disposal on a regular basis.

5.5.8 Fire Protection Systems and Utilities Impairments

Work on fire protection systems that requires the system to be impaired must meet the expectations of Keysight and/or their loss prevention engineering firm. This process must also meet the minimum requirements of any applicable laws and regulations of any governmental entity or sovereign authority.

Contractor personnel shall never operate any switch or valve used to control building services, processes or equipment unless authorized by the Keysight Project Manager/Host.

5.5.9 Overhead Work

Overhead work above another person is strictly prohibited. An "exclusion zone" with a safe radius must be cordoned off with warning tape and warning signs below overhead work areas. Additional precautions must be taken to prevent damage from falling tools when overhead work must occur above equipment or production lines.

5.5.10 Structural Supports

Approval from the Keysight Project Manager/Host must be received before drilling or cutting into building structural components.

5.5.11 Noise

Activities involving equipment and tools that produce high noise levels (75 dBA or over) should be avoided in occupied areas during working hours. Short duration activities (less than 15 minutes) may be performed with permission of the Keysight Project Manager/Host.

5.5.12 Power Actuated / Cordite Cartridge Tools

The use of powder-actuated/cordite cartridge tools is prohibited in Keysight buildings. The Keysight Project Manager/Host and EHS Staff may give approval for the use of such tools in special cases. All uses of powder actuated/cordite cartridge tools must comply with applicable regulations.

5.5.13 Crane, Helicopter, and Hoist Lifts

Crane and helicopter lifts require a “Crane Lift Permit” and appropriate pre-planning with the Keysight Project Manager/Host.

5.5.14 Working Alone

Personnel working in potentially hazardous locations should have at least one other person present at all times, or be under continuous surveillance by a responsible person, as consistent with local regulations and the contractor’s internal requirements.

Appendix 1 – Restricted Chemicals

Certain chemicals are restricted from use within Keysight because of their potential adverse effects and the commercial availability of viable substitutes. Keysight's maintains a Position Statement regarding restricted chemicals. If your work involves use of or exposure to any chemicals please obtain and review a copy of the position statement from your Keysight Project Manager, Host, or EHS representative.

Asbestos

Asbestos is a known human carcinogen that has viable substitutes for all construction applications. Asbestos-containing material is not allowed in any new construction or for use in building modifications and repairs within Keysight.

- Asbestos (CAS# 1332-21-4), also known as actinolite, amianthus, amosite, amphibole, anthophyllite, chrysotile, crocidolite, and tremolite.

The prohibition against using asbestos-containing material in new construction or for building modifications and repairs is contained in Keysight EHS Industrial Hygiene Standard, Section 4.3.7 a).

Ozone Depleting Substances

Various chlorofluorocarbons (CFCs) and hydrochlorofluorocarbons (HCFCs) are associated with a decrease in the earth's ozone layer. Collectively these compounds are referred to as Ozone Depleting Substances (ODSs). The prohibition against using ODSs in manufacturing and details on Keysight's phase out of ODSs is contained in Keysight EHS Position Statement – ODS Elimination.

Glycol Ethers

Certain ethylene-based glycol ethers and their acetates were associated with miscarriages in a study of the semiconductor industry. Because of this association Keysight and other major electronics companies have banned or restricted their use. Except for use as analytical check standards, the following five compounds are banned from use within Keysight:

1. 2-Methoxyethanol (CAS# 109-86-4)
2. 2-Methoxyethyl acetate (CAS# 110-49-6)
3. 2-Ethoxyethyl acetate (CAS# 111-15-9)
4. 2-Ethoxyethanol (CAS# 110-80-5)
5. Diethylene glycol dimethyl ether (CAS# 111-96-6)

The prohibition against using these five compounds is in Keysight EHS Position Statement – Glycol Ether Elimination.

Other Potentially Hazardous Chemicals

The company-wide list of restricted chemicals is kept to a minimum so as not to needlessly limit the technology. However, consistent with the hierarchy of controls for mitigating risks, all Keysight entities need to aggressively eliminate or seek out viable, less hazardous substitutes for the potentially hazardous chemicals used in their operations. When less hazardous substitutes are not available, the volume of potentially hazardous chemicals stored, and in-use needs to be kept at the lowest amount practical.

Appendix 2 – Contractor Chemical Use Form

Instructions: The contractor shall obtain prior written EHS approval for all hazardous chemicals proposed for use by contractor or sub-contractor personnel at all Keysight facilities.

Contractor/User Information:

Contractor:	Keysight Project Manager:
Contractor Contact & Phone:	Keysight Project Number (or PO#):
Date Submitted:	Location:

Hazardous Substance(s) Information:

A complete, legible, up-to-date Safety Data Sheet (SDS) shall be attached for each proposed hazardous substance.

Name of Hazardous Substance (as it appears on SDS)	Duration of Use	
	Permanent Long-term	Temporary
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

Description of Hazardous Substance: *(pick all that apply)*

<input type="checkbox"/> Adhesive <input type="checkbox"/> Gases <input type="checkbox"/> Solder <input type="checkbox"/> Oil <input type="checkbox"/> Inks <input type="checkbox"/> Flux <input type="checkbox"/> Paint/Coating <input type="checkbox"/> Cleaner/Degreaser	
<input type="checkbox"/> Solvent <input type="checkbox"/> Plating Chemical <input type="checkbox"/> Corrosive <input type="checkbox"/> Other (specify): _____	
<input type="checkbox"/> CONTAINS NO HAZARDOUS MATERIALS (See SDS)	
Quantity to be used:	Rate of Use:
Where will chemical be used?	Bldg./Post:

Process Description:

Process Chemical will be used in Method of storage: <input type="checkbox"/> Chemical cabinet <input type="checkbox"/> Tank <input type="checkbox"/> Other _____ Method of disposal: _____ Attach additional "Contractor Chemical Use Forms" for hazardous substances as necessary.
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Appendix 2 – Contractor Chemical Use Form (continued)

Keysight Technologies, Global Workplace Services EHS Approval

Keysight's EHS approval signifies permission to bring the hazardous chemical on site.
The Contractor shall retain sole responsibility to comply with applicable laws and regulations governing the use and disposal of chemicals.

The Contractor shall coordinate hazard communication to occupants in or near areas of their hazardous substance(s) use with the Keysight Project Manager.

EHS Approval for Use: _____ Date:

Special EHS Comments/Considerations/Requirements:

Contractor Management Representative: _____ Date:

Appendix 3 – Site Specific Requirements / Procedures / Instructions

Some local Keysight EHS teams have created separate attachments containing site specific information on the following topics:

- Site emergency phone number
- Evacuation procedures
- Hazard communication information exchange
- Smoking areas
- Area specific clean room protocol
- New equipment purchasing procedures
- Asbestos containing building material information
- Lead containing building material information
- Decontamination procedures
- Construction material disposal procedures
- Confined space inventory & hazard evaluation information
- Fire system work procedures
- Hot work permit procedures
- Crane / helicopter lift permit procedures
- Fire prevention plan
- Environmental, Health & Safety aspects

Please confirm with your Keysight Project Manager or Host any site specific requirements.

Local Keysight EHS teams may choose to add required documentation of contractor training identified in Appendix 4.

Appendix 4 – EHS Training & Health Surveillance (U.S. Only)

For work on Keysight sites in the U.S. by contractor(s) (both project contractor work and continuous contractor work) three types of EHS-related training are applicable:

General EHS Training:

General EHS training is conducted by contractor, or a third party hired by contractor to provide such training. Contractor is responsible for providing the facility, trainers, and supplies needed for such training. Contractor is responsible for travel, local transportation and living expenses for its employees, including wages, while attending any and all general training. Contractor will be responsible for maintaining records of completion for all its employees, sub-contractors, or agents for general EHS training and upon request will be provided to Keysight.

Keysight EHS Training:

Keysight EHS training is conducted by Keysight, or a Keysight approved third party resource, either at an Keysight facility or at a mutually agreed upon site. Keysight sponsors and supplies the facility, trainers and needed supplies for Keysight EHS training. Contractor is responsible for travel, local transportation and living expenses for its employees, including wages, while attending Keysight EHS training. Keysight maintains records of completion for Keysight specific EHS training which is available upon request.

Keysight Operating Procedures:

Keysight requires that all contract employees are familiar with and have sufficiently reviewed required standard operating procedures and required processes, defined by Keysight, when initially approved and once per year thereafter. Keysight specific non-technical procedures and processes are made available to contractor and contractor is responsible for conducting said trainings and reviews. It is the contractor's responsibility to maintain associated training records and to be able to supply proof of completion upon request. Contractor is responsible for travel, local transportation, living expenses and wages while attending or conducting this training.

As applicable for the specific work being contracted, courses that are considered as **General EHS Training** include but are not limited to:

- Biosafety
- Bloodborne Pathogens
- Chemical Safety
- Chemical Safety in the Laboratory
- Confined Space Entry
- Cryogenics (supplemented with Keysight safety procedure(s))
- Dangerous Goods Transportation
- Electrical Safety
- Fall Protection
- Forklift/Powered Industrial Truck
- Gas Cylinder Handling
- General Ergonomics
- Hazardous Materials Management/Awareness
- Hazardous Substance Communication
- Hoist & Crane Safety

- Ionizing Radiation
- Lockout/Tagout
- Noise/Hearing Conservation
- Personal Protective Equipment (PPE)
- Respiratory Protection

Courses that are Keysight EHS Training are those courses that are specific to a unique hazard associated with work at Keysight. For example, a contractor that performs manufacturing work involving chemicals would be expected to have successfully completed Chemical Safety and Hazcom training, but if the work involves the use of a hazardous chemical with unique hazard, such as a specific hydrofluoric acid solution, training on the hazards and controls for that hydrofluoric acid solution would be Keysight EHS Training that would be needed in addition to general Chemical Safety and Hazcom training.

In certain cases, an EHS-related training course can be considered both General EHS Training and Keysight EHS Training depending on the type of contractor training being provided. For example, a contractor that performs manufacturing work involving the use of open-beamed high-powered lasers would be expected to have successfully completed Laser Safety Training as General EHS Training. However, a contractor (e.g., janitor) that needs to enter a laser use area at Keysight may need to successfully complete a version of Laser Safety Training and if so that training would be considered Keysight EHS Training for the janitor. The distinction being a competent contractor hired to perform work involving the use of lasers is expected to be knowledgeable in laser safety, while a competent janitor is not expected to be knowledgeable in laser safety. For the janitor, laser hazards and controls may be unique to his or her work at Keysight.

Other examples of Keysight EHS Training may include but are not limited to:

- Methylene Chloride, Lead, Arsenic and other chemicals with specific regulatory training requirements
- HPM Gas Training specific to the site
- Keysight Product Safety Training
- Site-Specific Emergency Training
- Site Hazardous Waste Awareness

Health Surveillance

The issue of health surveillance expectations for contractors is sometimes raised in parallel with EHS-related training for contractors. Keysight will advise the contractor of hazards that may exist from Keysight operations that may impact contract employees. Contractor needs to ensure its employees receive the health surveillance required by regulation. Contractor is responsible for determining what additional health surveillance is needed for its employees and ensuring that health surveillance is received by the appropriate contract employee.

Appendix 5 – Contractor Impact Assessment Worksheet

The purpose of this Contractor EHS Impact Assessment Worksheet is to determine the nature of a project / activity as being High Impact or Low Impact in relation to EHS risk and Keysight liability.

Instructions: Please answer all questions to the best of your ability. Refer to the Contractor EHS Requirements Standard for more detail. If you have any questions, contact your site / regional EHS representative.

WILL THIS PROJECT / ACTIVITY INVOLVE:

		YES	NO
1	Use of chemicals or chemical based products?		
2	Generation of any kind of odors, vapors, dusts or fumes?		
3	Working with compressed gases?		
4	Generation of hazardous waste?		
5	Discharge of liquids into sanitary sewer?		
6	Discharge of liquids into storm drains?		
7	Working with or around asbestos-containing building materials?		
8	Working within areas that contain hazardous materials or hazardous operations?		
9	Construction related activities to include renovation, demolition, repair, etc.?		
10	Working with energized / de-energized electrical voltages >50 volts?		
11	Performing "Hot Work" defined as welding, grinding, torch cutting, soldering, brazing?		
12	Working with ladders, scaffolding, or aerial lifts?		
13	Working on roofs, platforms or open sided surfaces at heights above 6 feet?		
14	Working with power equipment or power tools?		
15	Working with material handling equipment (i.e. forklifts, hoists, cranes etc.)?		
16	Operation of heavy equipment (i.e. loaders, backhoes, trenchers, directional boring, etc.)?		
17	Entry into a confined space?		
18	Impairment of fire suppression systems?		
19	Impairment of utility systems?		
20	Generation of noise levels above 80 dBA?		

If the answer to all of these questions is NO, the project / activity is considered Low Impact.

If the answer to any of these questions is YES, the project / activity is considered High Impact. All High Impact work requires the inclusion of the Contractor EHS Requirement Standard into the Facilities Contract Agreement or Master Service Level Agreement. Conduct a Prior-to-Work Contractor EHS Briefing and attach checklist to the appropriate Security Access Card Request form before start of work.

Whether you're a Low Impact or High Impact Contractor ensure your Keysight Project Manager or Host reviews and provides you a copy of the global or site specific Contractor EHS Orientation Brochure prior to start of work.

Appendix 6 – Contractor Questionnaire

Keysight Technologies strives to hire contractors/service suppliers who demonstrate exemplary effort in the compliance of all applicable laws and regulations of any governmental entity or sovereign authority, which pertains to environmental, health and safety standards. This questionnaire has been designed to help Keysight Technologies better understand your Environmental, Health & Safety program and in no way does it represent a complete list of contractor's applicable EHS obligations.

Company Name: _____

Company Address: _____

City: _____ State/Province: _____ Mail Code: _____

Phone: _____ Email: _____

Contact Person: _____ NAICS Code: _____

Type of Work That Will Be Done: _____

1. Provide a brief description of your Environmental, Health and Safety (EHS) Program within your organization, including your current safety practices as they apply to work that is or will be done at Keysight sites. Also include any potentially applicable Job Hazard Analysis assessments that have been performed for tasks that will be done at Keysight. (Add Attachment A)
2. Provide your country or company-wide injury/illness data for the past three years (e.g., OSHA Total Recordable Rate and Lost Workday Case Rate). Provide details on any work related fatalities or other major accidents. For U.S. operations, provide your workers compensation insurance Experience Modification Rate (EMR) for the last three rating periods. (Add Attachment B)
3. Provide details on any environmental, health or safety citations, or improvement or prohibition notices issued, or prosecutions made against your company by any enforcing authorities over the past three years. (Add Attachment C)
4. Describe your organization's current status with respect to certification to the ISO 14001 standard and conformance with OHSAS 18001. (Add Attachment D)
5. If sub-contractors might be used for work at Keysight, describe how you ensure that your employees and subcontracted services employees are trained in the safety and environmental aspects and impacts of their jobs. (Add Attachment E)
6. If sub-contractors might be used for work at Keysight, describe how you assess the competency of the sub-contractors and how you ensure they comply with your EHS expectations. (Add Attachment F)
7. Describe your corrective action process. How are EHS issues escalated to correct problems that contribute unsafe conditions? (Add Attachment G)

Contractor/Service Supplier Certification:

Management Representative Signature: _____

Printed Name: _____

Date: _____ Email: _____

Appendix 7 – Contractor Safety Trifold

Some local Keysight EHS teams have developed site specific Contractor EHS Safety Trifold handouts. The Global EHS team's Contractor EHS Safety Trifold should be referenced for sites without a local document. Please ensure your Keysight Project Manager, host, or EHS representative provides you with the appropriate Safety Trifold.

Appendix 8 – Contractor Acknowledgment of Receipt

I have received and reviewed the Keysight Contractor EHS Requirements and understand the requirements applicable to activities our company will be performing at Keysight Technologies.

We will make sure all employee of our company and sub-contractor companies understand and agree to the requirements applicable to the activities our company will be performing.

Keysight Technologies	Company Name:
Signature: (Optional)	Signature:
Typed Name:	Typed Name:
Title:	Title:
Date:	Date:

Reviewed and approved by Claire McCarthy,
12th December 2023

This policy is approved by Keysight 's executive management and applies to Keysight operations worldwide. Printed copies of this document are uncontrolled.